



Universität für Bodenkultur Wien

Erasmus+ Study Abroad

Administrative Procedures After Nomination



Contacts

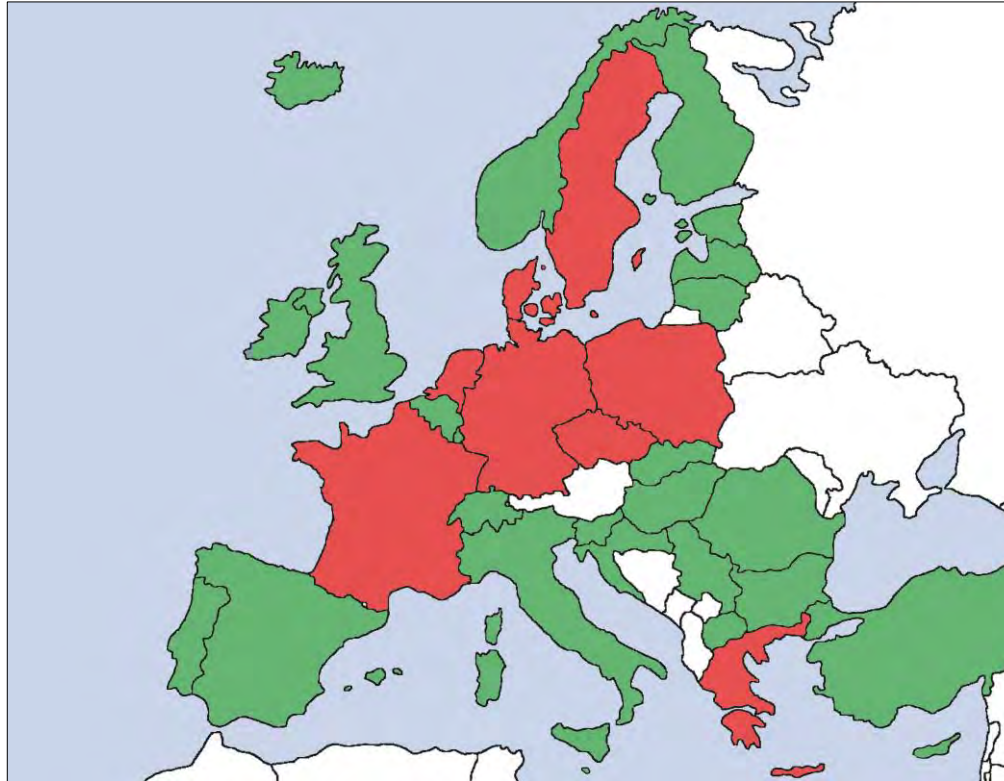


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Erasmus+

General email address:
erasmus@boku.ac.at



**Czech Republic, France, Germany, Greece,
Netherlands, Poland, Sweden and Denmark
(marked red)**

[Nicolas Fries, M.A.:](mailto:nicolas.fries@boku.ac.at) nicolas.fries@boku.ac.at

**All other Erasmus+ Programme countries
(marked green)**

[Nicole Fohringer, BA MA:](mailto:nicole.fohringer@boku.ac.at) nicole.fohringer@boku.ac.at

Content

- You are nominated → next steps...
 - Application at the partner university
 - Papers at BOKU:
Paper for Recognition (Äquivalenzliste) &
Online Learning Agreement

- Deadlines
- Erasmus+ Grant – Amounts
- Grant Agreement
- Other scholarships

- Database Mobility Online
- OLS - Online Linguistic Support
- International Master Programmes
- Other info (FAQs, International Days, E+ Traineeship, preparations for the exchange, E+ contact)





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You are nominated, that means...

- You have been **selected to study at one of BOKU's partner universities.**
- **BOKU-International Relations has already notified this university** of your nomination.
- In addition to your Erasmus+ application at BOKU **you also have to apply at the partner university.** Please check how to do so asap (website of partner university, their notification email, etc.)
- The partner university may still reject your application (but this is very rare).
- If you want to **connect** with other students who are planning to stay at the same host university, take advantage of this info meeting and **exchange contacts!**





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Partner University

- **Check application requirements + deadlines**

Deadlines in Scandinavian countries will be very soon, in „Southern countries“ later.

BOKU-IR does NOT transfer any documents to your partner

university! → Registration at partner university + BOKU Steps need to be completed at the same time

- **Semester Dates** (in Scandinavian countries: WS starts in August, SS in January)
- **Courses** (Prerequisites? Level Bachelor/Master? Individual Course Plan?)
- **Accommodation**, especially upon arrival
- **Insurance, language course** (optional), **orientation week**

Switzerland: Swiss-European Mobility Programme instead of Erasmus+ (BOKU steps stay the same, grant by CH!)



