

Buddy Manual

What makes a good buddy?

BUDDY NETZWERK
↪ JOIN US!



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1. What is the manual about?

You are a buddy and you are not sure what to expect and what makes a good buddy? This buddy manual was developed by a group of buddies and incoming students at BOKU as a student project. It will **answer common questions**, and **guide** you through several important duties as a buddy during the semester.

It will not only give you important administrative hints, but you can also find some interesting **recommendations and ideas** on what to do together with your incoming student in your free time – maybe even create some long-lasting friendships.

In this manual you find recommendations and ideas from first hand – from both incomings and buddies, own experiences, local guides and many hours of brainstorming within our project team.

2. How to contact your buddy?



Contact the incoming student **via e-mail** that you will receive together with the **checklist for the arrival for exchange** students.

We highly recommend that you contact them immediately when you get their contact details, but at latest before they arrive to Vienna; introduce yourself and get familiar with each other. Maybe you can exchange other contact details for easier communication (WhatsApp, Facebook, Signal, ...).

It would be very helpful and nice to meet the incoming at the airport or train station, in this way you can help them settle in their flat or help with the check-in at the student dormitory. Take the initiative and offer your help to the student. Contact your incoming student at a regular basis, and include her/him into activities.

No reply from your incoming student?

Make sure that you write another friendly e-mail after a few days in case you don't get any response at the first time. After a couple of weeks with no reply, try to find them on social media platforms, like Facebook or send an Email to Buddy@boku.ac.at.

3. The administrative support

Buddies are particularly important for incoming students during the **first weeks of their stay** in Vienna. Before the semester starts, BOKU-IR organizes "Welcome Days" (see <https://short.boku.ac.at/int-in-welcome-en.html>) where you as a buddy can join together with your incoming students. This event helps to get involved and connected with other buddies and also other incoming students.

The "**Checklist for the arrival for Exchange Students**" gives an overview about all the administrative tasks the incoming student needs to fulfill after arrival.

Getting settled



If you want to help your student at the beginning of his/her stay you can show the website <https://www.willhaben.at> where many useful household appliances are available to buy for low prices.

Study Services

One of the most important tasks of the student is to get his/her BOKUcard and PIN code for BOKUonline at the study services. The incoming student has to pay the student union fee via bank card only. Here, you as a buddy could accompany him/her in case the student has not yet a bank card that works in Austria.

Course registration in BOKUonline



Not all incoming students are familiar with the flexibility and the freedom of choosing courses on their own. As a buddy you can support your incoming student with finding and registering to the courses.

Here are some useful links: <https://short.boku.ac.at/int-in-boku-howtolookforcourses-en.html>, <https://short.boku.ac.at/e682v2>.

Register in Vienna



The incoming student has to register at the municipal district offices within the first 3 days of his/her stay. Join the incomings to the Magistrat and help filling out the registration form in case of language difficulties

(<https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>). More information can be found here: <https://short.boku.ac.at/int-in-vienna-registration-en.html>.

Semester Ticket

As a buddy you can help the incomings with the Wiener Linien website or go to one of the ticket shops together (<https://www.wienerlinien.at/web/wl-en/tickets-for-students>). Information on how to get around in Vienna can be found here : <https://short.boku.ac.at/int-in-vienna-getting-around-en.html>

Corona Virus

Buddies can be helpful when informing about current regulations, helping the incomings to register for a free Corona test and joining them for their first test. Especially during the pandemic with social distancing, being and having a buddy is even more important. The BOKU website is regularly updated with information concerning COVID: <https://short.boku.ac.at/int-in-current>. You can also check the official website of Vienna <https://coronavirus.wien.gv.at/faq-english/>.

4. Fun Buddy time online and offline

What is also crucial during Erasmus exchange is the fact that incoming students and buddies should integrate even if the weather or pandemic situation strongly interfere in this process! Only by integration, both sides can get to know each other, establish relationships and ultimately cooperate to reach the goal – help and spend time in the most pleasant way.

Are you run out of ideas? Don't worry, we will provide you with some ideas on what to do and where to go with your incoming students. In the attachment you will find links and further information. Enjoy!



