



ANTON BRUCKNER  
PRIVATE UNIVERSITY



# Welcome

## at Anton Bruckner Private University!

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Student info

Status: July 2023

## Contents

<b>6</b>	Contact .....	4
<b>7</b>	General Information .....	5
2.1	Opening hours .....	5
2.2	Entry System .....	6
2.3	The Building .....	6
2.4	Location of Copiers, Scanners and Printers, Vending Machines, ATM.....	7
2.5	Lockers.....	8
2.6	Cloakroom.....	8
2.7	Practice Rooms.....	8
2.8	WLAN/eduroam .....	9
2.9	Bistro Frédéric.....	9
2.10	Fenzl Bakery Bus.....	10
2.11	Public Transportation & Accessibility .....	10
<b>3</b>	Enrolment .....	11
<b>4</b>	Recognition and Crediting .....	13
<b>5</b>	Brucknercard .....	14
<b>6</b>	bruckneronline (bonline) .....	15
6.1	Login to bruckneronline .....	16
6.2	Applications .....	17
6.3	Business Card.....	17
6.4	Courses .....	18
6.4.1	General Search for Courses .....	18
6.4.2	How can I register for courses? .....	18

<b>7</b>	University Library .....	19
7.4	Media Collection Focus Areas .....	19
7.5	Services.....	19
<b>8</b>	Erasmus+ .....	21
<b>9</b>	Organisation .....	23
9.4	Institutes.....	23
<b>10</b>	Consulting Services and Representations .....	25
<b>11</b>	Door Sign Icons / Equipment.....	26

## 6 Contact

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T +43 732 701000 373
- Student Association  
[stuv@bruckneruni.at](mailto:stuv@bruckneruni.at)  
<https://www.bruckneruni.at/de/universitaet/vertretungen/oeh-studierendenvertretung>



## 7 General Information

### 2.1 Opening hours

#### General opening hours:

Mo – Fr 07:00 – 21:30 hs

Sa 07:00 – 16:00 hs

Sunday 10:00 – 14:00 hs

Closed on public holidays

#### Student Services & Exam Office opening hours

Mo – Thu 09:30 – 12:00 hs

Tue, Thu 14:00 – 16:00 hs

Closed on Fridays

Vacation opening hours: Mo – Thu 10:00 – 12:00 hs

#### University library opening hours:

Mo – Thu 09:00 – 18:00 hs

Fr 09:00 – 14:30 hs

Vacation opening hours: reduced opening hours

#### Infopoint opening hours:

Mo – Fr 09:00 – 12:30 hs and 13:30 – 17:00 hs

For the latest information on opening hours, please visit

<https://www.bruckneruni.at/en/quicklinks/opening-hours>



## 2.2 Entry System

The doors inside of the university building are equipped with an electronic entry system. Your Brucknercard also serves as your access card to the building and the individual rooms of the university.

The access rights for the interior doors must be renewed daily at one of the green validation readers. There are 5 card readers in the building:

- Lower Floor, diagonally opposite Lift 2
- Ground Floor, at the Infopoint on both sides
- First & second Floor, directly next to Lift 2
- First Floor, by the administration offices

Access Rights for Students:

- Instruction rooms of the institute where the enrolled studies are completed
- Instruction rooms of the institutes, in which the main artistic subject or focus is completed

Students of the woodwind, keyboard, string and voice institutes have access to all teaching facilities of their respective institute.

All rooms labeled with a green dot are also accessible for use.

## 2.3 The Building

Student Services and Exam Office: Room 1.255, Stairwell 2, 1<sup>st</sup> Floor, next to the library

Administration Office (of the Dean): Room 1.126, 1<sup>st</sup> Floor, to the right of the elevator

Dean of Performance Studies: Room 1.125, Stairwell 1, 1<sup>st</sup> Floor, to the right of the elevator

Dean of Pedagogic Studies: Room 1.124, Stairwell 1, 1<sup>st</sup> Floor, to the right of the elevator

