



STUDENT HANDBOOK

2023-2025

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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://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-physical-land-resources-and-global-change-en/2023>
- <https://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-soil-biogeochemistry-and-global-change-en/2023>

From 4-15 September 2023, the preparatory TakeOff@FBE programme will be offered to all new international students at the Faculty of Bioscience Engineering of Ghent University. More info will be available on <https://www.ugent.be/bw/en/education/itc#TakeOff@FBE>.

IMSOGLO has 2 specializations. All students will jointly follow the Soil Fundamentals courses during the 1st semester at UGent and will jointly participate to the Summer Course during the summer between the 1st and 2nd year.

The 1st 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 2nd and 3rd semester. The Primer Event will take place from 18-21 September 2023. Thereafter, 30 ECTS of **Soil Fundamentals** courses are taught during the 1st semester at UGent: Pedology, Soil Chemistry, Soil Physics, Soil Genesis, Land Information Systems, and Applied Statistics.

The specialization “**Soil biogeochemistry & global change**” brings the students 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 a Summer School at a location to be announced. Students have to choose 12 ECTS courses from a list of optional courses.



- The courses at UGOE in the 3rd semester focus on the biogeochemical consequences of global change from an (agro-)ecological perspective. The 3 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.

The specialization “**Physical land resources and global change**” brings the students 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 a Summer School at a location to be announced. 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.

During the summer after the 2nd semester, all students come together again for the **Summer School**, a 1 week course at a location to be announced.

During the 4th semester, the students perform their **Master Thesis** research (30 ECTS) at one of the partner universities, associated partners, or at an external university/organisation/company. The main academic supervisor of the thesis must be affiliated with one of the two 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 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 the management of IMSOGLO, including the evaluation of the application files of candidate students, the selection of scholarship grantees, financial management, and course programme content. The MB meets at least twice a year; at one meeting the Student Selection Group is present. The composition of the MB reflects its main roles:

2.2. Programme Steering Group (PSG)

The PSG is part of the MB and meets 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).
- 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 contribute to reports to EACEA at request of the coordinator.

Composition of the PSG: 1 lecturer nominated by each partner university, 1 student per specialization, 1 alumnus. The PSG is chaired by the Coordinator and facilitated by Technical Secretariat (TS).

2.3. Technical Secretariat (TS)

The TS, hosted at the Coordinating Organisation (UGent), is part of the MB and 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 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.

The TS can be reached via imsoglo@ugent.be and served as a single point of contact for all questions concerning the IMSOGLO programme.

2.4. Student Selection Group (SSG)

The SSG is part of the MB and meets at annual frequency and its roles are

- 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.
- to select scholarship grantees, following the criteria set by EACEA for Erasmus Mundus scholarships. Scholarships are equally distributed over the 2 specializations.

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 of the PSG: 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 meets after the exams taken in each semester, via videoconferencing and its roles are

- to convert the scores for individual courses to the UGent grading system (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 of the EC: 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 University and Coordinator

UGent is the Coordinating University and delivers the IMSOGLO Coordinator (currently prof. dr. Peter Finke), responsible for the overall management and organisation of IMSOGLO, and good functioning of the Consortium and the Technical Secretariat. The Coordinator is also Chair of the Management Board.

3. Academic matters

3.1. Programme structure

The students are residing each semester at one university (or possibly, for the thesis at an associated partner institution). Which universities they will visit depends on the chosen specialization. There are 4 mobility pathways:



