

## AAF GUIDELINES GRAZ – PENSION RÜCKERT

<b>Eligibility</b>	<p>You are only allowed to attend an internship in Austria, if your <b>principal residence is still in your country of origin</b> and are <b>currently employed as a doctor</b>. You must bring a copy of your <b>Medical License</b> to Austria.</p>
<b>Travel</b>	<p>Please find attached <b>OMI travel and reimbursement guidelines</b>. Please contact Ms. Kerstin Rotter at <a href="mailto:k.rotter@americanaustrianfoundation.org">k.rotter@americanaustrianfoundation.org</a> if you have any further questions.</p> <p><u>PLEASE NOTE:</u></p> <ul style="list-style-type: none"> <li>◆ You <b>are not allowed</b> bring family members, friends, etc. with you during your internship in Austria.</li> <li>◆ If you decide to <b>make your own travel arrangements</b> and are eligible for reimbursement, you <b>must bring all receipts from your trip with you</b> - if possible with the amounts stated in EUROS (No invoice – no reimbursement!) - and <u>send the AAF Travel Form 4 – 6 weeks prior to your departure</u>. AAF can not guarantee reimbursement of your travel expenses in case of incorrect, missing or incomplete information. <b>Please make sure to arrive / depart within the internship dates stated in your invitation letter.</b></li> <li>◆ AAF only reimburses costs according to <b>AAF travel and reimbursement guidelines</b> and <u>does not cover expenses for additional accommodation abroad (hotel etc.) or any other additional expenses</u>. <b>Reimbursement in Austria will be in EURO!</b></li> <li>◆ <u>Should you decide to come by car:</u> There is no parking fee for parking in the immediate neighbourhood of Pension Rückert; but please be aware that the <b>blue zone</b> – which is subject to charges - <b>starts just two blocks from your accommodation.</b></li> </ul> <p>Please note furthermore that parking in the city center is subject to charges (Mon.-Fr. 9-19 and Sat. 9-13; at the Graz Central station Mon.-Sun. 8-22). In the short-term parking zones which are called blue zones, the maximum parking period is limited to 3 hours, the required parking ticket is available at local tobacconists.</p>
<b>Upon Arrival in Graz</b>	<p>Please find attached further information on <b>how to get to your apartment from Graz airport</b>.</p> <p><b>It is necessary that you inform Ms. Kenner about your arrival:</b> Phone number: (+43 316) 38 11 42.</p> <p><b>At Pension Rückert, Rückertgasse 4, 8010 Graz, Garconniere Nr. 5 or 6 belong to you!</b></p> <p><b><u>IMPORTANT: IF YOU ARRIVE BETWEEN 8.00 AM AND 21.00 PM:</u></b> at Pension Rückert, please contact Ms. Schuhmann (phone: 0664-834 8991) upon arrival at the apartment for your room keys.</p> <p><b><u>IF YOU ARRIVE EARLIER OR LATER THAN THAT:</u></b> Please inform AAF about it to arrange how you get your room keys! Your keys will then be deposited for you!</p>

Lodging	<p>You will be accommodated at a studio-apartment building located <b>behind Pension Rückert, Rückertgasse 4, 8010 Graz</b>. The hospital (LKH Graz) is located a 10 minutes walk away from Pension Rückert. Please take into consideration that you are living in a flat and not in a hotel and you need to be prepared to live in a dorm setting – bringing <b>basic amenities</b> (hair dryer, alarm clock, power adapters, bathroom slippers, etc.) is likely cheaper and more convenient than buying these items in Austria. The housekeeper will clean your room before you arrive. You will find fresh bed sheets in the cupboard, toilet paper and soap in the bathroom of your apartment. <b><u>Please make sure you lock your doors - the owner of the apartment is not liable for theft.</u></b></p>	
Lodging Contacts	<p>If you have questions or any requests concerning your accommodation please refer directly to <b>Ms. Schuhmann at 0664-83 48 991</b> / entrance behind Pension Rückert, 1<sup>st</sup>. Floor. Your room will be cleaned <b>once a week</b>.</p>	
Pocket Money	<p>You will receive <b>Euro 290 for your four weeks stay in Graz</b> by <b>Mrs. Kenner</b>. Please contact her at <b>(0043-316-) 38 11 42</b> (phone) upon arrival. Please note that pocket money is to help defray costs in Austria, but you may have to supplement it with your own funds.</p>	
Office Hours	<p>Our office in Vienna is open <b>Monday to Friday</b> (except holidays) from <b>9 AM to 5 PM</b>. <b>Once during the month you will be invited to Vienna for a fellows dinner</b>. At the AAF office you may use the computers to check email and write your report and case study. You may make a phone call home from the AAF office.</p>	
Contacts	<p><b>IN GRAZ: Brigitte Kenner</b> August-Musger-Gasse 24 A-8010 Graz</p>	<p>Phone: 0043-316-38 11 42 Email: <a href="mailto:thomas.kenner@meduni-graz.at">thomas.kenner@meduni-graz.at</a></p>
	<p><b>IN VIENNA: Kerstin Rotter</b> Program Co-ordinator / Internships Palais Todesco Kärntnerstraße 51/ II, 2<sup>nd</sup> Floor A-1010 Vienna</p>	<p>Phone: +43-1-533-8658-11 Fax: +43-1-533-8658-10 Email: <a href="mailto:k.rotter@americanaustrianfoundation.org">k.rotter@americanaustrianfoundation.org</a></p>
Health Insurance	<p><b>Health insurance coverage (first aid only – no extra services) will be provided for you</b> during your internship (see enclosed forms!). <b>This insurance is ONLY valid in Austria</b>, so if you are <u>planning to travel at weekends</u>, it is your responsibility to take out <u>an additional insurance</u>. <b>Please note that AAF must be informed of any health problem prior to arrival in Austria!</b> AAF provides medical insurance only - it <b>does not cover losses from robbery or theft</b>. If you wish to be insured against theft please organize such coverage in your country and at your expense.</p>	
Food	<p><b>Meals are not provided, but kitchen facilities and a set of kitchenware are available</b> for your use. You can purchase a full lunch at the clinic <b>for € 2,60-</b>.</p>	