Tour around Vienna and the campus

Do sightseeing together and show the most popular places, monuments and museums. Additionally, you can show the BOKU university and afterwards you can go to the TÜWI to take away lunch and then eat it in the Türkenschanzpark

<https://www.flickr.com/photos/bokuwien/50519307221/>



Cooking together

Invite your incoming and other friends to cook special Austrian food like Schnitzel, and next time you can prepare some traditional dishes from the student's country.

https://commons.wikimedia.org/wiki/File:Wiener_Schnitzel_vom_Schwein,_Schweizerhaus,_Prater,_Wien.JPG



Outside activities when the weather is nice

Have a picnic together – Vienna offers many parks for that! Visiting the markets is also great e.g., Brunnenmarkt, Naschmarkt, Flohmarkt am Naschmarkt, Rochusmarkt. Besides that, you can rent a bike (e.g. Citybike) and ride near Donau canal. Nice weather is always good for hiking and other city trails

https://commons.wikimedia.org/wiki/File:Tuerkenschanzpark_Wiese.jpg



Bad weather ideas

Go to museums (e.g., Albertina, Naturhistorisches Museum and so on. It depends on your students and your interests). Moreover, you can discover some cafés or restaurants. Such weather is also good for a game night with your incoming student and friends

[https://el.m.wikipedia.org/wiki/%CE%91%CF%81%CF%87%CE%B5%CE%AF%CE%BF:Wien_-_Naturhistorisches_Museum_\(1\).JPG](https://el.m.wikipedia.org/wiki/%CE%91%CF%81%CF%87%CE%B5%CE%AF%CE%BF:Wien_-_Naturhistorisches_Museum_(1).JPG)



Weekend vibes

In the evening you can go with a group to a **bar** (for example karaoke bar – this is also good idea when you want to have fun and feel free) or just invite everyone and have a **party** near Donau. Here you can play your favorite music, dance and drink beer!!

If you and your student don't like to party, you can go around the Graben Street and admire Vienna by night – we recommend a spot near the Gutenberg monument.

https://goodnight.at/images/articles/201702/karaoke_header.gif



Day trips

Really good idea to establish relationship is to create a 2-3 days **trip outside of Vienna** (e.g. Hallstatt, Salzburg, Linz, Graz, Neusiedler lake). Thanks to it you can spend this time together, make better relations with others and discover new things together.

<https://www.google.com/url?sa=i&url=https%3A%2Fwww.safestay.com%2Fde%2Fhow-to-travel-with-only-a-backpack%2F&psig=AOvVaw1AaayfshvEfrg25Oba9RRu&ust=1627642512688000&source=images&cd=vfe&ved=0CAoQJRxqFwoTCPj2niWPICFQAAAAAdA AAAABAD>

5. Staying connected and help the incomings to integrate with locals

As a buddy you have to remember that the most important task that you have to do is integrate your incoming student and welcome him/her. Keep in mind to be available for the incoming student during the whole semester not only in the first few weeks. Offer your help and regularly check up on your incoming student.

- ➔ But remember it's **not necessary to become best friends** with your incomings, if you don't feel the vibe between you and your students, just offer them possibilities to integrate with other locals. For example, you may take them to the parties and introduce them to your friends or to people who have the same hobbies as your incoming.

6. How to handle challenging (intercultural) situations

It can happen that you will experience some kind of uncomfortable situations. For example, the incoming student wants to be picked up from the airport at midnight. Here it is very important, to stay friendly and respectful but be honest. If you feel uncomfortable, tell each other. Also make clear that your student can be honest to you too.



<https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.brosix.com%2Fblog%2F-cultural-barriers%2F&psig=ADVaw3TQYSzPd9GpSny8xqYCoJW&ust=1627644486676000&source=images&cd=vfe&ved=0CAoQjRxfWotCjVh7uWIPICFQAAAAAdAAAAABAF>

Communication is the key of understanding. So, talk to each other. Maybe you find some compromises or sometimes you can learn something new without ever thinking about it. For example, your student wants to eat a 'weird' combination of food. It can be delicious, but you have to open your mind and get the courage to try it.