Further Steps

- Mobility Online: <https://www.service4mobility.com/mobility/LoginServlet>
(Login/Password same as for BOKU Online; please do **not use Internet Explorer** for MO but a different browser; bookmark link on your laptop)
- **Enter semester dates** (according to the Academic Calendar) **and course language** at partner university by **20th May** (WS/full academic year) / **20th November** (SS) => Mobility Online
- **Online Learning Agreement** => Mobility Online
- Paper for Recognition („**Äquivalenzliste**“)
- **Grant Agreement**

Enter courses for Learning Agreement & Paper for Recognition I



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Mobility Online Workflow – Enter selected courses

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Anzeigen Bewerbungsverlauf ⓘ

You can change the language to English in the menu on the left!

Nachname [REDACTED] Studienrichtung (zum Zeitpunkt ... Umwelt- und Bioressourcenmanagement (Mas...
 Vorname [REDACTED] Land der Gasthochschule (1. W... Schweden
 Geburtsdatum (tt.mm.jjjj) 01.01.2000 Gasthochschule (1. Wahl) UPPSALA02 - The Swedish University of Agric...
 Land der Heimathochschule Österreich voraussichtlicher Aufenthalt von 01.09.2022
 Heimathochschule WIEN03 - Universität für Bodenkultur Wien voraussichtlicher Aufenthalt bis 31.01.2023

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link	15 / 26
Geplante Lehrveranstaltungen erfasst	<input checked="" type="checkbox"/>	09.03.2022	[REDACTED]	Geplante Lehrveranstaltungen erfassen	ⓘ
Geplante Lehrveranstaltungen zur Prüfung eingereicht	<input checked="" type="checkbox"/>	09.03.2022	[REDACTED]	Geplante Lehrveranstaltungen zur Prüfung einreichen	
Das Einreichen der geplanten Lehrveranstaltungen ist nur dann möglich, wenn Sie diese bereits unterschrieben haben.					
Sollten Sie diese noch nicht unterschrieben haben, tun Sie so bitte in dem obenstehenden Schritt mit dem Button.					
Kurse als unvollständig markiert - E-Mail erhalten	<input checked="" type="checkbox"/>	15.03.2022	Claudia Zefferer		
▶ Kurse als unvollständig markiert - Korrektur noch nicht bestätigt	<input type="checkbox"/>			Korrektur bestätigen	
Learning Agreement von Heimatinstitution bestätigt	<input type="checkbox"/>				
Learning Agreement von Partnerinstitution bestätigt	<input type="checkbox"/>				
Courses rejected by the partner institution	<input type="checkbox"/>				
Learning Agreement & Äquivalenzliste von BOKU auf Vollständigkeit geprüft	<input type="checkbox"/>				