<p><b>Fellows Dinners</b></p>	<p>Once during the month you will be invited to <b>Vienna</b> for a tour of the <b>Josefinum</b> (The Museum of Medical History) and <b>dinner</b> with the other fellows. The date will be announced to you via email.</p> <p><b>AAF will book your train tickets and send the booking confirmation to you via email.</b> Please print out and take with you on the train (together with your identity card / passport) as it serves as your ticket.</p> <p><u>PLEASE NOTE:</u> Your participation at the AAF dinners is obligatory. If you can not participate at one of the dinners for any reason, please inform us <b>one week in advance</b>. <b>Please let us know in time if you are vegetarian.</b></p>
<p><b>At the hospital</b></p>	<p>Due to <b>Austrian law</b>, you are <b>not entitled to perform diagnostic examinations or give reports</b>, unless you have an accepted Austrian licence / recognition of your medical degrees and specifications achieved in your country. <b>So at present you could only watch and discuss during your internship.</b></p> <p><b>On the first day at the hospital</b> your mentor will want to see your <b>passport</b> and your <b>medical licence</b>. <u>Please make sure to have with you!</u> You will be informed about the <b>required attendance at the hospital</b> from your mentor and must follow these instructions. <u>If you can not attend your daily schedule the AAF office must be informed.</u></p> <p><b>Please bring your white doctor's coat to Vienna.</b></p> <p><b>All communication at the hospital is in German.</b> Although your mentor shall try to translate some parts and discuss things in English, most communication is and will be this way (due to time constraints during routine work), which may impair the benefit you can draw from this visit. Therefore we urge you to take a <b><u>German language course prior to your departure!</u></b> We are sure you will benefit much more from your time in Austria if you understand basic German. Listening to audio tapes also helps!</p> <p>At the hospital's library you can <b>check your emails</b>.</p>
<p><b>Report &amp; Case Study</b></p>	<p>All interns are required to send a <b>case study</b> and <b>report</b> to the AAF Vienna office. You can either <b>fax</b> the documents from the hospital (Vienna Fax: 01-533 86 58-11) or hand over to <b>Mrs. Kenner</b>. The case study should be prepared with your mentor <u>prior to your departure from Austria</u> and be signed by him. Forms can be downloaded from the AAF website at <a href="http://www.aaf-online.org">www.aaf-online.org</a></p>
<p><b>Important Information</b></p>	<ul style="list-style-type: none"> <li>• You should always have at least a <b><u>copy of your passport or a valid international identity card with you</u></b> during your stay in Austria.</li> <li>• We have two cell phones for your use. You will get one of the phones - one number is <b>0676 731 33 08</b> and the other is <b>0699 11 76 72 56</b>, the <b>Pin Code for both phones is 8042</b>. There is no credit on the phone, you must purchase it if you want to use the phone for outgoing calls. <b><u>Please make sure that we can reach you and the storage battery is charged!</u></b></li> <li>• If you buy a monthly-ticket ("MONATSKARTE") for public transport, <b><u>please stamp your ticket only ONCE, the first time you take the tram</u></b>, at one of the ticket-cancelling machines in the tram – it is <b><u>not allowed to stamp the ticket every day!</u></b></li> </ul>

	<ul style="list-style-type: none"><li>• Please be aware that every airline has certain weight restrictions and that it is very expensive if your luggage has overweight. Please find out about the airline's rules before traveling.</li></ul>
<b>Leisure Time</b>	If you wish to get more information on what is happening in Graz during your internship month, please check: <a href="http://cms.graztourismus.at/EN/">http://cms.graztourismus.at/EN/</a> or <a href="http://graz.at/">http://graz.at/</a>

**!!! ATTENTION !!!**

*If you feel that any of the information given in these guidelines might not be correct, please immediately contact Ms. Rotter at the AAF office in Vienna, so she can update it.*

*Thank you very much for your help!*