



# STUDENT HANDBOOK

2020-2021

## Contents

1. About IMSOGLO .....	3
2. Organizational structure.....	5
2.1. Management Board (MB).....	5
2.2. Programme Steering Group (PSG).....	5
2.3. Technical Secretariat (TS).....	6
2.4. Student Selection Group (SSG).....	6
2.5. Education Quality Assurance Committee (EQAC) .....	6
2.6. Examination Committee (EC) .....	6
2.7. Coordination Organisation and Coordinator.....	6
3. Academic matters.....	7
3.1. Programme structure .....	7
3.2. Academic calendar .....	8
3.3. Programme cost and insurance.....	10
3.4. Teaching, learning & examination.....	10
3.5. Class schedules .....	10
3.6. Curriculum and elective courses .....	10
3.7. Thesis.....	11
3.8. Grading systems and grade conversion .....	11
4. Mobility and partner info .....	12
4.1. University of Göttingen .....	12
4.2. Aarhus University .....	13
4.3. BOKU Vienna .....	14
5. Student right of complaint and appeal .....	14
6. Data protection .....	15
7. People and contact.....	16



## 1. About IMSOGLO

The International Master of Science in Soils and Global Change (IMSOGLO) is offered by a consortium of 4 universities:

- Ghent University, Ghent, Belgium (UGent)
- Aarhus University, Aarhus, Denmark (AU)
- University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)
- University of Göttingen, Göttingen, Germany (UGOE)

Additionally, there are 2 associated partners:

- The Joint Research Centre of the European Union (JRC)
- The Department of Soil Resource and Remote Sensing Applications, Institute of Soil Science, Chinese Academy of Sciences, Nanjing (CAS)

The programme contains 120 ECTS credits and covers 2 years. The full programme can be found on

- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGLO/IMSOGLO.html>
- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGLOB/IMSOGLOB.html>

The programme has 2 specializations. All students will jointly follow the Soil Fundamentals courses during the 1<sup>st</sup> semester and will jointly participate to the Summer Course.

The 1<sup>st</sup> semester is organized at UGent and 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 4 partner universities which will help them to define their optional courses for the specialization in the 2<sup>nd</sup> and 3<sup>rd</sup> semester. Thereafter, 30 ECTS of Soil Fundamentals courses are taught: Pedology, Soil Chemistry, Soil Physics, Soil Genesis, as well as courses on Land Information Systems and Applied Statistics.

The specialization “**Soil biogeochemistry & global change**” will bring the student to BOKU in the 2<sup>nd</sup> semester and to UGOE in the 3<sup>rd</sup> semester:

- The courses at BOKU in the 2<sup>nd</sup> 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 2022 and 2024) or Field Work in China (in 2021 and 2023), if not affected by the COVID19 pandemic. Students have to choose 12 ECTS courses from a list of optional courses.
- The courses at UGOE in the 3<sup>rd</sup> 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 12 ECTS courses from a list of optional courses, which may include fieldwork and excursions.

The specialization “**Physical land resources and global change**” will bring the student to UGent in the 2<sup>nd</sup> semester and to AU in the 3<sup>rd</sup> 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 at BOKU (in 2022 and 2024) or Field Work in China (in 2021 and 2023), if not affected by the COVID19 pandemic. Students have to choose 8 ECTS courses 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 5 ECTS courses from a list of optional courses.

In the summer after the 2<sup>nd</sup> semester, all students come together again for either

1. a 1-week Field Work in 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 1-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 (1 of the partner universities, an associated partner or another option) during the Primer Event, during an event in the spring of the 2<sup>nd</sup> semester, and during the Summer Course.

During the 4<sup>th</sup> semester, the students perform their master thesis research (30 ECTS) at 1 of the partner universities, associated partners, or at an external university/ organisation/ company. The main supervisor of the thesis must be affiliated with 1 of the 2 universities involved in your chosen specialization. Students that are affiliated to research institutes can propose to conduct their research there and have a (co-)supervisors from 2 of the partner universities. All students have a supervisor from 1 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 the management of IMSOGLO, 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 1 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 EACEA 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: 1 lecturer nominated by each partner university (preferably also a member of the local education committee(s) or programme steering committee(s) of the partner institution), 1 student per specialisation, 1 alumnus (after the first graduation cycle), 1 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 (UGent), 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 for scholarships for programme countries, partner countries and countries for priority regions. Scholarships are equally distributed over the 2 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: 1 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 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 UGent, chaired by a chairperson chosen annually from its members and facilitated by the Technical Secretariat.