3.2. Academic calendar

Physical Land Resources & Global Change 2023 – 2025

Year	Semester	Start date	End date	Mobility	
1	1	01/09/2023	15/09/2023	Arrival, OnBoarding@FBE, BePrepared@FBE	
		18/09/2023	22/09/2023	Ghent University IMSOGLO Primer Event	
		25/09/2023	22/12/2023	Ghent University Mandatory courses (30 ECTS)	
		25/12/2023	05/01/2024	Christmas holidays	
		08/01/2024	02/02/2024	Ghent University Exams	
		05/02/2024	09/02/2024	Inter-semester holidays	
	2		12/02/2024	29/03/2024	Ghent University Mandatory courses (23 ECTS) Two electives (7 ECTS)
			01/04/2024	12/04/2024	Easter holidays
			15/04/2024	24/05/2024	Ghent University Continuation of: Mandatory courses (23 ECTS) Two electives (7 ECTS)
			27/05/2024	05/07/2024	Ghent University Exams
		08/07/2024	16/08/2024	Summer holidays Summer School: 8-12/07/2024 (to be confirmed)	
		19/08/2024	13/09/2024	Ghent University Resit exams	
2	3	26/08/2024	06/12/2024	Aarhus University Mandatory courses (25 ECTS) One elective (5 ECTS)	
		09/12/2024	13/12/2024	Preparation for exams	
		16/12/2024	25/01/2025	Aarhus University Exams	
		19/05/2025	09/06/2025	Aarhus University Resit exams	
	4		27/01/2025	15/09/2025 <i>Mind specific thesis submission deadlines!</i> <i>At Aarhus University, the submission deadline is 2-4 weeks before the assessment deadline on 30/06.</i>	Master thesis (30 ECTS) Aarhus University or Ghent University

Biogeochemistry & Global Change 2023 – 2025

Year	Semester	Start date	End date	Mobility	
1	1	01/09/2023	15/09/2023	Arrival, OnBoarding@FBE, BePrepared@FBE	
		18/09/2023	22/09/2023	Ghent University IMSOGLO Primer Event	
		25/09/2023	22/12/2023	Ghent University Mandatory courses (30 ECTS)	
		25/12/2023	05/01/2024	Christmas holidays	
		08/01/2024	02/02/2024	Ghent University Exams	
		05/02/2024	23/02/2024	Inter-semester holidays	
	2		26/02/2024	22/03/2024	BOKU Mandatory courses (18 ECTS) Four electives (12 ECTS)
			25/03/2024	05/04/2024	Easter holidays
			08/04/2024	12/07/2024*	BOKU 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
			15/07/2024	16/08/2024	Summer holidays Summer School: 8-12/07/2024 (to be confirmed)
		19/08/2024	13/09/2024	Ghent University Resit exams	
		19/08/2024	31/10/2024	BOKU Resit exams - depending on teacher's availability, individual arrangements possible	
2	3	21/10/2024	20/12/2024	University Of Göttingen Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		23/12/2024	03/01/2025	Christmas holidays	
		06/01/2025	07/02/2025	University of Göttingen Continuation of: Mandatory courses (18 ECTS) Four electives (12 ECTS)	
		10/02/2025	28/03/2025	University of Göttingen Exams	
	4	31/03/2025	15/09/2025 <i>Mind specific thesis submission deadlines!</i>	Master thesis (30 ECTS) BOKU or University of Göttingen	

3.3. Programme participation cost and insurance

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

The programme participation cost for IMSOGLO includes an all-in insurance policy for foreign students of Ghent University for the full length (24 months) of the master programme, handled by insurance broker Expat & Co, and backed by insurance company Inter Partner Assistance (IPA). The all-in insurance covers medical costs, travel risks, as well as civil liability. EU students should apply for the [European Health Insurance Card](#) in their home country prior to traveling to Belgium.

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 consult the course files.

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

The Ghent University [regulations concerning study progress monitoring and binding conditions](#) apply to all IMSOGLO students during the complete IMSOGLO programme.

IMSOGLO students as well as the programme management have mutual rights and obligations formalized in the IMSOGLO Student Agreement to be signed before the start of the programme.

3.5. Class schedules

The IMSOGLO Primer Event will be organized from 18-21 September 2023. During this event soil types, soil threats and soil instrumentation are shown to identify the main topics of study in soils with reference to global change. Furthermore, you will be introduced to the research work done at the 4 partner universities which will help you to define your optional courses for the specialization in the 2nd and 3rd semester. On 21 September a BBQ will be organised in the evening to get to know each other and the IMSOGLO staff.

Class schedules of the Ghent University courses will be available on the following pages

- <https://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-physical-land-resources-and-global-change-en/programma/2023>
- <https://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-soil-biogeochemistry-and-global-change-en/programma/2023>

Class schedules and courses of BOKU 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 the semester start.

The class schedules for courses at Aarhus University and the University of Göttingen will be shared with you later.

3.6. Curriculum and elective courses

Your curriculum for the 1st IMSOGLO year needs to be registered and submitted in oasis.ugent.be by November 1st 2023. You will receive further instructions on how to select your elective courses for the 2nd semester.

Your curriculum for the 2nd IMSOGLO year containing your elective courses needs to be registered and submitted in oasis.ugent.be by November 1st 2024.