MOBILITY-ONLINE

Enter courses for Learning Agreement & Paper for Recognition II



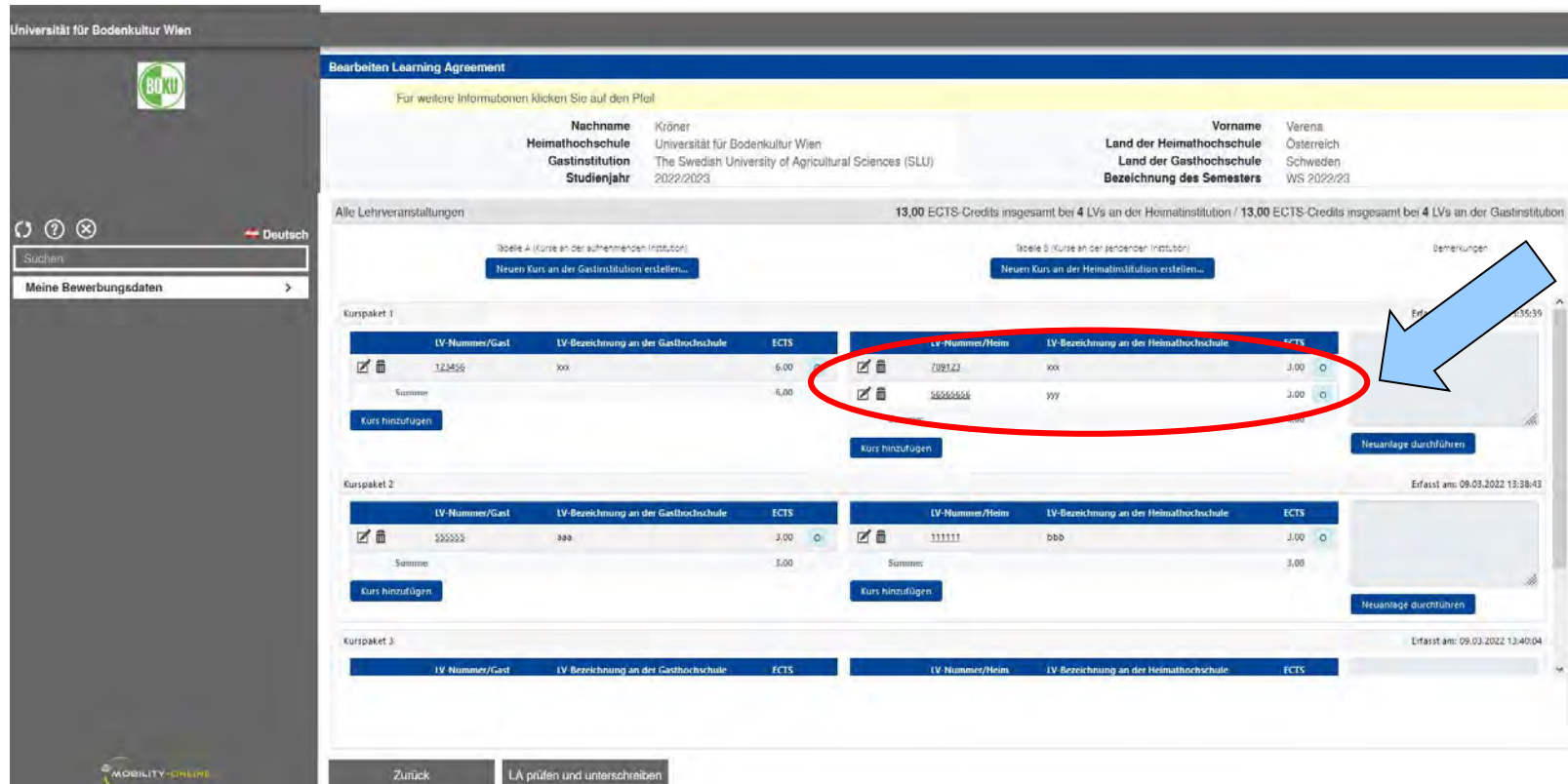
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Mobility Online Workflow – changing course selection, if needed

The screenshot shows the 'Bewerbungen Outgoings' section of the Mobility Online Workflow. At the top, there is a blue header bar with the text 'Bewerbungen Outgoings' and an 'Ändern' button with a question mark icon. Below this, there are two buttons: 'Änderung abbrechen' and 'Änderung durchführen'. The next section is 'Interne Bemerkungen (für WF)', which contains a confirmation statement: 'Ich bestätige hiermit, dass ich meine Kurse korrigiert habe' followed by a checked checkbox. Below this statement, there are two buttons: 'Änderung abbrechen' and 'Änderung durchführen'. A red circle highlights the 'Änderung durchführen' button, and a blue arrow points to it from the right. The left sidebar contains the BOKU logo, a search bar with 'Suchen' and 'Meine Bewerbungsdaten' buttons, and a 'Deutsch' language selector. The bottom left corner features the 'MOBILITY-ONLINE' logo.

Enter courses – Course packages I

It is possible to split courses!



The screenshot shows the 'Bearbeiten Learning Agreement' interface. At the top, it displays the user's name (Kröner) and affiliation (Universität für Bodenkultur Wien). Below this, there are fields for 'Heimhochschule' (The Swedish University of Agricultural Sciences (SLU)), 'Gastinstitution' (The Swedish University of Agricultural Sciences (SLU)), and 'Studienjahr' (2022/2023). The interface also shows the user's name (Verena), country (Österreich), and semester (WS 2022/23).

The main section is titled 'Alle Lehrveranstaltungen' and shows a total of 13,00 ECTS-Credits. It is divided into three course packages (Kurspaket 1, 2, and 3). Each package contains a table of courses with columns for 'LV-Nummer/Gast', 'LV-Bezeichnung an der Gasthochschule', 'ECTS', 'LV-Nummer/Heim', and 'LV-Bezeichnung an der Heimhochschule'. A red circle highlights a specific course entry in the first package, indicating that it is a split course. A blue arrow points to the 'Erfasst am' field next to the highlighted course.

