



STUDENT HANDBOOK

2019-2020



Foreword

In this handbook you'll find all the information needed to become and be a student in the 2-year IMSOGLO master programme.

All your important documents & information can be found in "My application" at the *econsort* website.

Not all fields are applicable for you. Fill in all fields you can.

To log in, use the following links:

First registration: <https://econsort.ugent.be/regist.asp?frm=2008>

My application: <https://econsort.ugent.be/applicationform.asp?frm=40195>

Keep this updated during your 2-year stay.

Communication

Before you have arrived: imsoglo@ugent.be

Subject: IMSOGLO_YOUR NAME_YOUR ISSUE

After your enrolment: students.itc@ugent.be

Subject: IMSOGLO_YOUR NAME_YOUR ISSUE

Please do not put any other e-mail addresses in cc, except when requested specifically.

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1. About IMSOGLO

The international Master of Science in Soils and Global Change (IMSOGLO) is offered by a consortium consisting of 4 Institutions of Higher Education:

- Universiteit Gent / Ghent University (referred to as "UGent", Gent, Belgium);
- Aarhus Universitet (Aarhus University, referred to as "AU");
- Universität für Bodenkultur Wien (University of Natural Resources and Life Sciences, Vienna, referred to as "BOKU");
- Georg-August-Universität Göttingen/Georg-August-Universität Göttingen Stiftung Öffentlichen Rechts (University of Göttingen, referred to as "UGOE").

Additionally, there are 2 associated partners:

- The Joint Research Centre of the European Union, referred to as JRC;
- The Department of Soil Resource and Remote Sensing Applications, Institute of Soil Science, Chinese Academy of Sciences, Nanjing, referred to as CAS.

The programme contains 120 credit units (ECTS) and covers 2 years. The full programme can be seen in annex I.

The programme has two possible specializations, but all students will jointly follow the introductory courses in the first semester and will jointly participate to the summer course (see below).

The first semester is organized at UGent and is taught by staff from UGent. The first semester starts with a "primer event" for all students in which soil types, soil threats and soil instrumentation are shown to identify the main topics of study in soils with reference to global change. Furthermore, students are introduced to the research work done at the four partner universities which will help them to define their optional courses for the specialization in the 2nd and 3rd semester. Thereafter 30 ECTS of background courses in soil science are taught: Pedology, Soil Chemistry, Soil Physics, Soil Genesis, as well as courses on Land Information Systems and Applied Statistics.

One specialization "Soil biogeochemistry & global change" will bring the student to BOKU in the 2nd semester and to UGOE in the 3rd semester:

- The courses at BOKU in the 2nd semester focus on sustainable land management. The 5 mandatory courses (15 ECTS) concentrate on the relation between globalisation, rural development and associated soil problems. Moreover, the students learn how sustainable land use can protect the soils and reduce greenhouse gas emissions. 3 additional ECTS are reserved for either a summer school at BOKU (in 2021 and 2023) or field work in China (in 2020 and 2022). Students have to choose courses equivalent to 12 ECTS from a list of optional courses.
- The courses at UGOE in the third semester focus on the biogeochemical consequences of global change from an (agro-)ecological perspective. The 4 mandatory courses (18 ECTS) cover different scale levels: landscape dynamics, agricultural biochemistry and soil microbiology. Students have to choose courses equivalent to 12 ECTS from a list of optional courses, which may include fieldwork and excursions.

One other specialization "Physical land resources and global change" will bring the student to UGent in the 2nd semester and to AU in the 3rd semester:

- The courses at UGent focus on natural resources management for resilience to global change. The 4 mandatory courses (19 ECTS) concentrate on the how climate change influences soil

performance and how soil management and land use planning can prevent or remediate soil degradation. 3 additional ECTS are reserved for either a summer school in BOKU or field work in China. Students have to choose courses equivalent to 8 ECTS from a list of optional courses.

- The courses at AU focus on the soil physical and soil-C consequences of global change. The 3 mandatory courses (25 ECTS) concentrate on global soil degradation and ecosystem services, the quantification of soil erosion and on C-cycling and climate change. Students have to choose courses equivalent to 5 ECTS from a list of optional courses.

In the summer after the 2nd semester, all students come together again for either

1. a one-week excursion to China (associated partner CAS) during which various aspects of soil degradation will be shown (this excursion will be organized bi-annually in alternation with the summer school), or
2. a one-week summer school (with contributions from associated partner JRC) during which simulation models and information systems will be used to better understand the present condition of the soil, to obtain insight in the causes of soil degradation, to project possible future soil development and to produce maps of the state of soil functioning.

Additionally, students have the opportunity to meet staff and to choose or define a Master Thesis topic and corresponding location (one of the four Partner universities, an Associate Partner or another option). The first opportunity is during the primer event, a second will be organized in the spring of the 2nd semester, and the third is during the Summer activity.

During the fourth semester, the students perform their Master Thesis research (30 ECTS) at one of the four Partner universities, at one of the Associated Partners, or at an external university/ organisation/ company. Main supervisor for the thesis must be from one of the two different universities involved in the specialization. Students that are affiliated to research institutes can propose to conduct their research there and have a (co-)supervisors from two of the Partner universities. All students have a supervisor from one partner University and a co-supervisor from another partner University. The University providing the supervisor will provide 20 ECTS, and the University providing the co-supervisor will provide 10 ECTS.

2. Organizational structure

The IMSOGLO programme is managed by several actors, described below.