University Library: Room 1.254, Stairwell 1, 1<sup>st</sup> Floor

Large Auditorium: Room 2.305, Stairwell 3, 2<sup>nd</sup> Floor

Erasmus+: Room 1.101, Stairwell 1, 1<sup>st</sup> Floor

Support Center for Artistic Projects: Room 1.110 Stairwell 1, 1<sup>st</sup> Floor

Event Office: Room 1.112 and Room 1.113, Stairwell 1, 1<sup>st</sup> Floor

Communication and Marketing: Room 1.111 and Room 1.122, Stairwell 1, 1<sup>st</sup> Floor

A floorplan of all levels can be accessed via our website:

<https://www.bruckneruni.at/en/services/orientation-plan/>



## 2.4 Location of Copiers, Scanners and Printers, Vending Machines, ATM

### Identity Card renewal machine

- Ground Floor (between Infopoint | Haustechnik and Sonic Lab)

### Copiers, Scanners and Printers:

- 1<sup>st</sup> Floor:
  - in the library: Information (including: overhead scanner)
  - by the exit to the open terrace
  - by the administration offices
- 2<sup>nd</sup> Floor, by Stairwell 3

### Moneyloader to top up your printing and copying credit:

- Ground Floor (between Information | Haustechnik and Sonic Lab)

- Self-service topping-up of your printing and copying credit – payment with banknotes only

#### Vending Machines for Drinks and Snacks:

- Ground Floor, by Stairwell 3

#### Charging Station for Mobile Phones:

- Ground Floor, by Stairwell 2

#### ATM:

- Ground floor, main entrance

## 2.5 Lockers

Lockers of varying sizes are available for use on all floors:

#### Day lockers (marked as such):

Use is free of charge, available daily from 07:00 – 21:30 hs

The lockers are open every morning and are available for use by all students.

#### Rental lockers: Annual fee

€ 20,- rent per academic year

Contact: Infopoint | Haustechnik

#### Operation of the numerical lock:

see gray sign in the area of the lockers.

## 2.6 Cloakroom

The cloakroom can be found in the first sub-level of the university.

## 2.7 Practice Rooms

Students can use several practice rooms at various locations throughout the building. They are readily accessible and do not need to be reserved before use.

They can be opened using your Brucknercard.



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We ask you to leave the practice rooms in a clean and orderly state. Eating and drinking in the rooms is forbidden. Practice rooms where no person is present are considered free, even if there is an instrument, jacket, etc. in the room.

## 2.8 WLAN/eduroam

The ABPU is one of the organisations participating in „eduroam“ (Education Roaming). Eduroam is an initiative which enables employees and students to use the wireless network infrastructure of many educational institutions at home and abroad by means of the access data of their home university or college.

To use the wireless network by means of eduroam at the ABPU you should follow these instructions:

- connect to the encrypted wireless network „eduroam“
- the user name or identity is your Bruckneruni email address (an active user account is a prerequisite)
- enter your eduroam-password, this does NOT correspond to the personal password
- On some devices you have to confirm that you trust the certificate „radius.bruckneruni.at“. Click on „confirm“ or „trust“.

When the connection has been successfully established the set-up is complete, and you can use eduroam with all other participating organisations as well.



**Practical tip:** To ensure that your device reliably connects to eduroam, remove the WLAN for guests from the list of known networks if you have already connected to it before.

You can find detailed instructions in bruckneronline on the start page in the application „User data / IT services“ (instructions for setting up eduroam).

## 2.9 Bistro Frédéric

The Bistro Frédéric, the small but exceptional restaurant located in the foyer, is a place where teachers, students and guests can meet during the day to enjoy a

quick snack or a warm meal. Every day two warm meals are offered for lunch, as well as sandwiches, snacks, fruit and desserts.

Opening Hours during the semester: Mo – Thu 08:00 – 18:00 hs, Fr 08:00 – 17:00 hs  
Closed during the vacation period.

The weekly menu will be published here: [www.bistro-frederic.at](http://www.bistro-frederic.at)

## 2.10 Fenzl Bakery Bus

In front of the university, a snack bus of the bakery Fenzl stops daily during the week and offers warm and cold snacks, bakery products as well as drinks.