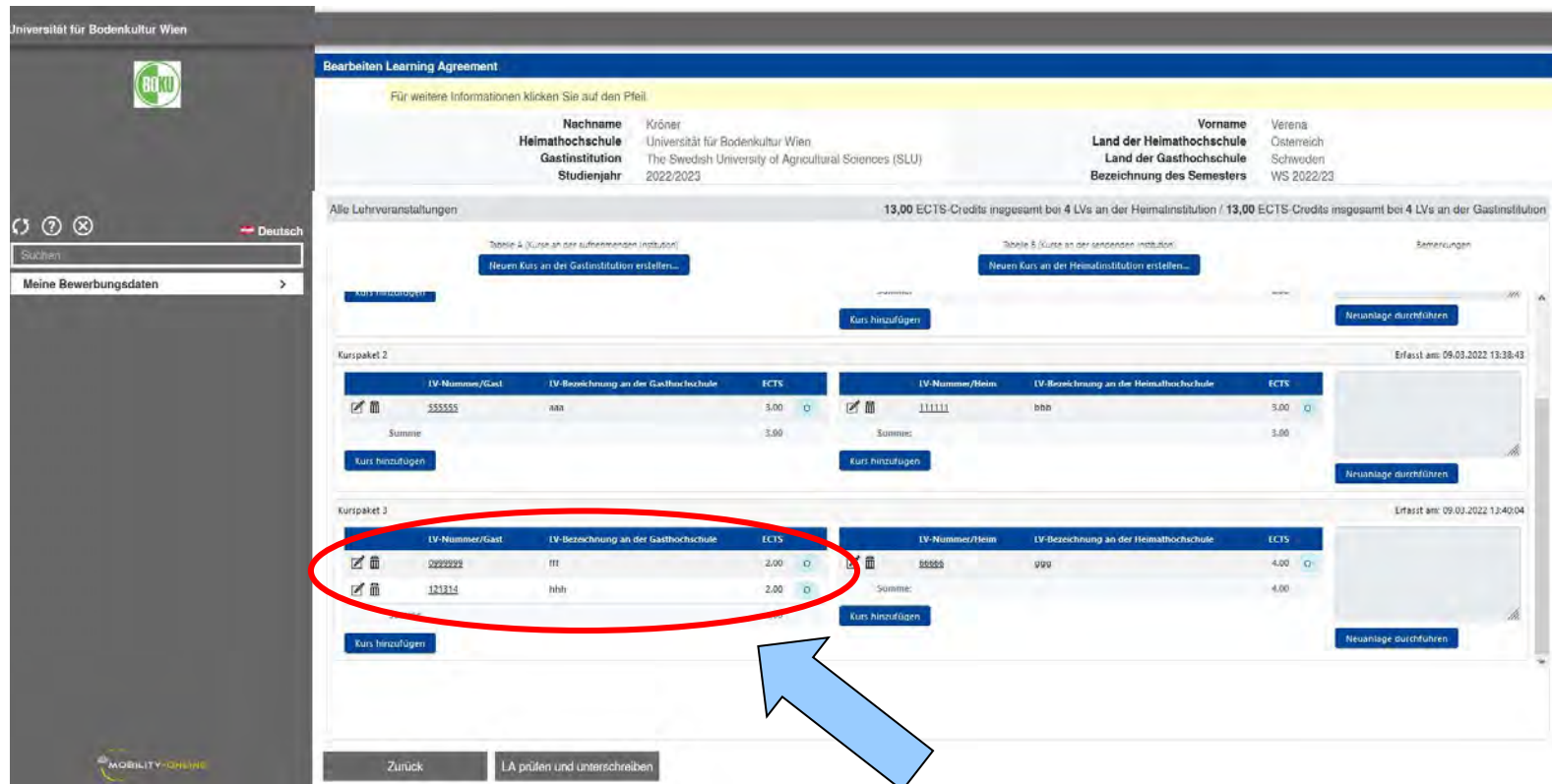
LV-Nummer/Gast	LV-Bezeichnung an der Gasthochschule	ECTS	LV-Nummer/Heim	LV-Bezeichnung an der Heimhochschule	ECTS
123456	xxx	6,00	789123	xxx	1,00
Summe		6,00	555555	yyy	3,00

LV-Nummer/Gast	LV-Bezeichnung an der Gasthochschule	ECTS	LV-Nummer/Heim	LV-Bezeichnung an der Heimhochschule	ECTS
555555	yyy	3,00	111111	bbb	1,00
Summe		3,00		Summe	3,00

LV-Nummer/Gast	LV-Bezeichnung an der Gasthochschule	ECTS	LV-Nummer/Heim	LV-Bezeichnung an der Heimhochschule	ECTS
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Enter courses – Course packages II

It is possible to split courses!