2.1. Management Board (MB)

The MB is in charge of management of the programme, including the evaluation of the files of incoming students and scholars, the selection of scholarship grantees, financial management, and course programme content. The full MB consists of the members of the Programme Steering Group, the Student Selection Group, the Coordinator and the lead person of the Technical Secretariat. The MB receives proposals from these groups regarding programme management, student selection and formally makes the decisions on these issues. The MB meets at least twice a year; at one meeting the Student Selection Group is present (see below). The composition of the MB reflects its main roles:

2.2. Programme Steering Group (PSG).

The PSG convenes at least 2 times per year and its roles are

- to advise, in annual cycles, on modifications of the programme contents and to monitor the courses in terms of success (passed exams) and marks achieved by students. The PSG is thus important in the Quality Assurance (QA) of the IMSOGLO programme. In particular, the PSG checks, by means of a competence matrix, whether all the IMSOGLO programme end competences are covered by the end competences of the individual IMSOGLO courses.
- to take, react to and implement independent advice from the Education Quality Assurance Committee (EQAC, see below). The PSG is the main actor in the Plan-Do-Check-Act components of the cycle for Quality Assurance, but independent Checks are under responsibility of the EQAC.
- to advise on individual study programmes, selection of elective courses, thesis topics, and nomination of lecturers.
- to deal with individual lectures (e.g., content, relevance, quality of course material, effectiveness in training targeted skills, interaction with the professional sector, etc.), lecturers, difficulties arising from mobility, e.g. problems with examination and teaching schemes, and facilities provided by the consortium to host students.
- to convert student results to a common grading system according to advice from the Examination Committee (EC, see below).
- to contribute to reports to EU at request of coordinator.

The PSG submits its advices to the partner institutions (e.g., the local education committees and Faculty boards) for approval (if needed) and reports to the MB of IMSOGLO for approval.

Composition: One lecturer nominated by each partner institution (preferably also a member of the local education committee(s) or programme steering committee(s) of the partner institution), one student per Specialisation, one alumnus (after the first graduation cycle), one representative for each of the associated partners. The group is chaired by the Coordinator and facilitated by Technical Secretariat (TS).

2.3. Technical Secretariat (TS)

The TS, hosted at the Coordinating Organisation, i.e. Ghent University, will treat all administrative questions and problems and will be in charge of practical issues, such as: arrival of students (including visa applications), mobility arrangements, administrative tasks concerning study progress, collecting the marks of students, organization of the selection procedure, organization of meetings of the managing bodies, communication, financial reporting and report writing. The TS prepares a ranking of candidates for scholarships, checks the entry level of all incoming students, and submits this to the Student Selection Group (next section) for evaluation. The secretariat is further responsible for the design and the follow-up of the IMSOGLO website. This secretariat will work under the guidance of the IMSOGLO Coordinator. At every partner university, there will be a local contact person who will deal with practical issues there and will collaborate with the Technical Secretariat.

2.4. Student Selection Group (SSG)

The SSG convenes at annual frequency and its roles are

- to select scholarship grantees, following the criteria set by EACEA (hereafter: the Agency) for scholarships for programme countries, partner countries and countries for priority regions. Scholarships are equally distributed over the two specialisations of the IMSOGLO programme.
- to check the entry level of students against the requirements, this involves the type and contents of BSc-level studies as well as language requirements.
- The SSG receives a ranking of candidates for scholarships prepared by the TS, checks and modifies this ranking where this is deemed necessary, and submits the final proposal to the MB for approval.

Composition: One representative nominated by each partner institution, chaired by the Coordinator and facilitated by the Technical Secretariat.

2.5. Education Quality Assurance Committee (EQAC)

The EQAC is important in the Quality Assurance of the IMSOGLO programme. In particular, the EQAC monitors the quality of the education in the programme, based on formal evaluations of the education, anonymously filled out by students. The EQAC is independent of the MB and submits its advices either at or without request to the MB. Each one of the partner institutions is represented in the EQAC.

2.6. Examination Committee (EC)

The EC convenes after the exams taken in each semester, via videoconferencing and its roles are

- to translate the scores for individual courses to a common grading system (a scale 0-20) at the end of each academic year and to submit the outcome to the MB.
- to confirm per student, based on study results, that the degree can be issued by UGent, or under what conditions his/her transition to the next semester can take place.
- to take action in case of irregularities during exams for those cases that the rules of partner institutions might not apply. In general, however, examination codes of the partner institutions prevail for the courses taken at those institutions, including rules for retakes of exams.
- Composition: All lecturers involved in the programme, including the (co-)supervisors of master theses. It is established at Ghent University, chaired by a chairperson chosen annually from its members and facilitated by the Technical Secretariat.



2.7. Coordination Organisation and Coordinator

Ghent University is the Coordinating Organisation. It is responsible for the overall management of IMSOGLO and is in charge of coordinating the IMSOGLO programme. It will take all actions necessary for a good functioning of the Consortium and for the fulfilment of the contractual agreement with the EACEA. The Coordinator is the project leader in the Coordinating Organisation, He/she acts as contact person for the Agency in all aspects related to the management of the project and will also act as Chair of the Management Board. Among other things, the Coordinator is responsible for the good functioning of the IMSOGLO secretariat, the administrative and practical functioning of the IMSOGLO programme, the timely organization of meetings of the Management Board and all other things necessary for a smooth running and organization of the IMSOGLO programme. The Rector of Ghent University acts as legal representative of the Coordinating Organisation. However, the Coordinator can also sign some documents, such as the Student Agreement, on behalf of the Coordinating Organisation.

At the start of each academic year, the members of the above-mentioned management bodies (PSG, SSG and EQAC) are nominated by each university they shall represent in accordance with their internal decision-making structure, i.e. subject to internal approval by the competent bodies, and upon nomination shall be member of the Management Board (or EQAC).

3. Academic matters

3.1. Admission criteria

To enter the programme, candidates must have at least an academic Bachelor degree (minimum 180 ECTS credits) in pure or applied sciences (e.g., Chemistry, Biology, Geology, Physical Geography, Geoecology, Civil or Agricultural Engineering, Environmental or Agricultural Sciences, etc.) or an equivalent level from a recognised university. Sufficient academic knowledge (at least 40 ECTS) in Natural Sciences is required, where Natural Sciences are specified as: physics, chemistry, mathematics, ecology, biology, geography, environmental sciences and agricultural sciences.