The bus stops in front of the main entrance of the ABPU from Monday to Friday between 10:30 and 10:50.

## 2.11 Public Transportation & Accessibility

The ABPU can be reached using public transportation, either with the Pöstlingbergbahn / Pöstlingberg Railway (No. 50), the bus no. 33, the ÖBB Postbus No. 250 or No. 251 or the tram lines 3 and 4 (tram station "Landgutstraße" – 12 minutes' walk). It is a 20 minutes' walk from Hauptplatz. An electronic monitor in the foyer displays upcoming departure times. An electronic time table can be accessed here: <http://www.linzag.at/efa/> or here: <http://www.ooevv.at/>.

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### 3 Enrolment

Dates and Deadlines: Students are responsible for fulfilling their own deadlines. Therefore, it is recommended that dates and deadlines are regularly reviewed and scheduled. Please refer to our website:

<https://www.bruckneruni.at/en/study-programmes/faqs/enrolment> and  
<https://www.bruckneruni.at/en/study-programmes/dates-and-deadlines/academic-year/winter-semester>

At the Department Student Services and Exam Office you will obtain:

- Admission contract: will be sent by email with the enrolment documents.
- Access data/TAN code for bruckneronline + webmail: Valid for 150 days!
- The curricula can be found on our website at:  
<https://www.bruckneruni.at/en/studium/studienplaene/musik>
- Brucknercard: student identity card (photo will be taken directly in the Student Services and Exam Office,)

Tuition fees, ÖH-Fee:

<https://www.bruckneruni.at/en/study-programmes/tuition-fees>

Scholarships:

Contact: [stipendien@bruckneruni.at](mailto:stipendien@bruckneruni.at)

Enrolment is completed after the receipt of your tuition fee.

An additional administrative fee of € 50,- is to be paid for late enrolment (please refer to our website). More details in the Enrolment Guide:

<https://www.bruckneruni.at/en/study-programmes/faqs/enrolment/>



Practical tip: Avoid paying the late enrolment fee of € 50,- by paying your tuition fee on time!

Registration for your core subject (zentrales künstlerisches Fach = ZKF) is carried out by the Student Services and Exam Office.

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After Enrolment / Receipt of Enrolment Confirmation email:

- Redeem TAN-code: To access your bruckneronline account – see document received at enrolment. In case of loss, please contact the Student Services and Exam Office for a new TAN-code.
- Confirmation of Registration: can be printed online through bruckneronline (Business Card/Registration Documents)
- Course Registration: during the registration period by student using bruckneronline, except for core subject, the first semester of your minor subject and the supplementary subject piano, which are carried out by the Student Services and Exam Office. Search in bruckneronline for the name of the course according to the curriculum.



Practical tip: Register for courses early.  
For many there is a limited number of participants!

Required amount of ECTS-Points after the end of the 1st year: 30 ECTS, see <https://www.stipendium.at/english-information/>.

You can also complete courses from later semesters (except for core subjects).

Checklist for the beginning of the Semester (after the first semester) – see guide for continuing your enrolment: <https://www.bruckneruni.at/en/study-programmes/faqs/enrolment>

- Core subject (ZKF) must be graded positively in bruckneronline
- Tuition fee must be received by university > see email with payment information during semester and summer breaks
- Study entry phase (STEOP) must be completed within the first two semesters



Practical tip: Always make deposits within the specified deadlines! The earlier you pay the fee, the earlier you can also register for courses.

Change of address: After the initial enrollment, the study/home address can be changed independently on the bruckneronline business card.

Student Association (ÖH: Österreichische HochschülerInnenschaft):  
Consultation can be arranged by email to [stuv@bruckneruni.at](mailto:stuv@bruckneruni.at)

Applications for academic leave, shortened study, repetition of a semester:  
<https://www.bruckneruni.at/en/study-programmes/downloads>



## 4 Recognition and Crediting

Students of the ABPU can have passed examinations and existing knowledge recognized/credited. The recognition/credit is based on a comparison of competencies.

The prerequisite for the recognition of courses is the equivalence of the content and scope of the respective examinations. Activities at institutions other than universities can be credited upon application by students, depending on the type and scope of the activity.