### **2.7. Coordination Organisation and Coordinator**

UGent 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 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. Programme structure

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

All course files can be found on

- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGGLPL/IMSOGGLPL.html>
- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGLSB/IMSOGLSB.html>

### 3.2. Academic calendar

#### Physical Land Resources & Global Change 2020 – 2022

Year	Semester	Start date	End date	Mobility
1	1	14/09/2020	18/09/2020	<b>Ghent University</b> IMSOGLO Primer Event
		21/09/2020	18/12/2020	<b>Ghent University</b> Mandatory courses (30 ECTS)
		21/12/2020	03/01/2021	<b>Christmas holidays</b>
		04/01/2021	31/01/2021	<b>Ghent University</b> Exams
		01/02/2021	07/02/2021	<b>Inter-semester holidays</b>
	2	08/02/2021	03/04/2021	<b>Ghent University</b> Mandatory courses (23 ECTS) Two electives (7 ECTS)
		05/04/2021	18/04/2021	<b>Easter holidays</b>
		19/04/2021	23/05/2021	<b>Ghent University</b> Continuation of: Mandatory courses (23 ECTS) Two electives (7 ECTS)
		24/05/2021	04/07/2021	<b>Ghent University</b> Exams
			05/07/2021	15/08/2021
		16/08/2021	28/08/2021	<b>Ghent University</b> Resit exams
2	1	26/08/2021	07/12/2021	<b>Aarhus University</b> Mandatory courses (25 ECTS) One elective (5 ECTS)
		08/12/2021	15/12/2021	<b>Preparation for exams</b>
		16/12/2021	25/01/2022	<b>Aarhus University</b> Exams
		18/05/2022	06/05/2022	<b>Aarhus University</b> Resit exams
	2	27/01/2022	15/08/2022	<b>Master thesis (30 ECTS)</b> Aarhus University or Ghent University



### Biogeochemistry & Global Change 2020 – 2022

Year	Semester	Start date	End date	Mobility	
1	1	14/09/2020	18/09/2020	<b>Ghent University</b> IMSOGLO Primer Event	
		21/09/2020	18/12/2020	<b>Ghent University</b> Mandatory courses (30 ECTS)	
		21/12/2020	03/01/2021	<b>Christmas holidays</b>	
		04/01/2021	31/01/2021	<b>Ghent University</b> Exams	
		01/02/2021	21/02/2021	<b>Inter-semester holidays</b>	
	2	22/02/2021	26/03/2021	<b>BOKU</b> Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		29/03/2021	16/04/2021	<b>Easter holidays</b>	
		19/04/2021	05/07/2021*	<b>BOKU</b> Continuation of: Mandatory courses (18 ECTS) Four electives (12 ECTS) Exams (period TBD) *officially the summer semester ends by 30 September at BOKU - courses are finished by 30 June usually	
			06/07/2021	27/08/2021	<b>Summer holidays</b>
			30/08/2021	30/09/2021	<b>BOKU</b> Resit exams - depending on teacher's availability, individual arrangements possible
2	1	26/10/2021	23/12/2021	<b>University Of Göttingen</b> Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		24/12/2021	08/01/2022	<b>Christmas holidays</b>	
		11/01/2022	12/02/2022	<b>University of Göttingen</b> Continuation of: Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		15/02/2022	30/03/2022	<b>University of Göttingen</b> Exams	
	2	31/03/2022	30/09/2022	<b>Master thesis (30 ECTS)</b> BOKU or University of Göttingen	

### 3.3. Programme cost and insurance

The IMSOGLO programme cost is 4,500 euro per year for Programme Country students (all EU countries + Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey, UK) and 9,000 euro per year for other nationalities (Partner Country students). For Erasmus Mundus Scholarship students, the programme cost is paid directly from the scholarship, other students will receive an invoice shortly before enrolment.

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. We advise you to read through the insurance policy. You are insured in every country you stay for the IMSOGLO programme.

### 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. Class schedules

Class schedules of the Ghent University courses can be checked in the upper right corner on the following pages

- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGPL/IMSOGPL.html>
- <https://studiegids.ugent.be/2020/EN/FACULTY/I/MABA/IMSOGSLB/IMSOGSLB.html>

Class schedules and courses of BOKU Vienna can be checked in the [BOKUonline education management system](#). Registration for courses and exams can be done after your arrival at BOKU since you need an active BOKUonline account for this purpose. Please note that course details will be published approximately 1 month before semester start.

At Aarhus University, class schedules will be available for IMSOGLO students through AUs digital study environment [Mystudies.au.dk](http://Mystudies.au.dk) in Mid-August.

The class schedules for courses at other partner universities will be shared to you later on.

### 3.6. Curriculum and elective courses

Your curriculum for the 1<sup>st</sup> IMSOGLO year needs to be registered and submitted in oasis.ugent.be by November 1<sup>st</sup> 2020. You will receive further instructions on how to select your elective courses for the 2<sup>nd</sup> semester.

Your curriculum for the 2<sup>nd</sup> IMSOGLO year containing your elective courses needs to be registered and submitted in oasis.ugent.be by November 1<sup>st</sup> 2021.