The applicant must be proficient in the language of the course or training programme, i.e. English. The English language proficiency can be met by providing a certificate (not older than 2 years) of one of the following tests: (TOEFL/IELTS predictive tests and TOEIC will not be accepted)

- TOEFL IBT 90
- ACADEMIC IELTS 6,5 overall score with a min. of 6 for writing
- ESOL CAMBRIDGE English CAE (Advanced)

“Language of instruction” is not accepted as a proof of language proficiency, except for applicants who have obtained a Bachelor and/or Master degree in a higher education institute of a country with English as the official language and with English as only mode of instruction

3.2. Academic calendar

3.2.1. Physical Land Resources & Global Change 2019 - 2021

Year	Semester	Start date	End date	Mobility
1	1	16/09/2019	20/09/2019	Ghent University IMSOGLO Primer Event
		23/09/2019	20/12/2019	Ghent University Mandatory courses (30 ECTS)
		21/12/2019	05/01/2020	Christmas holidays
		06/01/2020	31/01/2020	Ghent University Exams
		01/02/2020	09/02/2020	Inter-semester vacation
	2	10/02/2020	03/04/2020	Ghent University Mandatory courses (23 ECTS) Two electives (7 ECTS)
		04/04/2020	19/04/2020	Easter holidays
		20/04/2020	23/05/2020	Ghent University Continuation of: Mandatory courses (23 ECTS) Two electives (7 ECTS)
		25/05/2020	03/07/2020	Ghent University Exams
			06/07/2020	15/08/2020
		17/08/2020	28/08/2020	Ghent University Resits (Exams)
2	1	31/08/2020	12/12/2020	Aarhus University Mandatory classes (25 ECTS) One elective (5 ECTS)
		13/12/2020	20/12/2020	Preparation for exams (Exams late December & January)
		21/12/2020	30/01/2021	Aarhus University Exams
			25/05/2021	12/05/2021

	2	01/02/2021	05/07/2021	Master thesis (30 ECTS) Aarhus University or Ghent University
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3.2.2. Biogeochemistry & Global Change 2019 - 2021

Year	Semester	Start date	End date	Mobility	
1	1	16/09/2019	20/09/2019	Ghent University IMSOGLO Primer Event	
		23/09/2019	20/12/2019	Ghent University Mandatory courses (30 ECTS)	
		21/12/2019	05/01/2020	Christmas holidays	
		06/01/2020	31/01/2020	Ghent University Exams	
		01/02/2020	24/02/2020	Inter-semester vacation	
	2	24/02/2020	04/06/2020	BOKU Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		05/04/2020	24/04/2020	Easter holidays	
		25/04/2020	30/06/2020	BOKU Continuation of: Mandatory courses (18 ECTS) Four electives (12 ECTS) Exams (period TBD)	
			01/07/2020	31/08/2020	Summer vacation
			01/09/2020	30/09/2020	BOKU Resits (Exams)
2	1	01/10/2020	24/12/2020	University Of Göttingen Mandatory classes (18 ECTS) Four electives (12 ECTS)	
		25/12/2020	08/01/2021	Christmas holidays	
		09/01/2021	12/02/2021	University of Göttingen Mandatory classes (18 ECTS) Four electives (12 ECTS)	
		15/02/2021	21/03/2021	University of Göttingen Exams	

	2	22/03/2021	30/06/2021	Master thesis (30 ECTS) BOKU or University of Göttingen (30/09/2021)
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3.3. Credits: ECTS, the European Credit Transfer and Accumulation System

The IMSOGLO curriculum uses the ECTS system.

The European Credit Transfer and Accumulation System (ECTS) was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad.

ECTS is a student-centered system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired.

ECTS is based on three core elements:

1. information (on study programmes and student's achievement)
2. mutual agreement (between the partner institutions and the student)
3. the use of ECTS credits (to indicate student workload, not only for exchange students but also for the UGent students)

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptors in national and European qualifications frameworks. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a fulltime year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year. One credit corresponds to 25 to 30 hours of work.

The Transcript of Records shows students' learning achievements in a way which is comprehensive, commonly understood and easily transferable from one institution to another

3.4. Teaching, learning & examination

Teaching methods, learning methods and examination methods are different from university to university and from course to course. If you want to know about the teaching and learning methods or an examination method for a specific course, you can click the link next to the course in Annex I.

The student needs to follow the educational and examination code of the university the student is currently residing at.

3.5. Grading systems

All universities use a different grading system. During your examination your grade might be communicated in the local system. Your official transcript of records albeit temporary will always show your grades in the final score system, the system used by Ghent University. Grades for every semester can be consulted with your UGent login on oasis.ugent.be at the end of every semester (UGent semester). The dates of when the grades are available on oasis will be communicated via UFORA & your UGent e-mail. Below you can see how the grades will be converted to the UGent system. A grade can show “AFWE”. This means you were not present on the exam or the grade has not been delivered by the partner institution to Ghent University yet. In those cases you’ll receive your grade at the end of the next semester where you did your retake or when you appeared at the exam.

Verbal	Final Score	UGent	AU	BOKU	UGOE
Fail	<10	<10	00/-3	5	≥ 4.3
Sufficient	10	10	02	4	4.0
Satisfactory	11	11	02	4	3.7
Satisfactory	12	12	4	4	3.3
Satisfactory	13	13	4	4	3.0
Good	14	14	7	3	2.7
Good	15	15	7	3	2.3
Very good	16	16	10	2	2.0
Very good	17	17	10	2	1.7
Excellent	18	18	12	1	1.3
Excellent	19	19	12	1	1.0
Excellent	20	20	12	1	1.0

3.6. Thesis

In general, the students have 3 information moments on the possible topic and location of their thesis research:

1. During the primer event at the start of the first semester. At enrolment, students will have chosen their specialization and the involved Universities will give information on possible topics and (co-)supervisors.
2. During a (perhaps electronically arranged, video-)meeting halfway the second semester;
3. During the summer event at the end of the second semester after the first year. At this time, students should, in consultation with the professors, define at least 2 options for thesis topics, at two different universities involved in the specialization.