For further information please refer to <https://www.bruckneruni.at/en/study-programmes/aner kennungen-und-anrechnungen>



## 5 Brucknercard

The valid Brucknercard has the following functions:

- classic student identity card
- card for copying, printing and scanning. The machine on the ground floor can be used to load money onto the card which can then be used for printing
- library card
- access card for classrooms and practice rooms; right of access must be obtained daily at a validation station

The Brucknercard will be issued to you in the Student Services and Exam Office on your initial enrolment. There is no initial charge, and you will also receive a credit of € 5,- for printing and copying.

The Brucknercard is valid until the end of the enrolment period of the next semester. In subsequent semesters, you will update the date imprint yourself after you have re-registered and received automatic notification of enrolment at the identity card renewal machine (on the ground floor between Infopoint/Haustechnik and Sonic Lab).

A charge of € 7,- will be made for a replacement card in the event of loss, theft or damage, to be paid in the finance department (Room 1.121, 1<sup>st</sup> Floor). Show the receipt for this charge in the Student Services and Exam Office, where a new card will be printed for you.



## 6 bruckneronline (bonline)

bruckneronline (<https://bonline.bruckneruni.at>) is the central information system for students and teachers of the ABPU. Many do-it-yourself options are available. As it is a web-based system, only a web browser and internet access is required. Don't forget to deactivate the pop-up blocker for [bonline.bruckneruni.at](https://bonline.bruckneruni.at)!

Using bruckneronline, you can access all important information concerning your studies and courses, such as:

- Registration, Tuition Payment Status
- Course Registration
- Exam Results
- Print student files such as Confirmation of Registration, Transcript of Records, etc.
- Change your Current/Home Address Information
- Accreditations

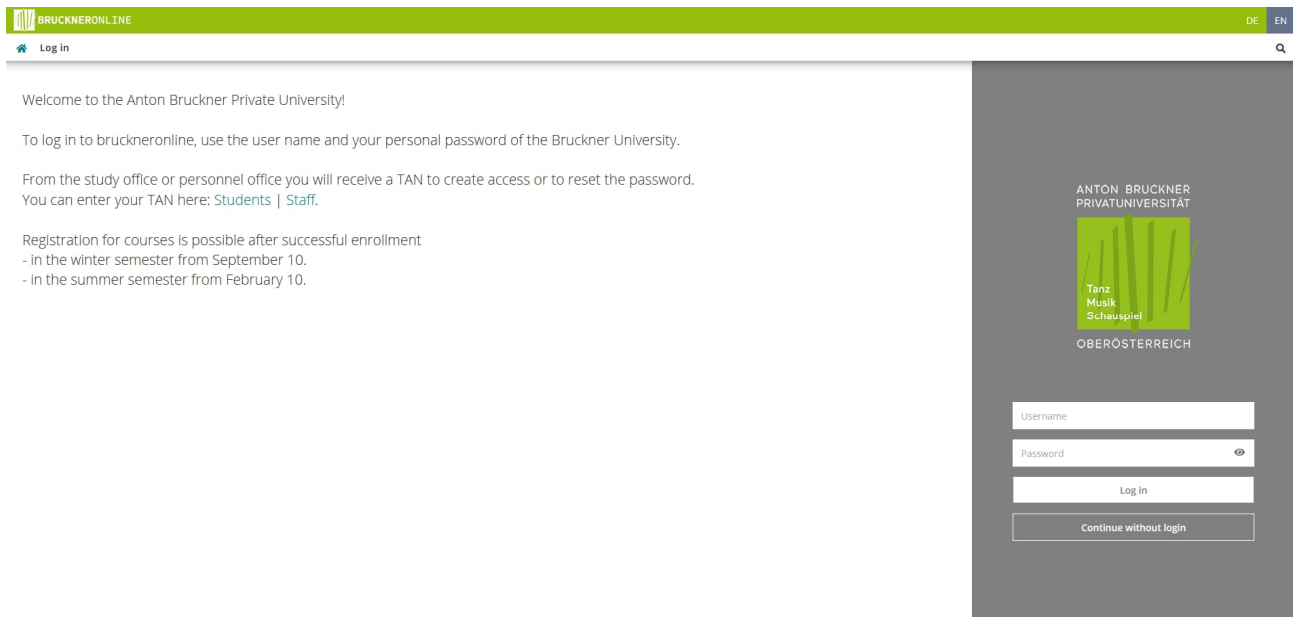
Please check your personal information for accuracy and completeness. In the case of mistakes or a name change, please contact the Student Services and Exam Office.



