



Joining Instructions

**Austria**  
**Theresan Military Academy**  
**Institute for Basic Officer Education**





## Joining Instructions

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### Welcome & Congratulations:

First of all let me – in my capacity as the Head of International Office and Chairman of the EU Military Erasmus (EMILYO) Implementation Group of the “**European Initiative for the exchange of young officers inspired by Erasmus**” – warmly welcome you to the Wiener Neustadt “International Semester 2022” and to short events (Common Modules) – which are part of this semester – and to specifically arranged internships (French & Italian Cadets). These events will have great impact on the formation and strengthening of the European identity of young Officers & Cadets & Students.

**Please read the following instructions carefully.**

### Arrival:

- You will be transported from the arrival destination you have already reported to the International Office – preferably with the Application Form (attached) – to the Academy.
- Please check your name and your travel data within the list attached to the e-mail and report mistakes (in red colour) to the POCs as soon as possible (POCs see end of this document). Also fill-in missing data.
- If you have not reported your arrival destination and arrival time so far – please do it by **26<sup>th</sup> August 2022** (this date is valid for the participants of the international semester arriving on 4<sup>th</sup> September 2022). For all the others, please report it to the POCs at least 10 days prior to your arrival. **Those ones, who will not give us any information by these dates (= 10 days prior to arrival), will have to find their own way to the Theresan Military Academy.**
- For those ones, who will come just for a **one-week event** to the Theresan Military Academy (e.g. for a Common Module), please report your arrival time and arrival location to the POCs also **10 days prior to arrival latest.**
- The Austrian “Buddy-Cadets” have the task to get in contact with you (**Cadets & students**) prior to your arrival.



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- **Plane:** Those ones who will arrive by plane will be picked-up at Vienna International Airport / arrival hall. Have a look to somebody in Austrian combat uniform and/or a plate where “Theresan Military Academy” is on it.
- **Public bus:** Those ones who will arrive by public bus will be picked-up at bus-stations in Vienna. Please provide us with the exact arrival location and arrival time.
- **Own car:** Those ones who will arrive by their own car please give a phone-call to the POCs some 30 minutes before arrival.
- **Train:** Those ones who will arrive by train – pleased arrange your arrival to Railway Station Wiener Neustadt. You will be transported from there to the Academy.
- Report your arrival (preferably with the Application Form or the attached list) to the POCs (POCs please see end of this document).

### **In-Processing for Cadets/students:**

- During the in-processing phase, you will receive a welcome-package with all the material you need.
- You will be guided to those parts of the Academy, which you need to start (accommodation, bathrooms, dining-hall, lecture rooms, computer-rooms, washing machine, etc.).
- You also will receive a guided tour through the Academy to get familiar with.

### **Accommodation:**

- This year we have problems with accommodation due to reconstructions. Cadets & students will be accommodated at the Academy without any charging – or already arranged accommodation on their own.
- Those ones who received a confirmation for studying during the international semester will have accommodation at the Academy without any charging.
- We cannot provide “hotel standard”, that’s why you are requested to bring along also your own towels/washing things.



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### Meals:

- You will have access to our dining halls where breakfast, lunch, and dinner are provided.
- There are different possibilities to combine your meals – you can take from the buffet whatever you want.
- 4 times per week (Wednesdays, Fridays, Saturdays, and Sundays) dinner is just provided with packed meal.
- Some weekends meals are provided with prepared packages which you can rethermalise in the kitchen of the Cadets' Club.
- Inside the welcome package you will find the opening hours of our dining halls.
- There are also restaurants inside the Academy where you can order drinks or meals for a cheap price – but there you have to pay for your consumption.

### Dress codes:

During the **International Semester & Internships** you will need the following clothes:

<p>Our <b>daily dress</b> is combat/field uniform – or equivalent civilian clothes for civilian students. Take into consideration that the international semester lasts until winter time – warm clothes are needed too</p>	
<p>Service dress uniform (jacket and tie) – or equivalent civilian clothes – is needed for special events</p>	

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<p>Casual civilian clothes are needed for leisure time activities</p>	
<p>Physical training suit (clothing during sport activities). Please take into consideration that in winter time it will be cold in Austria</p>	
<p>For outdoor activities you will need some rain protection. The combination “umbrella + uniform” is not allowed in Austria; therefore young Officers &amp; Cadets need some other rain-protection</p>	
<p>For special activities in case you need e.g. combat gears – <b>you will be equipped by the Academy</b></p>	

A washing machine is available at the Academy.



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During **any one-week event (Common Modules)** you will need the following clothes:

- Our daily dress is **combat/field uniform** – or equivalent civilian clothes for civilian students. Take into consideration that some events will take place during winter time – warm clothes are needed too.
- Service dress uniform (jacket and tie) – or equivalent civilian clothes – is **not** needed for just one-week events.
- Casual civilian clothes are needed for leisure time activities.
- Physical training suit (clothing during sport activities). Please take into consideration that in winter time it will be cold in Austria.