On September 1, students will submit these two options for thesis topics to the Management Board (MB), which will decide around October 1. This is laid down in the Student Agreement (Annex II). This way, an equal allocation of thesis topics over the partners is pursued.



3.7. Student contractual obligations

As an IMSOGLO student you have several contractual obligations.

The contractual obligations can be summarized as:

1. To arrive in time as requested
2. To fully participate in the programme
3. To inform the Technical secretariat on special circumstances
4. Any additional obligations that follow from a scholarship, if granted

The student contract can be consulted in Annex II

4. Things before you arrive

4.1. Letter of Admission

Your Letter of Admission is sent to you by e-mail and by regular post by the registrar's office of Ghent University, in the name of the IMSOGLO consortium. It states you need to present your original diploma and proof of English proficiency; however we will inform you upon arrival which documents you still need to present at the enrolment desk. It is possible your original letter never arrives. Authenticity can be checked on every page of the PDF of your letter of admission, in the lower right corner there's an authenticity code with a link to check. You are not required to have your original letter for any of the VISA or enrolment procedures, a color print of your PDF is enough. No further online enrolment procedures need to be followed.

4.2. Housing (at Ghent University)

It is important to book your accommodation as soon as you have received your Letter of Admission. Check the contract duration needed for the first year (specialization: Physical Land Resources & Global Change), or for the first semester only (specialization Soil Biogeochemistry and Global Change) see section 4. The application requires you to fill in a bank account number, this needs to be your current bank account number at your home country. The application will state 21st September; however you will gain access from the 1st of September as we requested this for all IMSOGLO students. The choice of which accommodation you choose depends on your personal preference. For any problems with your housing application please contact accomodatie@ugent.be with applications.itc@ugent.be in cc.

Housing is paid via invoices, starting in September. You'll receive your first invoice on your personal and/or UGent e-mail address. You may -if you are a scholarship student- wait to pay your first invoice until you have received your first scholarship stipend.

4.3. VISA

Make sure you have a valid international passport (must be valid at least 6 months after your return). Start the VISA application as soon as possible at the Belgian Embassy as your first destination is Belgium. All embassies and consulates

In order to apply for a VISA you need a print of your Letter of Admission and your scholarship award letter. If they request your original letter and documents please notify us via applications.itc@ugent.be, we'll officially confirm you are a student at our university via e-mail to the embassy.

If you do not have a scholarship you need a solvency letter to apply for a VISA (contact imsoglo@ugent.be)

To prolong your VISA in Belgium the academic year must end first, this is usually in the second week of September. Then you'll be able to download your final transcript of the 1st year and you'll be able to officially enroll in the 2nd year via an online procedure on oasis.ugent.be. After this online procedure you can download a document "proof of enrollment". You will need this document to prolong your residence permit and VISA at the local authorities depending on which university you study at in the 2nd master year.

4.4. Programme Cost

The IMSOGLO programme cost is 9000EUR/yr for non-EU students and 4500 EUR/yr for EU students. For EMJMD Scholarship students, the programme cost is paid directly from the scholarship, other students will receive an invoice shortly before September 1st, that needs to be paid before enrolment. Payment confirmation will be provided and needs to be presented at the enrolment desk upon arrival.

Bank account

All students are required to have a personal bank account at a Belgian (or European) bank. Scholarship students will receive their scholarship on that account. If you want your bank account ready to be opened upon your arrival please tick the box on the “My application” platform, no further actions required. We’ll make sure your bank account is ready to activate as soon as you’re in Belgium. You’ll have to visit the bank to activate personally.

Insurance

The programme cost for IMSOGLO includes all-in insurance during the entire IMSOGLO programme for all IMSOGLO related activities including mobility for all students, primer event, excursions and thesis work. This includes health insurance and civil liability insurance; therefore no additional insurance is needed. Your insurance document will be uploaded on the “My Application” platform, this is proof of your insurance. We advise you to read through the insurance policy. You’re insured in every country you stay for the IMSOGLO programme.

4.5. Travel (to Ghent University)

All students are required to arrive on September 2st or 3rd. The tickets are booked by the student and paid by the student, upload your tickets on the “My Application” portal and indicate your flight number and arrival times. Scholarship students only receive their first scholarship stipend during the month of September. Mobility between the universities is arranged by the students themselves. It’s always a great idea to check section 4, with the full programme and to consult other IMSOGLO students about their travel arrangements

4.6. BEPreP

From 4 until 14 September 2019, the International Training Centre organizes a preparatory programme called “BEPreP” (Be Prepared). BEPreP is intended for students willing to refresh their general knowledge on Mathematics, Chemistry, Statistics and/or Economics. Economics are not required to be followed by IMSOGLO students.

Besides refresher courses, the programme also includes a workshop on ICT and laboratory skills and social/cultural activities.

Note that adequate knowledge of these subjects is an absolute requirement for successfully attending a master programme at Ghent University. Participation is thus highly recommended for self-supporting students and obligatory for scholarship students! It is also an ideal opportunity to meet fellow (international) students. Registration fee : max €140. Please check the website for more information. [BEPreP website](#).

Register your participation in the “My application” portal.

4.7. Primer event

During the week of 16-20 September 2019 the IMSOGLO primer event takes place. This is an introduction to the IMSOGLO programme. The preliminary schedule can be found in annex III. You'll receive the final schedule during your first week. You'll be notified whether you need to take further preparations. The primer event includes an information session on the scientific specializations of the universities and the thesis subject possibilities. Finally, the primer event includes a barbecue type event to socialize with your colleague students and with many professors involved in the programme.

5. Things to do when you arrive

5.1. Travel from Brussels airport to Gent

Buy a ticket at the ticket counter or at one of the vending machines to: Ghent Sint-Pieters.

Schedules can be checked on the screens in the train station.

The best thing to do is to download the "NMBS" app.