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 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.

3.7. Thesis

Information moments on the possible topics and location of the thesis research are organised

1. during the Primer Event at the start of the 1st semester. At enrolment, students will have chosen their specialization and the involved universities will give information on possible topics and (co-)supervisors for the master thesis during the first year;
2. during the 2nd semester via interactions with possible thesis supervisors.

Before June 1st of the first year, students will submit 2 options for thesis topics to the Management Board. 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. Your official Ghent University transcript of records will show your grades in the Ghent University grading system, (0-20 scale). Grades for every semester can be consulted on oasis.ugent.be at the end of every semester. Below you can see how the grades will be converted to the UGent system.

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	3	3.3
Satisfactory	13	13	4	3	3.0
Good	14	14	7	3	2.7
Good	15	15	7	2	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. Dealing with the educational culture shock

During the previous student intakes of IMSOGLO, we learned that the heterogeneous backgrounds of the students made it difficult for some to adjust to the programme during the first semester. It depends on your background what are your experiences and expectations with

- teaching and learning styles
- interaction with the lecturers
- work load

Nothing new for some, a culture shock for others. Furthermore, it is good to know what are expected initial competences at the start of courses, and what are your responsibilities. Below we briefly address these issues.

4.1. Teaching and learning styles and interaction with lecturers

In Europe, teaching styles vary by lecturer and also by teaching form. Some teaching forms are much more interactive than others. Generally, lecturers and their assistants are open to questions during class hours and are willing to help afterwards as well, within the limits of their availability. The distance between lecturers and students may be surprisingly modest for some of you. The motto is: **Dare to ask!**

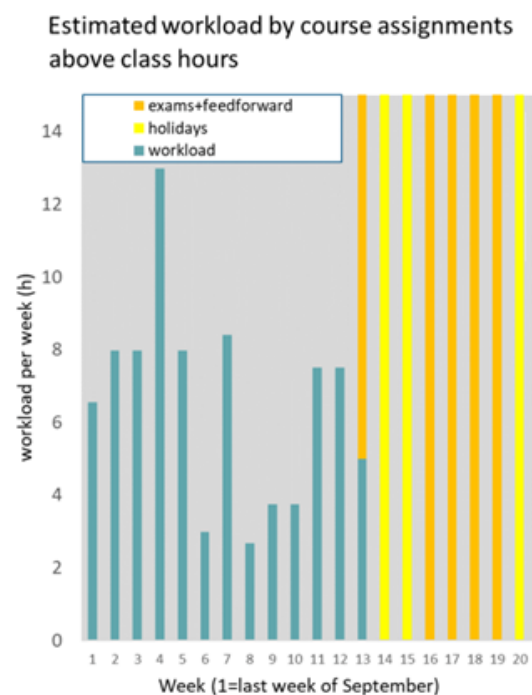
A lot of communication flows via the e-learning platforms, which is Ufora at UGent. **Stay tuned** to the IMSOGLO infosite on Ufora and the individual course sites. Read your Ghent University e-mails daily in order to not miss any important info.

Learning styles vary by student, but as courses are taught in parallel (several courses scheduled in each week), it is advisable to follow up continuously and not wait for exam time to catch up.

4.2. Work load

The work load of each course, expressed in hours, is more than the sum of the contact (class) hours per week, but also includes assignments, preparing classes, studying, etc. While class hours are the same for all students, hours spent on assignments and studying vary per student. The right figure shows how many hours students spent on average on assignments per week during the first semester at Ghent University in academic year 2020-2021, based on a survey amongst lecturers.

This graph can help you to **plan your work**.



4.3. Initial competences

Course files always indicate what expertise, competences or skills you need to successfully start a course. Normally, all admitted students to IMSOGLO should be able to follow all courses. However, as students have varying academic backgrounds and may have obtained their Bachelor degree some years ago, a check on initial competences is worthwhile before you select elective courses.

The course files containing the initial competences can be found by clicking on individual courses on:

<https://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-physical-land-resources-and-global-change-en/programma/2023>

<https://studiekiezer.ugent.be/international-master-of-science-in-soils-and-global-change-soil-biogeochemistry-and-global-change-en/programma/2023>

5. Mobility and partner info

5.1. Passport, visa and residence permit

If you need a visa to live and study in Europe, make sure you have a valid **international passport** (note that it must be valid until at least 6 months after your return, i.e. at least until March 20xx+3 if you start the IMSOGLO programme in September 20xx).