**Elective courses at partner universities have to be chosen at the beginning of each semester and cannot be changed during the semester. Deadlines for your final choice of elective courses will be communicated by the respective partner university in advance.**

**Remember that during your 2-year IMSOGLO studies your curriculum submitted in [oasis.ugent.be](http://oasis.ugent.be) is the one and only valid curriculum. Never register for different courses at other partner universities than the courses in your Oasis curriculum. In case you have questions on your curriculum, contact [imsoglo@ugent.be](mailto:imsoglo@ugent.be).**

### 3.7. 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 1<sup>st</sup> 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 2<sup>nd</sup> semester;
3. During the Summer Course at the end of the 2<sup>nd</sup> semester. At this time, students should, in consultation with the professors and academic coordinators, define at least 2 options for thesis topics, at 2 different universities involved in the specialization.

On September 1 of the second year, students will submit these 2 options for thesis topics to the Management Board (MB), which will decide around October 1. This way, an equal allocation of thesis topics over the partners is pursued.

### 3.8. Grading systems and grade conversion

All partner universities use a different grading system. During your examination your grade might be communicated in the local system. Your official transcript of records 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](http://oasis.ugent.be) at the end of every semester (UGent semester). 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 will 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

## 4. Mobility and partner info

### 4.1. University of Göttingen

#### Registration at the University of Göttingen

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.

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.

Find all info for international students and the Guide for international students [here](#).

#### 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 can be found [here](#).

e-mail: [accomodation@uni-goettingen.de](mailto:accomodation@uni-goettingen.de)

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

#### Visa and residence permit

You 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.

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

Find more info [here](#).

**In case instructions about visa and residence permits change, you will be informed in time.**

## 4.2. Aarhus University

### Registration at Aarhus University

Find all info for international students [here](#) and info about Aarhus University's International Centre [here](#). The 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. It is located at Høegh-Guldbergs Gade 4A 8000 Aarhus C, Denmark

In addition, we recommend that you participate in our [AU intro days](#), which are organised for all new international students at AU. They offer you the opportunity to ensure a great start of the semester.

### Registration in Denmark

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

### Housing

Aarhus University Housing Office provides housing for all Erasmus Mundus students. You must apply for housing in Aarhus through AU Housing Office. In March, 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.

### Visa and residence permit

**For EU/EEA/Swiss citizens** a visa-free entry in Denmark is possible.

As an EU/EEA/Swiss citizen, you need to apply for a residence document for the duration of your stay in Aarhus. Nordic citizens do not need to apply for residence permit/certificate.

**For non-EU/EEA citizens** entry in Denmark is possible, if you have a valid EU-Schengen (Belgian) residence card. However, you are not allowed to start your studies, until your application for residence permit is completed and submitted.

You must apply for a residence permit for the duration of their stay in Aarhus before arriving to Denmark 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. Please be aware that the Danish Immigration Authorities will charge you a processing fee of about 250 Euros.

Find more information [here](#).

**In case instructions about visa and residence permits change, you will be informed in time.**

### 4.3. BOKU Vienna

#### Registration at BOKU

Find **general info** about welcome days, studying at BOKU and living in Vienna for international students [here](#). IMSOGLO students will be also informed about further details by e-mail by the administrative coordinator prior their study start at BOKU. Current **COVID-19 information** for international/incoming students can be found [here](#).

Please note: [Online pre-registration at BOKU](#) before the deadline of 5 February is required. The pre-registration is usually open by the end of December or the beginning of January.

#### **Next steps:**

- 1) Send the scan of your UGent admission letter to the administrative coordinator at BOKU until 15 December and inform the coordinator when you plan to travel to Vienna well in advance.
- 2) After your arrival in Vienna present yourself at the office of BOKU-International Relations, Peter Jordan Str. 82a, 1190 Vienna (after individual appointment). There you will be informed where and when you can present yourself at the student study services where you pick up your official registration documents and your student card from BOKU. Study services are located at: Gregor-Mendel-Str. 33, 1180 Vienna. Online pre-booking for an appointment may be required. Please make sure you bring a valid passport and your admission letter from BOKU.

#### 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 can be booked via the OEAD housing office (online), you will receive an offer via e-mail and can confirm this offer. The deposits are usually between 750-950 euro. Make sure that your room is guaranteed for the whole stay in Vienna. Find all info on student accommodation in Vienna [here](#) and a list of student residences [here](#). Be aware that IMSOGLO students have to find an accommodation by themselves, BOKU-International Relations cannot provide housing offers.