Through talking you also discover a lot of cultural differences. Keep in mind that things that may seem pretty normal and unimportant to you, could be totally new for others. For example, in Austria, the shops are closed on Sundays and on public holidays, but in other countries they would be open, and your student could have problems due to this. So even **telling the "normal" things could often be a big help.**

Every culture and individuals not only have obvious differences, but also invisible ones. Like the way of communication. It could be that you are talking very directly but your student is more into an indirect way, or he/she makes many excurses when speaking. Or of course other way around. Try to be open for something new and accept it, instead of trying to change it. And here also, talk. If you cannot understand someone, ask him/her and always explain your issues instead of ignoring it and causing conflicts. It could also be that your way of doing something is very challenging in a new environment. Don't be afraid that this can happen, but instead try to **reflect on yourself** and what is the problem, and how to adapt without losing your own identity.

Everyone has different preferences, values, and backgrounds, but we can all learn from each other, and don't forget, that **it should be fun to be a buddy, to meet new people, to explore new things and to carry your new experiences with you. Enjoy your time together!**

Attachment

Short list of interesting places and ideas what to do with your new incoming buddy (the list is definitely not complete - please add your own ideas):

- Markets

- Naschmarkt - <https://www.wien.gv.at/freizeit/einkaufen/maerkte/lebensmittel/naschmarkt/>
- Liechtensteinmarkt (small local market – open every Wednesday 10⁰⁰ am – 5⁰⁰ pm) - <https://www.palaisliechtenstein.com/de/news/news-details/143/fesch-markt-deli-edition.html>
- Moonlight bazaar - <https://www.mondscheinbazar.at/mondscheinbazar>
- Turkish market
- Brunnenmarkt and Yppenplatz - <https://www.wien.gv.at/freizeit/einkaufen/maerkte/lebensmittel/brunnenmarkt.html>
- Flohmarkt (flea market) - <https://www.flohmarkt.at/flohmaerkte/wien>
- Rochusmarkt - <https://www.wien.gv.at/freizeit/einkaufen/maerkte/lebensmittel/rochusmarkt.html>

- Museum

- Albertina, Albertina Modern - <https://www.albertina.at/>
- Optical Museum - <http://www.opticalheritagemuseum.com/>
- Naturhistorisches Museum - <https://www.nhm-wien.ac.at/>
- Belvedere Museum - <https://www.belvedere.at/>
- Haus der Musik - <https://www.hausdermusik.com/>
- Museumsquartier (good to relax outside too) - <https://www.mqw.at/en/>
- Hundertwasser - <https://www.kunsthau Wien.com/de/ausstellungen/museum-hundertwasser/>

- Online activities

- Stammtisch (online event) - <https://boku.ac.at/international/themen/international-students-coming-to-boku/wie-plane-ich-mein-studium-an-der-boku/student-newsletter/detailansicht/newsitem/48439>
- Online treasure hunts - <https://brainchase.com/the-treasure-hunt/>
- Chat online
- Learn German together (or other languages)
- Game example: Draw a story and people have to guess online
- Online Boardgames (Catan Universe) - <https://www.catan.com/game/catan-universe#>

- **Local cuisine, café, confectionary**

- Cafe Demel (try traditional Kaiserschmarrn) - <https://www.demel.com/de>
- Fenster Café (coffee in cone) - <https://www.diefruehstueckerinnen.at/wien/fenster-cafe/>
- Bucheln; Germknödel; Zuckerreinkerln, Wiener Apfelstrudel
- Schweinsbraten; Tafelspitz; Kärntner Kasnudeln; Käsespätzle; Kartoffelsalat
- Try the best Wiener Schnitzel in town at Figlmüller - <https://figlmueeller.at/>
- Hotel Sacher (try the original Sachertorte) - <https://www.sacher.com/en/original-sacher-torte/>
- Café Aida (the pink one) - <https://aida.at/>
- Café Jelinek (try the homemade Guglhupf) - <http://cafejelinek.steman.at/>
- Café Hawelka - <https://hawelka.at/>
- Café Central - <https://www.cafecentral.wien/en/>
- Get the best Ice at: Eis Greissler, Veganista (only Vegan ice), Tichy, Zanoni
- Eat Sacherwürstel, or “A eitrige” (Cheese stuffed sausage) at a Würstelstand