If you need a visa to live and study in Europe, please start your **visa application** as soon as possible after you have received your Letter of Admission.

Apply for a **long stay student visa type D** at the [Belgian embassy or consulate which is competent for your country of residence](#). More information about your visa application can be found [here](#) and at the competent Belgian embassy or consulate.

IMSOGLO includes student mobility to other Schengen countries, and therefore you have to apply for a long stay student visa type D with **code B35**. After your arrival in Belgium, you will be able to apply based on this code B35 for a 2 year residence permit that will allow you to travel to Austria and Germany without having to apply for a visa in these countries.

When applying for a visa, you will be asked to prove your **solvency** (i.e. sufficient means of subsistence). This solvency can be proved in different ways:

- A Scholarship Award Letter (document certifying that the student has been granted a scholarship)
- An affidavit of support (or a financial guarantee)
- A blocked account and solvency letter: Ghent University can provide a letter to prove sufficient means of subsistence. In that case the financial means have to be transferred to a bank account of Ghent University, where they will be blocked on a personal account. The financial means will then be reimbursed to you on a monthly basis. For more information, contact international@ugent.be

For registration at the City of Ghent (i.e. application for a residence permit), students must register within 8 working days after arrival via this [link](#).

5.2. BOKU Vienna

Registration at BOKU

Find **general info** about welcome days, studying at BOKU and living in Vienna for international students [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.

IMSOGLO students will be informed about further details by e-mail by the administrative coordinator prior their study period at BOKU.

Housing

You can rent a room in the student residences or share a flat. It is important to check your IMSOGLO calendar before booking a room. Book 2-3 months beforehand since the rooms are on a first come first serve basis. Housing is 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. 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 before 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 of 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.

5.3. 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: accommodation@uni-goettingen.de

Check 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. Find more info [here](#). 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

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

5.4. 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. Please make sure to select the programme for Full degree students – Natural and Technical Sciences.

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 due time before your arrival, 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

EU/EEA/Swiss citizens

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. Find more information [here](#).

Non-EU/EEA citizens

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.

We strongly recommend that you apply for a residence permit for the duration of your stay in Aarhus **before** arriving to Denmark through an on-line platform. Aarhus University will send detailed information about this process to you by mail in early May.



It is important that you apply as soon as possible as after you receive the mail with a link to the online application form. **It may take up to three months for the authorities to process your application!**

Please be aware that the Danish Immigration Authorities will charge a fees of about 500 euro in total.

Step by Step Guide

- 1) Fill in an online ST1 form and pay the first fee.
 - a. You will receive an email from AU with a link to the form as AU must initiate this process on your behalf.
 - b. The mail will include an instruction about how to fill in the form and a formal enrolment letter from AU.
 - c. It will be possible to apply from 15 May – not earlier.
 - d. **Important: You are required to give your biometrics within 14 days after paying the first fee! So, get the appointment at the embassy first and THEN pay the fee.**

- 2) Give your biometrics and pay the second fee.
 - a. Get an appointment at the Danish embassy in Brussels to give you biometrics (Phone number: 022330919)
 - b. **Important: You are required to give your biometrics within 14 days after paying the first fee! So, get the appointment at the embassy first and THEN pay the fee.**

- 3) You will receive the residence permit/visa
 - a. Entry in Denmark is possible before you receive the residence permit **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.

Find more information [here](#) and [here](#).

6. 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/student/en/class-exam-exchange-intern/class-exam/education-examination-code/oeren20222023.pdf>
- 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, students can appeal on various issues. Via the links below, appeals can be submitted to the IMSOGLO Management Board.

Select your case and select the appropriate link:

- Appeal against a decision by the Management Board of IMSOGLO in case of violation of the Student Agreement by the student: [here](#).
- Appeal against re-registration costs after the regular 24 months enrollment: [here](#).
- Appeal against a request to withdraw from the programme due to insufficient academic performance: [here](#).
- Appeal against the privacy rules in Article 9 or the Student Agreement: [here](#).
- Other appeals (describe clearly!): [here](#).

7. 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

8. People and contact

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Don't hesitate to become a member of the [Erasmus Mundus Association \(EMA\)](#), an association for students and alumni of Erasmus Mundus Master and Doctoral programmes.



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