Practical tip: we only send official messages to the ABPU email-address, not your private email-address! Therefore, please check your ABPU-mailbox regularly.

## 6.1 Login to bruckneronline

- Redeem the TAN-code to receive your login details
- Start web browser and open <https://bonline.bruckneruni.at/> (can also be accessed via the ABPU homepage)
- Enter your user name and password



Welcome to the Anton Bruckner Private University!

To log in to bruckneronline, use the user name and your personal password of the Bruckner University.

From the study office or personnel office you will receive a TAN to create access or to reset the password. You can enter your TAN here: [Students](#) | [Staff](#).

Registration for courses is possible after successful enrollment

- In the winter semester from September 10.
- In the summer semester from February 10.

ANTON BRUCKNER  
PRIVATUNIVERSITÄT

Tanz  
Musik  
Schauspiel

OBERÖSTERREICH

Username

Password

Log in

Continue without login

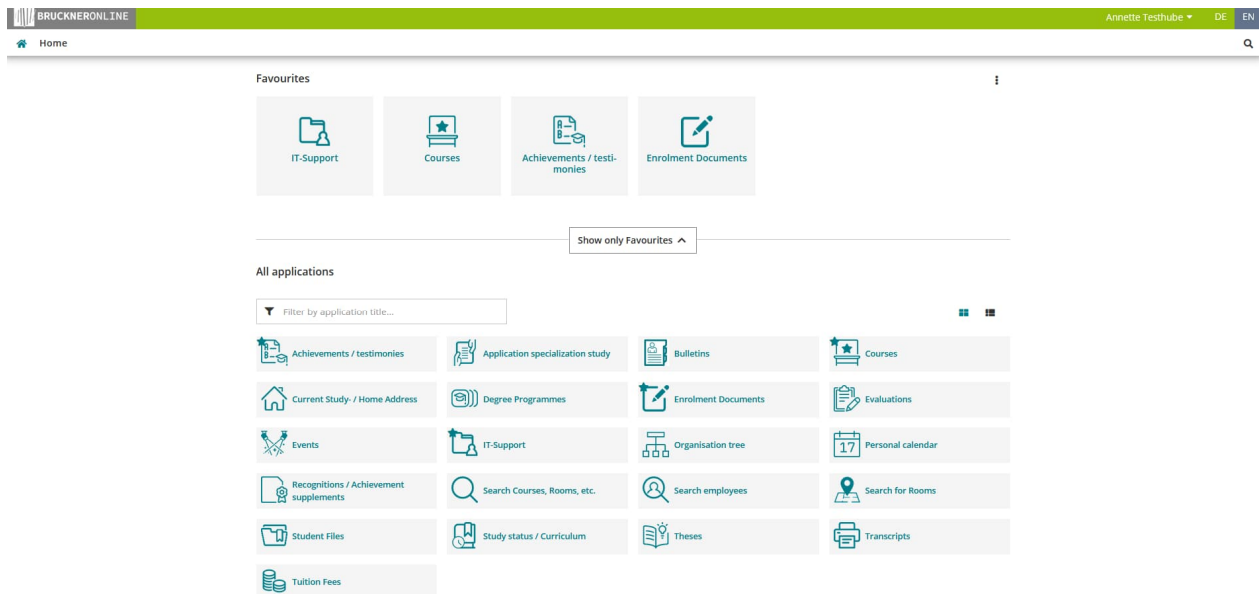


Practical tip: Click on the link for „Students“ (highlighted in blue) on the log in-page to redeem the TAN-Code. This will create your account at ABPU. The account is necessary for bruckneronline, webmail and access to rooms.