- **Interesting places**

- Graben (main, luxurious and stylish street with many shops) - <https://www.city-walks.info/Wien/Graben.html>
- Schloss Schönbrunn and garden around it - <https://www.schoenbrunn.at/>
- Rathaus der Stadt Wien - <https://www.geschichtewiki.wien.gv.at/Rathaus>
- Schloss Belvedere with garden - <https://www.belvedere.at/>
- Stephansdom (St. Stephen's Cathedral) - <https://www.stephanskirche.at/>
- Hofburg (Palace) - <https://www.wien.info/de/sightseeing/sehenswuerdigkeiten/imperiales/hofburg-wien>

- **Bars, restaurants**

- Find tea (the best bubble tea in Vienna) - https://www.instagram.com/findtea_vienna/
- Heuriger (wine sellers)
- Glacis Beisl - <https://glacisbeisl.at/>
- Schweizer Haus - <https://schweizerhaus.at/>

- **Outdoor activities**

- Citybike (very convenient and cheap way to see the city): <https://www.citybikewien.at/en/>

- Hiking near Vienna: Kahlenberg and Leopoldberg (wonderful view on entire Vienna) [here is the link to several hiking paths: <https://www.wien.gv.at/english/leisure/hiking/paths.html>]
 - Ice skating in front of Rathaus (Wiener Eistraum) - <https://www.wienereistraum.com/>
 - Picnic, beach volleyball on Donauinsel
 - Board games, playing cards
 - Swimming in old Danube
 - Eating together
 - Look for some cool Street art and drink something at the Donaukanal
 - Nature around Vienna: <https://boku.ac.at/international/themen/international-students-coming-to-boku/wie-plane-ich-mein-studium-an-der-boku/student-newsletter/detailansicht/newsitem/62748>
- **Parks**
- Türkenschanzpark - <https://www.wien.gv.at/umwelt/parks/anlagen/tuerkenschanzpark.html>
 - Setagaya park (small but worth seeing Japan garden) - <https://www.wien.gv.at/umwelt/parks/anlagen/setagayapark.html>
 - Stadtpark - <https://www.wien.gv.at/umwelt/parks/anlagen/stadtpark.html>
 - Burggarten - <https://www.bundesgaerten.at/hofburggaerten/Burggarten.html>
 - Perchtoldsdorfer Heide (nature reserve) - <https://perchtoldsdorfer-heide.at/>
 - Lainzer Tiergarten - <https://www.lainzer-tiergarten.at/>
- **Shops**
- MixMarkt - <https://www.mixmarkt.eu/de/austria/maerkte/7068/>
 - Bedronka (Polish shop)
 - PENNY Markt (the cheapest)
 - Wien Mitte (shopping center) - <https://wienmitte-themall.at/en/home-2/>
- **Others**
- Grinzing district (touristic place which is famous for many local wineries and atmospheric streets) - <https://www.grinzland.com/top-attractions>
 - Steinbruch-See
 - Neusiedler See
 - Baden (a town 20 min from Vienna by train) – town sightseeing and hiking with a castle Burgruine Rauhenstein at the end - <https://www.tourismus.baden.at/>
 - Prater amusement park - <https://www.praterwien.com/startseite/>
 - Hallstatt (wonderful town by the Hallstätter See)

- Salzburg (Mozart's Birthplace, Festung Hohensalzburg, Schloss Mirabell with Mirabellgarten)
- Pernitz (waterfalls, national park)
- **Useful Blogs, links, and online guides to get inspired**
 - Goodnight culinary and event-guide (German): <https://goodnight.at/>
 - Vienna Würstel Stand (English): <https://viennawurstelstand.com/>
 - 1000 things to do in Austria/Vienna, To-Do's and lifestyle (German): <https://www.1000things.at/>
 - Die Frühstückserinnen (German): <https://www.diefruehstueckerinnen.at/>
 - Falter food, bars and events (German): <https://www.falter.at/>
 - Stadt bekannt Wien (German): <https://www.stadtbekannt.at/>
 - The Vienna Blog (English): <https://www.theviennablog.com/>

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