You can buy your ticket on beforehand if you add credit information in the app. A ticket is not bound by the hour of the train and is valid for the entire day until checked/scanned by the train manager. The train schedules can be checked via the app as well.

Android or Apple

5.2. Travel the university dorm rooms

The dorm rooms are located at Stalhof 6, 9000 Gent.

Get there with a bus, by taxi or by foot.

5.2.1. Bus

Take the exit towards the bus platforms, take any bus that departs from platform 16 or 17 (the closest two platforms when you exit the station). Ride until "Heuvelpoort". This is the 4th stop, and also the stop before the 2nd traffic lights.

Best thing to do is to download the "De Lijn" app.

Buy ticket beforehand on the app for 1.8 EUR choose "m-ticket" (valid until activated!)

Android or Apple

Activate your ticket once you are on the bus.

Buying a ticket on the bus can only be done in cash and costs 3 EUR.

If you do not reside at the dorm rooms of Ghent University, please use Google Maps to find the best way to your accommodation

5.2.2. Taxi

Take the exit towards the taxi platform which is below the bus platforms (take the stairs down outside!), this will cost about 8-15 EUR.

At Stalhof 6, it will be indicated where to go for your arrival and how to get the key for your room.

5.3. Get access to your room

It will be clearly indicated where you can receive your key in Stalhof 6. If you arrive very early or very late in the night, you'll have to present yourself at the permanent desk in the "Home Vermeylen" Building and provide them the necessary information concerning your housing.

5.4. Enrolment at the enrolment desk

On 2 or 3 September present yourself at the UFO-building (Sint-Pietersnieuwstraat 33, 9000 Gent) for final enrolment at the enrolment desk (open 10am -4pm), you need to take a ticket at the ticket dispenser. This step is mandatory and needs to be done as the first thing after you received access to your room.

Bring following documents with you:

- Letter of admission (a print or copy of the pdf)
- Valid identity card or international passport
- Your Belgian residence address (depends on your room/building)
- Your diploma & transcript of records (if you did not graduate yet and were not able to send us your diploma yet)

This step gives you access to (this may take a day to process)

- Wi-Fi in your dorm room and every Ghent University Building: "eduroam".
- The online learning platform UFORA (for course info, learning materials)
- The online administration platform OASIS (for grades, certificates, exam schedules)
- The e-mail application of Ghent University

5.5. Visit us at the faculty

Only do this once you have enrolled at Ghent University. The faculty is located at Coupure Links 653, 9000 Gent. This can be done by foot from the dorms for the first time. Here we will help you further with all other administration that needs to be done such as applying for your residence card and your BEPrep enrolment. This step is mandatory.

5.6. Class schedules & electives

Class schedules can be checked in the upper right corner here for [BGC](#), only the class schedule for the 1st semester is available. The class schedules for BOKU are provided later in the semester. Class schedules for [PLR](#), full first year class schedule available. Your electives need to be registered via oasis.ugent.be.

- Deadline PLR: October 1st
- Deadline BGC: March 1st

6. Things to do when you have arrived

6.1. Gent

6.1.1. Registration

See above section 6.3 to 6.5.

6.1.2. Housing

See above section 5.2.

6.1.3. Mobility

Mobility within Ghent can be done by bike or by foot. Ghent is a fairly compact historic city where everything is within reasonable walking distance.

Nevertheless, it is best to rent a bike or buy a secondhand bike. A secondhand bike costs about 80-120€.

Renting a bike for a few months can be done at:

[Swapfiets](#)

6.1.4. Financial

Living expenses amount to approximately €600- 850/month (depending on personal needs and standard of living). This amount covers expenses related to housing, course materials, insurance, local transport, food and leisure. Scholarship students will receive a payment schedule before their arrival in August.

6.2. Göttingen

[Full overview of student life at the University of Göttingen](#)

6.2.1. Registration

International office

Present yourself at the Göttingen International office. It is located at International Office, [Von-Siebold-Strasse 2, 37075 Göttingen](#). Get informed on the introduction weeks for International students.

Introductory week for international students

The event "Introduction to Studying and Life in Göttingen" as well as the faculty tour are essential for a good start to your studies and it is therefore strongly recommended that you take part in them.

You have to apply for the introduction weeks (and also more information): [here](#)

Register at the city hall

You'll need to present yourself in the New City Hall ([Hiroshimaplatz 1-4](#)) at the Foreigner's Registration Office (Ausländerbehörde, on the ground floor, right hand side) within the first two weeks of arrival.

Appointments online

If you plan to stay longer than 90 days, you will need a residence permit which you have to apply for at the Foreigner's Registration Office (Ausländerbehörde) within the first 90 days of your stay. When applying for it, you must present the following documents (please note, that it may be necessary to submit further documents):

- completed application form
- certificate of enrolment at the University of Göttingen
- proof of financial resources (if applicable/scholarship letter/solvency letter)
- confirmation of health insurance coverage (see econsort)
- valid passport and valid entry visa
- proof of accommodation
- biometric passport photo
- confirmation of registration from the Resident Registration Office
- money for the fee

For more information: [here](#)

6.2.2. Housing

The Accommodation Service supports international students in their search for a room and serves as point of contact for questions concerning accommodation in Göttingen.

They work together with the Studentenwerk (Student Services) which runs the student halls of residence, with private halls of residence and with private landlords. Moreover, they help students to find accommodation on the private housing market, for example as sub-tenants to students from Göttingen who go abroad for one or two semesters themselves. All information [here](#)

e-mail: accomodation@uni-goettingen.de

Check closely with your calendar to make sure your rental period does not exceed your stay in Göttingen.

6.2.3. Mobility

The Municipality of Göttingen continuously extends its cycle tracks. Some parts of the pedestrian zone are accessible for cyclists, and several one-way streets are open to bicycle traffic in both directions.

In Göttingen, there are even special cycle streets, which are open to motor traffic only to a limited extent but offer ample space for cyclists instead.