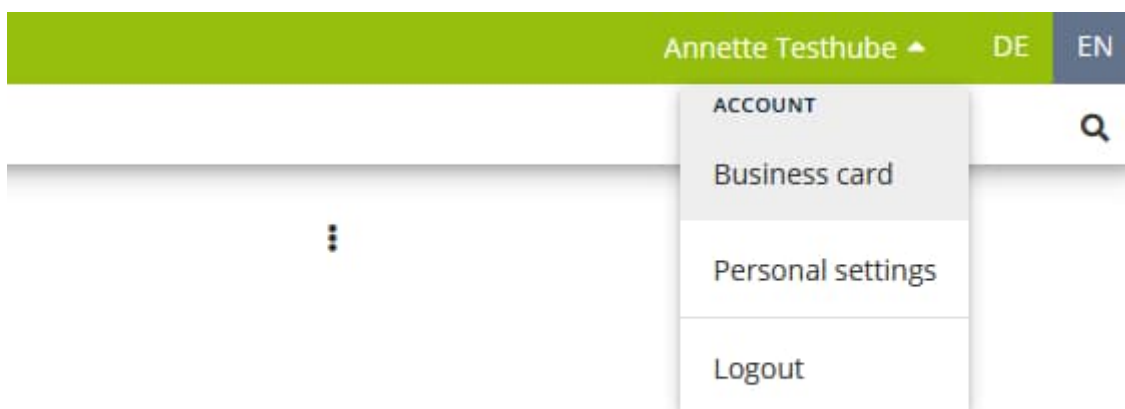
## 6.2 Applications

After logging in, you will see the page with your personal business card, through which you can access important functions: printing of transcripts and documents, payment of your tuition fee, exam results, course registration, etc.



## 6.3 Business Card

You can open your business card by clicking on your name and then choosing "Business card".



To view the personal data (matriculation number, date of birth, insurance number) click on „Display“ under „Personal data“.

## 6. 4 Courses

### 6.4.1 General Search for Courses

The screenshot shows the 'Courses' page on the BRUCKNERONLINE platform. The search filter is set to 'Ensemble'. The results list the following courses:

Course ID	Course Name	Lecturer	Registration Status
JIM.0003	Alternative Ensemble Concepts	Weixler, Andreas	Registration possible from 10.09.2023 00:00
JIM.0190	Classical Music Ensemble	Ulm-Aram, Michaela	Registration possible from 10.09.2023 00:00. Please note the participation criteria and registration information.
IKD.0058	Conducting Ensemble 01	Mösenbichler, Johann	Registration possible from 10.09.2023 00:00
IKD.0427	Conducting Ensemble 02	Mösenbichler, Johann	Registration possible from 10.09.2023 00:00
IKD.0428	Conducting Ensemble 03	Mösenbichler, Johann	Registration possible from 10.09.2023 00:00
IKD.0429	Conducting Ensemble 04	Mösenbichler, Johann	Registration possible from 10.09.2023 00:00

### 6.4.2 How can I register for courses?

In the application "Courses" you can see which courses you are registered for. In order to later receive a grade, it is required to register for courses during the registration period. Prerequisite is a valid enrolment!

- It is only possible to register for courses if you are enrolled for at least one study program (check status on Business Card) and this course has not yet been attended and graded (existing grade).
- In the case of a double degree it is required to choose through which degree program you would like to register for the course.
- When registering, please pay attention to the type of degree listed: BA = Bachelor, MA = Master, KBA = artistic Bachelor, PBA = pedagogical Bachelor, KMA = artistic Master, PMA = pedagogical Master, ABF = Akademie für Begabtenförderung, Gast = Gaststudium/AO-Studien
- In most fields of study, four-semester core subjects must be completed. These must be taken starting in the third semester, but no later than the fifth semester. Registration for this takes place at the beginning of the second semester.

## 7 University Library

With over 100.000 media, the University Library is the largest music library in Upper Austria and supports study, research and teaching at the university. In addition to physical media such as music publications, books, journals, and AV media, a variety of e-resources such as e-journals, e-books, sheet music download portals, or streaming offerings are available. All digital resources can also be used outside the library by means of bruckneronline login data. The entire collection is listed in the library catalog, AnTon:search.