The screenshot shows the 'Bearbeiten Learning Agreement' interface. At the top, it displays the user's name (Verena), home institution (Universität für Bodenkultur Wien), and host institution (The Swedish University of Agricultural Sciences (SLU)). Below this, it shows the total ECTS credits: 13,00 ECTS-Credits insgesamt bei 4 LVs an der Heimalinstitution / 13,00 ECTS-Credits insgesamt bei 4 LVs an der Gastinstitution.

The interface is divided into two main sections: 'Table 4 (Courses at the receiving institution)' and 'Table 5 (Courses at the sending institution)'. Each section contains a table of courses and a 'Kurs hinzufügen' button. The 'Kurspaket 3' section is highlighted with a red circle, and a blue arrow points to it.

IV-Nummer/Gast	IV-Bezeichnung an der Gasthochschule	ECTS	IV-Nummer/Heim	IV-Bezeichnung an der Heimalhochschule	ECTS
0999999	ttt	2,00	88888	999	4,00
121114	hhh	2,00			
Summe:		4,00	Summe:		4,00



Online Learning Agreement

- 1. Enter courses in the Mobility Online (MO) workflow → **own signature via MO**
- 2. LA is transmitted via MO to **the departmental coordinators at BOKU** → digitally signed via MO
- 3. LA is sent via MO to the **partner university** → **digitally signed**
- **Changes after arrival:** Create new LA via MO (signatures required: your signature, the signature of the Erasmus+ Outgoing Coordinator at BOKU and the signature of the host university) – also processed online.

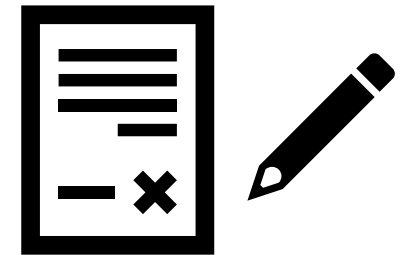
Paper for Recognition (*Äquivalenzliste* = *equivalence list*) - Signatures



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- 1. **Own signature**
- 2. For mandatory courses: BOKU course lecturers
→ does not apply for free electives
- 3. **Fachkoordinator*in (= departmental coordinator)**
- 4. Send the list to **Study Services** via email (anerkennungen@boku.ac.at).
You will be notified as soon as the list is signed by the **Dean of Studies** and ready to be picked up → legally valid



Attention: Recognition of courses only possible with the signature of the Dean of Studies!



Paper for Recognition – useful tips

- **Copying of signatures** is punishable by law!

Recommended procedure:

- Clarify the possibility of recognition with the BOKU course lecturers (by e-mail) (send detailed course descriptions, if possible)
 - Then collect signatures one after the other
-
- Adjust **formatting** before forwarding the list
 - Please mind the **processing time** (possibly several weeks) - please do not ask repeatedly about the processing status!
 - Courses that have been confirmed in advance by the BOKU lecturer, departmental coordinator AND Dean of Studies Prof. Peyerl must be recognized.

Paper for Recognition (Äquivalenzliste = equivalence list)



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2. VORGESCHLAGENES STUDIENPROGRAMM FÜR DAS AUSLANDSSTUDIUM ²

Als Mindeststudienleistung für den Erasmus-Auslandsaufenthalt² ist zu erbringen:

- ein Erasmus-Auslandsaufenthalt für ein Mindestens sechs Semester
- ein Erasmus-Auslandsaufenthalt für mindestens sechs Monate, zwölf Semester
- ein Erasmus-Auslandsaufenthalt von mindestens zwei Monaten, achtzehn Semester
- Sofern im Sinne des Europäischen Systems zur Anrechnung von Studienleistungen den im Ausland absolvierten Studien ECTS-Anrechnungspunkte zugewiesen sind, kann der Studienerfolgsnachweis auch dadurch erbracht werden, dass für jeden Monat des Auslandsstudiums mindestens drei ECTS-Anrechnungspunkte nachgewiesen werden.