#### Registration in Vienna

***Immediately after your arrival (by Austrian law within the first 3 days of your stay) you need to register at a municipal district office in Vienna. Check if online pre-booking for an appointment is needed. You will get further information on locations and links by BOKU before your arrival.***

#### Visa and residence permit

- EU/EEA/Swiss citizens who stay in Austria for longer than 3 months:

For EU/EEA/Swiss citizens a visa-free entry in Austria is possible. After you have received the admission letter from BOKU and you have done your registration in Vienna you need to apply for the so called “Anmeldebescheinigung” (=confirmation of registration) at MA 35, Arndtstrasse 65-76, Stiege 1, first floor, 1120 Vienna. Check if online pre-booking for an appointment is needed. Costs: approx. 15 EUR. Further details will be sent by BOKU-International Relations and can also be found [here](#).

- Non EU/EEA citizens:

Send a scan of your valid Belgian residence permit to your administrative coordinator at BOKU until the end of November.

Generally, you are allowed to stay with your valid Belgian student residence permit up to 90 days in Austria. According to EU directive 2016/801 BOKU will provide an official confirmation at the beginning your studies in Vienna which confirms that you are taking part in an EMJMD mobility programme. With this confirmation, your valid passport, a proof of your travel health insurance and a valid Belgian student residence permit you can stay up to 360 days in Austria (as long as your Belgium residence permit is valid!). The maximum amount of 360 days can be split in shorter periods (e.g. for two stays at BOKU). You can be asked to prove when you entered in Austria, left Austria and re-entered in Austria since legal authorities are calculating precisely on a daily basis. Therefore, keep all your cross-border flight/bus/train tickets during your whole study period. Further details will be sent by BOKU-International Relations and can be found [here](#).

**In case instructions about visa and residence permits change, you will be informed in time.**

## 5. 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.html>
- BOKU: <http://www.boku.ac.at/en/studienservices/themen/informationen-zu-pruefungen/>
- AU: <https://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/examination/examination-complaints/>

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.

## 6. 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](mailto:privacy@ugent.be)
- For BOKU: [datenschutz@boku.ac.at](mailto:datenschutz@boku.ac.at)
- For AU: [dpo@au.dk](mailto:dpo@au.dk)
- For UGOE: [datenschutz@uni-goettingen.de](mailto:datenschutz@uni-goettingen.de)

## 7. People and contact

### **IMSOGLO programme director and Ghent University academic coordinator**

Prof. Peter Finke

Coupure Links 653, 9000 Ghent

Tel: +32 264 46 30

[peter.finke@ugent.be](mailto:peter.finke@ugent.be)



### **Administrative programme coordinator Ghent University**

Aäron Plovie

Coupure Links 653, 9000 Ghent

Tel: +32 264 60 23

[imsoglo@ugent.be](mailto:imsoglo@ugent.be)



### **BOKU administrative coordinator**

Gudrun Reisinger

BOKU International Relations

Peter Jordan Strasse 82a, 1190 Vienna

Tel: +43 1 47654-32013

[gudrun.reisinger@boku.ac.at](mailto:gudrun.reisinger@boku.ac.at)



### **BOKU academic coordinator**

Prof. Sophie Zechmeister-Boltenstern

Institute of Soil Research (IBF)

Peter-Jordan-Strasse 82, 1190 Vienna

Tel: +43 1 47654-91111

[sophie.zechmeister@boku.ac.at](mailto:sophie.zechmeister@boku.ac.at)





**University of Göttingen administrative coordinator**

Peter Gernandt

Büsgenweg 2, 37077 Göttingen

Tel: +49 551 39 66948

[pgernan@gwdg.de](mailto:pgernan@gwdg.de)



**University of Göttingen academic coordinator**

Prof. Reimund P. Rötter

Grisebachstraße 6, 37077 Göttingen

Tel: +49 551 39 33751

[rroette@gwdg.de](mailto:rroette@gwdg.de)



**University of Göttingen academic coordinator**

Prof. Michaela Dippold

Büsgenweg 2, 37077 Göttingen

Tel.:+49 (0)551 39-33546

[dippold@gwdg.de](mailto:dippold@gwdg.de)



**University of Göttingen academic coordinator**

Prof. Daniela Sauer

Goldschmidtstraße 5, 37077 Göttingen

Tel.: +49-(0)551-39-8011

[daniela.sauer@geo.uni-goettingen.de](mailto:daniela.sauer@geo.uni-goettingen.de)



**Aarhus University administrative coordinator**

Mette Glerup Thomsen

Nat-Tech Studies Administration

Ny Munkegade 120, 8000 Aarhus C

Building 1522-132

Tel: +4523312148

[mgt@au.dk](mailto:mgt@au.dk)



**Aarhus University academic coordinator**

Prof. Bo Vangsø Iversen

Blichers Allé 20, 8830 Tjele

Tel: +4593508045

[bo.v.iversen@agro.au.dk](mailto:bo.v.iversen@agro.au.dk)