### 7.4 Media Collection Focus Areas

- Music
- Dance
- Theater, Literature
- Cultural Studies, Art History, Artistic Research
- Pedagogy, Psychology

### 7.5 Services

- Generous open-shelves display with a thematic arrangement of media
- Loan periods:
  - Sheet music – 2 months / 2 renewals
  - Books – 4 weeks / 2 renewals
  - CDs, DVDs – 14 days / 2 renewals
- Research PCs, reading lounge and two reading rooms for an undisturbed atmosphere while studying
- Media return box outside library opening hours on the ground floor near the Infopoint
- Possibility of copying / scanning / printing: An overhead scanner is available at the circulation desk for book-friendly scanning free of charge.

- Possibility of free borrowing from our partner libraries (Upper Austrian State Library, Library of the Catholic Private University)

#### Contact and further information

T +43 732 70 1000 360

E [bibliothek@bruckneruni.at](mailto:bibliothek@bruckneruni.at)

W <https://www.bruckneruni.at/en/library/the-university-library>

AnTon:search: <https://antonsearch.bruckneruni.at/>



## 8 Erasmus+

Erasmus+ is the European Union's program for education, youth and sport and offers a wide range of opportunities for students to study at universities abroad, further their education, gain valuable work experience through internships and build international networks.

Advantages at a glance:

- Credit transfer of study achievements
- Validation of prior learning (Diploma Supplement)
- Waiver of regular tuition fees (per mobility semester, only the ÖH fee at the ABPU and a possible administration fee at the host institution have to be paid)
- New acquisition and improvement of language skills
- Cultivate intercultural skills
- Establish international networks
- and so much more... the experience of a lifetime awaits!

Regular students of ABPU can become mobile from the 3rd semester. For each cycle of study (BA, MA) one Erasmus+ mobility grant of a duration of up to twelve months can be provided. The funding amount depends on the destination country and is not a full scholarship, but a grant to compensate for the increased costs due to the stay abroad.

The following options are available:

- Study abroad mobility: You want to enrich your university education with international competence and valuable cross-sectional competencies? Then study for a semester or an entire academic year at a partner institution abroad. Upon successful completion you receive a validation of prior learning at ABPU.

- **Internship Mobility:** You independently organize an internship at a relevant institution (which is not an EU institution or diplomatic representation) in a program country that is neither Austria nor your country of residence, where you work full-time for at least two months? Then you have two options to apply for funding; either for a voluntary internship, during your current studies, or a graduate internship, which you complete within the first year after your degree completion.

Detailed information on application deadlines, requirements, funding opportunities, our partner institutions and your contact person at the Erasmus Office can be found at:

<https://www.bruckneruni.at/en/university/international-relations/erasmus>



## 9 Organisation

- University Executive Management



- Dean's Office



- Academic Committee



- Administration



### 9.4 Institutes

- Institute for Early Music and Historical Performance Practice



- Institute for Brass Instruments and Percussion



- Institute for Voice and Music Theatre



- Institute for Woodwind Instruments



- Institute for Jazz and Improvised Music



- Institute for Composition, Conducting and Computer Music



- Institute for Music Education



- Institute for String Instruments



- Institute of Dramatic Arts



- Institute for Keyboard Instruments



- Institute for Theory and History



- Institute of Dance Arts





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## 10 Consulting Services and Representations

- Bruckner Alumni Network



- Non-Discrimination Commission



- Disabilities representative



- ERAMUS / Study abroad



- IT-Services



- Ombudsman Mediation Services



- Psychological Counseling for Students



- Scholarships and Financial Benefits



- Student Services and Exam Office



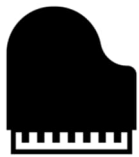
- Student Council



## 11 Door Sign Icons / Equipment



Green Dot Rooms: Free Access via Brucknercard for all ABPU employees and students



Piano



Pianino



Electric Piano



Pianoforte



Harpsichord



Audio equipment



Beamer

## Imprint

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