Kurstitel an der Partneruniversität	ECTS Credits	LV Nummer des BOKU-Kurses	Anerkennung für Lehrveranstaltung/ Prüfung gemäß österr. Studienplan	PF WPF	ECTS Credits	OK von Pflicht- bzw. Wahlpflicht-leiter*in an der BOKU
Silviculture, Forest Management Planning and Forest Health	15,00	000	Silviculture, Forest Management Planning and Forest Health <i>(freie Wahllehrv.)</i>	FW	15,00	
Sustainable Management of Boreal Forests	15,00	000	Sustainable Management of Boreal Forests <i>(freie Wahllehrv.)</i>	FW	15,00	
Forest Ecosystem Ecology	15,00	912327	Waldökosystemdynamik	PF	4,00	
Human Dimensions of Fish and Wildlife Management	15,00	732322	Grundlagen der Kommunikationswissenschaft	WPF	2,00	<i>U. Leich</i>
Human Dimensions of Fish and Wildlife Management	15,00	732311	Grundregeln und Konzeption der Öffentlichkeitsarbeit	WPF	3,00	<i>U. Leich</i>

For International Master Programmes



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Same course selection in both columns

Only signatures of programme/departmental coordinator and Dean of Studies required

Course title at partner university Kurstitel an der Partneruniversität	ECTS Credits	Recognition for course		OK BOKU compulsory lecturer	
		Anerkennung für Lehrveranstaltung/ Prüfung gemäß österr. Studienplan	PW FW	ECTS Credits	OK v. BOKU PflichtLVLeiterIn
Crop biotechnology	6,00	Crop biotechnology		6,00	
Biotechnology in Horticulture I	6,00	Biotechnology in Horticulture		6,00	
Basics in molecular plant biotechnology		Basics in molecular plant biotechnology			
Analysis of Bioactive Compounds in Fruit and Vegetables	6,00	Analysis of Bioactive Compounds in fruit and Vegetables		6,00	
Crop Physiology: Growth and development of plant	6,00	Crop physiology: Growth and development of plant		6,00	
Secondary Plant Metabolites and Human Health	5,00	Secondary Plant Metabolites and Human Health		5,00	
Methods in Woody Plant Pathology	6,00	Methods in Woody Plant Pathology		6,00	
	35,00			35,00	

International Master Programmes: Courses at partner university



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SIFC, EnvEuro, EUR-Organic, NARMEE

Administrative Coordinator: **Ulrike Piringer**

Info on the ICP and on the courses at the partner universities on your programme's webpage: My courses – Individual Course Plan

<https://short.boku.ac.at/int-master-ells.html>

Steps and Deadlines:

SIFC:

- Discuss Learning Agreement (LA) with **departmental coordinator** (no ICP!)

EnvEuro+ EUR-Organic:

- ICP + LA first with tutor+ Ulrike Piringer > then signed by departmental coordinator (until **1st June**)

NARMEE: :

- Discuss courses CZU +Master Thesis topic + supervisor with departmental coordinator first > then ICP + LA with Ulrike Piringer > then signed by departmental coordinator (until **30th June**)



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International Master Programme: Courses at Partner University

**Horticultural Sciences (HS), IMSOGLO, Limnology and Wetland Mgt. (LWM),
Animal Breeding and Genetics (EMABG), European Forestry (EF)**

Adm. contact: **Nicole Fohringer**

Danube AgriFood Master (DAFM)

Adm. contact: **Gudrun Reisinger**

NAWARO, Weinbau – Önologie und Weinwirtschaft (WÖW)

Adm. contact: **Katrin Hasenhündl**

- Curriculum (BOKU)
- Check ICP + Learning Agreement with administrative contact then signature programme coordinator



Paper for Recognition – useful tips II

- Min. 3 ECTS/month → 25 – 30 ECTS/semester recommended
- Ideally, you should choose a combination of **(free) electives and mandatory courses** / international master programmes: follow the course programme (**ICP = Individual Course Plan!**)
- For mandatory courses: Confirmation + signature of BOKU course lecturers
- You have to complete and upload both: **Äquivalenzliste** and **Learning Agreement** to Mobility Online, even if only free electives are selected.
- If you change courses during your semester abroad, you need to contact the BOKU programme/departamental coordinator and/or BOKU course lecturers (otherwise the courses may not be recognized).