### **Sports:**

- According to the curriculum you have to participate in our sports lessons – this is the class “Military Leadership C” (part 1 [theory] and part 2 [practical training]) – if agreed in the Learning Agreement that you participate in this module.
- The gym is available for you on a 24/7 basis.
- The Academy is situated nearby a huge park where you have great possibilities for running.
- We also have a sports hall and sports field with a lot of possibilities.

### **Internet:**

- Young Officers & Cadets & Students will be provided with an Internet account for the purpose of having free access to internet on a 24/7-basis in our computer-rooms (except, when lectures take place in these rooms).
- You will also receive log-in data for our WLAN (without charging) to have the possibility for using the Internet on your private notebook/smartphone in the lecture rooms or inside your accommodation.



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### Daily Life of Cadets / students:

- On your first duty-day the participants of the international semester will receive an introduction by the International Office.
- For each week a schedule is created, which you will find on screens on our floors or with printouts on specific boards.
- The Class Commander will provide for each of you an Austrian Cadet as a “Buddy” who will help you solving problems.
- All of you (also civilian students) have to line-up in the morning at 07:30 hrs. for the daily roll-call of the class (Monday-Friday).
- During working days, after duty you can leave the Academy without permission. You are to be back for the roll-call at 07:30 the next day – fit for duty of course.
- Weekends are off-duty and you can leave the Academy without requesting permission.
- If you need days off, short periods are up to the Class Commander to decide, longer periods are up to the Head of International Office who will get in contact with your superiors to come to a decision prior to your leave.

### Evaluation:

- You are requested to evaluate each and every class or module you participate in. The necessary papers you will receive on the first duty-days.

### More information:

- More detailed information you can download from the EMILYO homepage:  
[http://www.emilyo.eu/sites/default/files/Gell%20Temp%20Docs%20for%20Mobilities/2022/AT%20TMA%202022%20TMA\\_Erasmus\\_Brochure\\_EN.pdf](http://www.emilyo.eu/sites/default/files/Gell%20Temp%20Docs%20for%20Mobilities/2022/AT%20TMA%202022%20TMA_Erasmus_Brochure_EN.pdf)



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### COVID-19 rules of procedure:

- The international winter semester 2022 at the Theresian Military Academy will be conducted as a **residential** one.
- According to an order of the Austrian Ministry of Defence as of 8<sup>th</sup> July 2020, only those cadets & students have to be accepted for the residential semester, whose home country – or home region for Germany and Italy – is on the list of the Austrian's Ministry of Foreign Affairs with the travel warning status "4" or lower. The status of the respective country can be found: <https://www.bmeia.gv.at/reise-aufenthalt/reisewarnungen/>.
- **So far, all already reported Cadets & students may come to the residential semester or to one-week common modules to Austria.**
- **At the moment (August 2022) there are no restrictions for coming to Austria.**
- The status of the country may change according to an up-dated COVID-19 situation.
- It is not foreseen to conduct the international winter semester – or parts of it – via e-learning.
- Take at least **5 masks** with you (just in case ...).
- We have disinfectants in or in front of each lecture room and at many other places at the Academy.
- If there is a COVID-19 case, we may conduct a COVID-19 test for you at the Academy. In the worst case (positive COVID-19 test) we have to follow the national rules – depending on the disease process – and put you into quarantine (at the military hospital). Any repatriation will be evaluated with you and your home-superiors.





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### Point of Contacts (POCs):

Please report everything concerning your arrival to all the 3 POCs below.

Responsibility	Name	E-mail	Cell-phone
ERASMUS+ Coordinator (incl. ERASMUS papers – e.g. learning agreement)	Mr. HADEK Christian	<a href="mailto:christian.hadek@bmlv.gv.at">christian.hadek@bmlv.gv.at</a>	+43 664 622 2158
Responsibility for all incoming personnel	Mrs. PISTRACHER Livia	<a href="mailto:l.pistracher@hbv.gv.at">l.pistracher@hbv.gv.at</a>	+43 664 622 2131
Coordinator for incoming Cadets & students + responsibility for transport to the Academy	Officer Cadet PUXKANDL Peter	<a href="mailto:puxkandl.peter@gmx.at">puxkandl.peter@gmx.at</a>	+43 664 212 7850

If you have any other questions please write a mail to our ERASMUS+ Coordinator,  
**Mr. HADEK Christian.**

I look forward to welcoming you all in Austria,  
kind regards & stay healthy,  
Col Gell

**Colonel Assoc. Prof. GELL Harald, PhD, MSc, MSD, MBA**  
**Chairman of the EU Military Erasmus (EMILYO) Implementation Group**  
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