Renting a bike for a few months can also be done via swapfiets, but the German website:

Swapfiets

Everything on cycling in Göttingen [here](#)

6.2.4. Financial

Depending on your lifestyle, you will need a minimum of 750 EUR per month to live comfortably. How each individual budgets their living costs depends on their personal needs and preferences. As Göttingen is a typical student town, the price level is comparatively low. The Göttingen Student's Association, called "Studentenwerk", provides a good and affordable basic infrastructure with numerous dormitories, cafeterias and dining facilities. Many of the cultural and sports facilities and public transport services also give student discounts and the "Semesterticket" allows further savings

6.3. Aarhus

6.3.1. Registration

[Information for international students](#)

International Centre

[International Centre](#) provides services for international students, staff and guests at Aarhus University. You have to register at the International Centre as soon as you arrive. You will receive a welcome package when you register.

It is located at [Høegh-Guldbergs Gade 4A 8000 Aarhus C, Denmark](#)

Introduction for international students

It is important to join [the AU intro days](#). They offer you the opportunity to ensure a great start of the semester. They are organized for all students at AU including Erasmus Mundus students.

Applying for residence permit

Depending on your nationality, you need to apply for a residence permit (non-EU students) or a residence document (for EU students) for the duration of your stay in Aarhus. Nordic citizens do not need to apply for residence permit/certificate.

Non-EU students must apply for a residence permit before arriving to Aarhus through an on-line platform in May. Aarhus University will send detailed information about this process to you by mail in due time before you can apply.

Applying for Danish social security number

After you have obtained your residence permit or document, you must apply for your Danish social security number (CPR). All students regardless of their nationality must apply for CPR. Nordic citizens, however, only have to apply if staying in Denmark for more than six months.

The CPR number is used when dealing with public authorities, health authorities, libraries, banks and the like. The card with your CPR number is also referred to as your health insurance card or 'yellow card'. If you need medical attention before you receive your CPR number, please contact the International Centre or the emergency room.

The application process has two steps:

1) Initiate the process by applying online from home.

2) Finalize the application process by participating in the CPR Registration Event for AU students during your AU Intro Days at DOKK1.

[Find more information about CPR number here](#)

6.3.2. Housing

[Everything about housing in Aarhus here](#)

Aarhus University Housing Office provides housing for all Erasmus Mundus students. You must apply for housing in Aarhus through AU Housing Office. In February, you will receive an e-mail from a housing officer with information about how to apply. You can also find information about how to apply [here](#)

On-campus accommodation is uncommon in Denmark and therefore students live outside campus and commute to/from campus. Most of the rooms allocated via AU Housing are located within 30 minutes travel from campus.

Please be aware that it is not possible to apply for a specific dorm or a specific house. But you can prioritize your preferred type of housing.

6.3.3. Mobility

Bicycle

Cycling is the easiest way to get around in Aarhus. Everything is reachable within cycling distance and you can find bike facilities everywhere. It is possible to rent a bicycle for a shorter stay in Aarhus, and it is possible to buy cheap bikes

Buses

[Midttrafik](#) – the municipal bus company – runs the yellow buses in the city. You can purchase single tickets on the bus, and multi-ride tickets, as well as season cards if you are planning on taking the bus more frequently through the [Midttrafik App](#).

[Read more details about getting around in Aarhus.](#)

6.3.4. Financial

In Denmark you cannot pay with the Euro as a currency. Denmark has its own currency the Danish Krone, DKK. 1 Euro is about 7.5 DKK.

Living expenses for the average student in Aarhus are estimated at DKK 5,000 per month (670 EUR), including travel expenses. However, expenses vary depending on your own spending habits and your living situation.

[Everything about finances in Denmark here.](#)

6.4. BOKU

Full overview of student life at BOKU university

6.4.1. Registration

Online pre-registration

- Opens on: January 7th 2020
- Deadline: February 5th 2020

Center for international relations

After your arrival please present yourself at the Center for International Relations (ZIB) as soon as possible. This is located at Peter-Jordan-Straße 82a, A-1190 Vienna. Please bring your documents such as your letter of admission, passport and Belgian residence card.

This is also the office of your local IMSOGLO coordinator: Gudrun Reisinger (see below)

Study services

Present yourself at the student study services, it is located at: Gregor-Mendel-Str. 33, 1180 Vienna, please make sure you bring a valid passport. Here you'll receive all your official documents such as a student card.

6.4.2. Housing

You can choose to either get a room in the student residences or share a flat.

It is important to check closely with your IMSOGLO calendar before booking a room.

Book as early as 2-3 months on beforehand since the rooms are on a "first come first serve" basis.

Housing is booked via the OEAD housing office (online), you'll receive an offer via e-mail and can confirm this offer. The deposits are usually between 750-950 EUR.

Everything on BOKU student residence halls here

If you want to share a flat with other students all information can be found here

If you have an issue, please contact your local programme coordinator (see below) use the subject format as you would do at Ghent University.

6.4.3. Mobility

Getting around in Vienna can be done by busses, bike or railway.

Vienna has a dense network of public transport. Its 161 lines – underground, tram, bus – plus the suburban railway (S-Bahn) can take you easily to any place in Vienna.

On the homepage of the Wiener Linien you can find timetables and route maps. AnachB is a very useful website for finding your way around Vienna and there is also the Wiener Linien smartphone app “WienMobil”, it shows realtime departures, available “car2go” cars and “Citybike” stations nearby.

[Android or Apple](#)

You can also buy or rent a bike.

[All information on getting around in Vienna here](#)

8.5.4. Financial

During their stay in Vienna, most of the exchange students need about 800 EUR per month to live comfortably.

7. Student right of complaint and appeal

Students have the right of complaint and appeal. These are described in an exam code specific to each Partner university for the courses taken at that university.