Difference between Learning Agreement & Paper for Recognition



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■ Learning Agreement

- is a **study contract between the two partner universities and the student**
- Mandatory by the EU
- Online via Mobility Online
- Changes can be made up to one month after the start of the stay in Mobility Online

■ Paper for Recognition

- **Notice for recognition of courses at BOKU**
- BOKU internal document
- Will be created in MO, signatures by mail and original on printout (Dean of Studies)
- **Paper for Recognition before the mobility** → includes all planned courses
- **Paper for Recognition after the mobility** → includes all actually completed courses



Departmental Coordinators („Fachkoordinator*in“)

- To be contacted for **academic questions**
 - Who is my departmental coordinator?
Name will automatically appear on your Learning Agreement and *Äquivalenzliste* (MO)
Info on [BOKU-IR website](#)
- for **international Master programmes** it is usually the **programme coordinator**



Next steps & Deadlines

By 20.05. (WS) / by 20.11. (SS)

Enter **actual dates of your semester** (according to the academic calendar) **abroad** and the **language of instruction** at your host university in Mobility Online.

Before departure:

- Paper for Recognition („**Äquivalenzliste**“) incl. all signatures
=> **Upload** in MO
- **Online Learning Agreement** incl. all signatures
- **Top-up questions** → required for **Grant agreement**



Grant Agreement (GA) in Mobility Online

- GA = Contract for Erasmus+ scholarship
- GA available via Mobility Online after completion of LA/ÄL and answering the top-up questions
- ATTENTION: enter or check correct data (name, address, bank details)
- always **enter dates of stay according to Academic Calendar!**
- Sign Grant Agreement and upload in MO
- Green Travel must be requested in advance. In case of non-low-emission travel, € 50,- may be deducted from the second installment. Keep travel receipts!





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Study fee

No tuition fees during your exchange – at BOKU and at host university

→ Does not count towards tolerance semesters

Austrian Student Union fee (ÖH Beitrag) at BOKU has to be paid

→ ÖH insurance remains valid



Erasmus+ scholarships*

3 groups of countries: € 390 – € 490 per month

Länder	Monatlicher Zuschuss in Euro
Dänemark, Finnland, Irland, Island, Liechtenstein, Luxemburg, Norwegen, Schweden	490
Belgien, Deutschland, Frankreich, Griechenland, Italien, Malta, Niederlande, Portugal, Spanien, Zypern	440
Bulgarien, Estland, Kroatien, Lettland, Litauen, Nordmazedonien, Polen, Rumänien, Serbien, Slowakei, Slowenien, Tschechische Republik, Türkei, Ungarn	390

*Status: March 2023

Top-ups for students with children, students with disabilities: € 250,- aliquot per month

Green-Travel Top-up: € 50,- one-time

Extension: Only possible on request and as Zero Grant mobility (no scholarship)

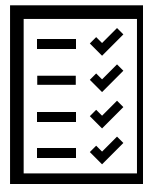


Calculation of Erasmus+ Grant

- **Monthly grant** (calculation of overall amount is based on the **exact number of days** spent abroad)
- **70% of grant is paid at beginning** of your stay abroad, **30% afterwards**, once you have submitted all necessary documents and reports to BOKU-IR via Mobility Online
- Final calculation of grant is based on actual length of study abroad period (> **confirmation of stay**, signed by your host university during last week of your stay – earliest 7 days before departure or later – ON SITE)
 - you upload it to MO + send copy to study services

Students Receiving Austrian „Studienbeihilfe“

- Full Erasmus scholarship + Studienbeihilfe:
<https://www.stipendium.at/studienfoerderung/beihilfe-ausland/auslandsbeihilfe/>
Monthly grant (**in addition** to regular „Studienbeihilfe“)
- Application for *Beihilfe für ein Auslandsstudium* has to be signed by **Dean of Studies!!** (submit this document together with your *Äquivalenzliste* in the Study Services)



Other scholarships and grants



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<https://grants.at/>

<http://www.scholarshipportal.com/>

Confirmation of nomination via MO

Scholarships by Austrian states (Bundesländer):

- TOP-Stipendien der NÖ Forschungs- und Bildungsges.m.b.H. (NFB)
- Auslandsstipendium der Kammer für Arbeiter und Angestellte für Tirol
- Auslandsstudienbeihilfen des Landes Steiermark
- Stipendien der Tiroler Landesregierung
- Vorarlberg-Stipendium zur Förderung von Studien- und Forschungsaufenthalten im Ausland

Country specific scholarships (E.g.)

- Semester and annual scholarships of the Spanish Ministry of Foreign Affairs
- Scholarships under the Cultural Agreement with Italy

ATTENTION: Erasmus+ scholarship must not be combined with:

- Scholarships directly funded by BMWFW or other federal agencies.
- Other grants from EU funds (e.g. for a Joint Master programme, etc.)

Please check with the relevant scholarship office!

OLS – Online Linguistic Support



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- Linguistic support by the EU
- Language assessment in working language **before mobility is recommended**
- Available in 28 languages
- Use the chance to attend a free online language course (optional)
- Infos and links will be sent via email





A few more hints...

- Erasmus+ study stay: **min. 2 full months, min. 3 ECTS per month** (better more!)
- BOKU recommendation: 25-30 ECTS per semester
- No ECTS limit for free electives - regardless of the BOKU study plan → You can take as many ECTS in free electives as you like!
- You can take exams of already completed courses at BOKU; however, these do not count for the 3 ECTS/month
- ATTENTION: Admission requirements (“Zulassungsaufgaben”) must be taken at BOKU + negatively completed exams must be repeated at BOKU.
- Compulsory at the end of the stay: Experience report for BOKU + online survey for the EU (EU Survey), otherwise the Erasmus+ grant may be reclaimed.
- More info: <https://short.boku.ac.at/int-out-e-ablauf-en.html> „My stay abroad“



Further info BOKU-IR website

- Presentation: <http://www.boku.ac.at/int-out-e.html>
- FAQs: <https://short.boku.ac.at/int-out-e-faq-en.html>

← BOKU students going international

Erasmus+ Outgoings

- ||| Allgemeine Informationen
- ||| Voraussetzungen
- ||| Zuschüsse
- ||| Wie bewerbe ich mich
- ||| Ablauf des Aufenthalts
- ||| FAQs für Erasmus+ Outgoing Studierende
- ||| Erfahrungsberichte >
- ||| Wie bereite ich mich auf meinen Auslandsaufenthalt vor
- ||| Green Travel - Tipps für nachhaltigeres Reisen
- ||| Intercultural Skills Award
- ||| Kontakt

BOKU STUDENTS FAQs für Erasmus+ Outgoing Studierende

BOKU-Start > Universität für Bodenkultur Wien (BOKU) > Studieren an der BOKU > Themen für Studierende > Internationales > BOKU students going international > Erasmus+ Outgoings > FAQs für Erasmus+ Outgoing Studierende

Diese Seite ist erreichbar unter:

- <https://boku.ac.at/international/erasmus-outgoings/faqs-fuer-erasmus-outgoing-studierende>
- <https://short.boku.ac.at/6rk46z>

Welche Bewerbungsabläufe sind für meinen Erasmus+ Semesteraufenthalt notwendig?

Wie wird meine Erasmus+ Förderung berechnet und wann wird sie ausbezahlt?

Kann ich zusätzlich zur Erasmus+ Förderung Studienbeihilfe beziehen?

Muss ich während meines Erasmus+ Semesters Studiengebühren bezahlen?

Wie soll ich die Dauer meines Auslandsaufenthalts auswählen?

Was muss ich tun, wenn ich kürzer bleibe, als ursprünglich geplant?

Wie kann ich meinen Erasmus+ Aufenthalt verlängern?

Welche Dokumente benötige ich vor der Abreise?

Kann ich mein Learning Agreement noch ändern, wenn es bereits unterschrieben ist und in Mobility Online hochgeladen wurde?

Welche Unterschriften benötige ich auf Learning Agreement und Äquivalenzliste?

Wer ist mein*e Fachkoordinator*in?

Wer ist mein Departmental Coordinator und wer mein Institutional Coordinator?

Welche Dokumente benötige ich zum Abschluss meines Erasmus+ Aufenthaltes?





Erasmus+ Traineeships

- Similar requirements as for a study exchange
- Min. 2 semesters completed at BOKU
- Duration: **2 - 6 months**
- **Study related!**
- Grant: **540 - 640 €/month** (depending on country)
- Applications via **Mobility Online** (see website for deadlines - first come first served)

- Further info: <http://www.boku.ac.at/int-out-ep.html>



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Further info...

- **International Days 9 - 10 May 2023**
- **Facebook BOKU Exchange group**
- **Facebook Accommodation Exchange BOKU Gruppe** (WG Zimmer an Incomings während Auslandssemester vermieten)
- **Buddy www.boku.ac.at/int-out-buddies.html**
- **Tandem www.boku.ac.at/int-languages-tandem.html**
- **„Stammtisch“ meeting for international students**

Apfelstrudel goes international – BOKU outgoings meet incomings



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You want to get "insider-infos" about your university and want to meet students from your target country already now?

Join:

„Apfelstrudel goes international - BOKU outgoings meet incomings“

When: Tue, 23.05., 15:00-17:00

Where: EH05, Exner-Haus

Meet students from other countries and learn how to make Apfelstrudel!



Best of luck preparing your stay abroad!