UGent: <https://www.ugent.be/en/education/degree/practical/studentadmin/OEREnglish>

UGOE: <https://www.uni-goettingen.de/en/49739.htm>

BOKU: <http://www.boku.ac.at/en/studienservices/themen/informationen-zu-pruefungen/>

AU: <http://studerende.au.dk/en/examinations/>

Additionally, the student can appeal on programme scores at the Examination Committee of IMSOGLO and for other matters of complaint can contact the ombudsperson at each university, or the IMSOGLO Coordinator.

8. Data Protection

Data on the students are collected during the process of application, enrolment and examination. The partners have signed an agreement on the joint control of data processing. One aspect is, that you, as the “data subject”, can contact any of the controllers with regard to protecting their rights, other queries and communication regarding the agreement. The contact points are as follows:

For UGENT: privacy@ugent.be

For BOKU: datenschutz@boku.ac.at

For AU: dpo@au.dk

For UGOE: datenschutz@uni-goettingen.de

9. People

Technical programme coordinator

Mr. Aäron Plovie

Coupure Links 653, 9000 Ghent

Block A, 2nd floor

A2.030

Tel: +32 264 60 23

imsoglo@ugent.be



BOKU coordinator

Gudrun Reisinger

Center for International Relations

Peter Jordan Strasse 82a, 1190 Vienna

Tel: +43 1 47654-32013

gudrun.reisinger@boku.ac.at



Göttingen coordinator

Peter Gernandt

Büsgenweg2, 37077 Göttingen

Tel: +49 551 39 66948

Peter.gernandt@agr.uni-goettingen.de



Aarhus coordinator

Mette Glerup Thomsen

Nat-Tech Studies Administration

Ny Munkegade 120, 8000 Aarhus C

Building 1522-132

Tel: +4523312148

mgt@au.dk



Annex I: Full Programme structure & course list

The students are each semester at 1 University (or possibly, for the thesis at 1 associated partner institution). What Universities they will visit depends on the chosen specialization. Assuming that students will choose a thesis topic within their specialization, there are 4 mobility pathways:

Programme structure		Mobility pathways			
Specialization A Soil biogeochemistry and global change	Specialization B Physical land resources and global change	sem.	Specialization A Soil biogeochemistry and global change	Specialization B Physical land resources and global change	
UGent		1	UGent	UGent	UGent
BOKU		2	BOKU	BOKU	UGent
summer activity					
UGOE	AU	3	UGOE	UGOE	AU
Thesis		4	UGOE	BOKU	UGent

Course list

Below a detailed course list per University and per specialization. Detailed course descriptions can be found on the University websites following the links in the table below. Note that this programme is valid for academic year 2019-2020, and that the course descriptions are still for the 2018-2019 academic year. This is why semesters indicated in the course descriptions may not yet agree with the semester they will be taught in the IMSOGLO-programme.

Course title	Course contents	Lecturer(s)	Sem	ECTS
1. Soil fundamentals (UGent)			1	30
Primer event + Pedology	link	Finke	1	5
Soil chemistry	link	Tack	1	5
Soil physics	link	Cornelis	1	5
Land information systems	link	Verdoodt	1	5
Soil genesis	link	Finke	1	5
Applied statistics	link	Luca	1	5
Specialization A: Soil biogeochemistry and global change				90
A2. Sustainable land management (BOKU)			2	30
A2.1 Mandatory courses				(18)
Ecosystem dynamics and their effect on greenhouse gases	link	Zechmeister-Boltenstern	2	3
Soil protection	link	Wenzel	2	3
Sustainable land use in developing countries	link	Gratzer, Wurzinger , Mentler	3	3
Globalisation and rural development	link	Kniepert	2	3
Soil problems in aridic and semi-aridic regions	link	Mentler	2	3
Summer school (Vienna, with JRC) or field work (China, with CAS)	new	NN	2	3
A2.2 Elective courses (to be taken from list below)				(12)
Possible impacts of climate change on water resources	link	Schulz, Holzmann	2	3
Environmental risk analysis and management	link	Nachtnebel	2	3
Valuation methods for natural resources	link	Morawetz	2	3

Course title	Course contents	Lecturer(s)	Sem	ECTS
Soil management in tropical and subtropical developing regions	link	Mentler	2	3
Soil fertility and soil ecology in organic agriculture	link	Friedel	2	3
Agroforestry in mountain regions	link	Gratzer, Habermann, Hager	2	3
Field trip – rural water management	link	Cepuder	2	1
Forest soil biology*	link	Zechmeister-Boltenstern, Schindlbacher	2	3
Soil microbiology course	link	Zechmeister-Boltenstern, Keiblinger, Diaz-Pines	2	4
A3. Biogeochemical consequences of global change (UGOE)				30
A3.1 Mandatory courses				(18)
Landscape ecology and landscape development	link	Sauer	3	5
Management of tropical plant production systems	link	Roetter	3	6
Plant nutrition in the tropics and subtropics	link	Steingrobe	3	3
Soil biogeochemistry of agroecosystems	link	Dippold/Blagodatskaya	3	4
A3.2 elective courses (to be taken from list below)				(12)
Plant nutrition and plant health	link	Dittert/Pawelzik	3	3
Pesticides ii	link	von Tiedemann	3	6
Soil biogeochemistry of agroecosystems (lab. Practicum)	link	Blagodatskaya	3	3
Mineral nutrition of crops under different climate and environmental conditions	link	Dittert	3	6
Biochemical processes in the rhizosphere (renamed from chemical processes in ecology)	link	Blagodatskaya	3	3
Crop modelling for risk management	link	Rötter/Koch	3	6
Isotopes in ecosystem sciences	link	Dippold/Dyckmans	3	6
Field course on man-environment interactions (2-yearly)	link	Sauer	3	6
A4. Master thesis Specialization A: Soil biogeochemistry and global change (BOKU or UGOE)			4	20+10
Specialization B: Physical land resources and global change				(90)
B2. Natural resources management for resilience to global change (UGent)			2	30
B2.1 Mandatory courses				(22)
Climate change	link	Verschuren, Boeckx, Bonte, Gonzalez Miralles, Salomon Moreno, Verbeeck	2	4
Soil water management	link	Cornelis	2	5
Soil degradation	link	Verdoodt	2	5
Land evaluation	link	Verdoodt	2	5
Summer school (Vienna, with JRC) or field work (China, with CAS)	new	NN	2	3
B2.2 Elective courses (to be taken from list below)				(8)
Economics and management of natural resources	link	Speelman, Mettepenningen	2	4
Soil prospection	link	Finke	2	3
Dare to venture	link	Verrue	2	4
Seminars	link	Tirry	2	3
Internship	link	Sleutel	2	5

Course title	Course contents	Lecturer(s)	Sem	ECTS
Scientific communication	link	Sleutel	2	4
B3. Soil physical consequences of global change (AU)			3	30
B3.1 Mandatory courses				(25)
Assessing soil erosion risk	link	Heckrath	3	5
Global soil threats and ecosystem services	link	de Jonge, Greve, Iversen, Lamandé	3	10
Carbon cycling and climate change	link	Olesen	3	10
B2.2 Elective courses (to be taken from list below)				(5)
Climate through earth's history	link	Seidenkrantz, Knudsen	3	5
Open project work in soil physics	link	Various (depending on topic)	3	5
Bioactive molecules in agroecology	link	Fomsgaard	3	5
Soil classification	link	Greve, Møller	3	5
Arctic soils	link	de Jonge	3	5
B4. Master thesis Specialization B: Physical land resources and global change (UGent or AU)			4	20+10



Annex II: IMSOGLO Student Agreement

The latest version of the IMSOGLO student agreement can always be found on the IMSOGLO website: following the link: <https://imsoglo.eu/documents/>

Annex III: Primer Event 2019: Travel schedule

Date	Start	End ±	Location	What	Staff
16/09/2019	9:00	11:00	UGent E5	General Introduction	PeterF
	11:00	11:15		Campus Coupure to De Pinte: Klossestraat (Parkbos) 51° 0'10.87"N 3°40'35.79"O	PeterF + NickK
	11:00	11:45	Parkbos	> estimate SOM (<u>loss of organic matter</u>)	
	11:45	12:10		to Oudenaarde centre (lunch)	
	12:10	12:55	Oudenaarde	lunch break	
	12:55	13:20		to Avelgem: Scheldelaan 50°46'17.05"N 3°27'5.27"O	
	13:20	14:20	Avelgem	> estimate soil texture (<u>+flooding</u>)	
	14:20	14:45		to Volkegem/Oudenaarde: Steenbergstraat 50°49'58.05"N 3°38'38.75"O	
	14:45	15:45	Volkegem	> <u>Erosion</u> (-offside measures)	
	15:45	15:50		to Oudenaarde: Hekkebrugstraat 50°49'23.47"N 3°37'38.31"O	
	15:50	16:50	Oudenaarde	> <u>Landslides</u>	
	16:50	17:25		to Campus Coupure	
17/09/2019	9:00	10:30	UGent E5	<u>Salinization</u>	WimC
	10:30	11:30		Campus Coupure to Gent-Sint Pieters railway station (main entrance, tram 2 or 4 from Coupure)	PeterF + AnnV
	11:30	11:40		to De Smet – De Naeyer park	
	11:40	12:10	De Smet- De Naeyer park	> urban soils with little disturbance	
	12:10	12:20		to Citadelpark	
	12:20	13:20	Citadelpark	> urban soils in brought-up soil material	
	13:20	14:20		to Pietersplein, Pietersabdij, vinyard (walk + lunch)	
	14:20	14:30		to Muinkpark	
	14:30	15:00	Muinkpark	> urban soils in a alluvial valley filled with city waste	
	15:00	15:15		to Koning Albertpark via Hertstraat (<u>urban heat island</u> >greening; <u>sealing</u> >infiltration)	
	15:15	15:45	Koning Albertpark	> urban soils above a former railway traject (<u>compaction</u> >infiltration problems; <u>pollution</u>)	
	15:45	16:45		walk to city centre (surface water management)	
18/09/2019	9:00	11:00		Campus Coupure to Landen	PeterF + WimC
	11:00	12:00	Landen	> soil <u>compaction</u> research	

	12:00	12:45		to Lunch Garden E313 Tessenderlo-zuid 51° 4'13.45"N 5° 8'44.61"O	
	12:45	13:15	Road restaurant	lunch wegresto Carestel A13 Tessenderlo-zuid	
	13:15	13:45		to Zonhoven (Houthalenseweg / Grote Baan) 51° 0'26.18"N 5°21'59.18"O	
	13:45	14:15	Zonhoven	> Man-made soils of the past	
	14:15	14:55		naar Lommel-Maatheide (Dorperheide/Seringenstraat) 51°13'44.46"N 5°15'47.64"O	
	14:55	15:55	Hengelhoef	> Soil <u>pollution</u> , wind <u>erosion</u> and a hidden paleolandscape	
	15:55	17:45		to Campus Coupure	
19/09/2019	9:00	12:00	UGent E5	Introduction to the research at Aarhus University, its ecosystem and a Meet&Greet with profs: Iversen, Wolleson-de Jonge, Greve, Knadel and Arthur.	
	12:00	13:00		lunch break	
	13:00	16:00	UGent E5	Introduction to the research at Göttingen University, its ecosystem and a Meet&Greet, with profs Dippoldt, Rötter and Sauer	
	16:00	17:00		break	
	17:00	21:00	UGent AGORA	BBQ	
20/09/2019	9:00	12:00	UGent E5	Introduction to the research at the University of natural resources and Life Sciences Vienna, its ecosystem and a Meet&Greet, with prof Zechmeister-Boltenstern and Reisinger MSc and others via a video-connection	
	12:00	13:00		lunch break	
	13:00	16:00	UGent E5	Introduction to the research at Ghent University, its ecosystem and a Meet&Greet with profs. Boeckx, Finke, De Neve, Cornelis, Tack, Verdoodt and Sleutel	