Welcome!

First Steps at BOKU

BOKU - International Relations (BOKU–IR)
Checklist for the arrival

Link: www.boku.ac.at/int-in-e-checklists-en.html

What to do first?
Checklist for Exchange Students at BOKU
(changes due to the current COVID-19 situation are possible anytime)

Welcome to BOKU!

► Infosession “First Steps at BOKU”:
  • Wed, 14.9., 09:30-11:00 (SR 21/MENH [HS IV], Gregor Mendelstr. 33, 1180 Vienna) OR
  • Tue, 20.9., 10:00-11:30 (online: https://bokuvienna.zoom.us/j/99697104989?pwd=aUdkczNTk1Q01KRMpK1phOUZpUT09, Meeting-ID: 996 9710 4989, Kenncode: 972308) OR
  • Thu, 22.9., 10:00-11:30 (SR 01 / MENH [HS I], Gregor Mendelstr. 33, 1180 Vienna) OR
  • Tue, 27.9., 14:00-15:30 (part of the Welcome Days, Exnerhaus, Peter Jordanstr. 82, 1190 Vienna)

► Infosession „BOKU-IT/BOKUonline“:
  • Wed, 14.9., 11:00-12:00 (SR 21/MENH [HS IV], Gregor Mendelstr. 33, 1180 Vienna) OR
  • Wed, 28.9., 10:00-13:00 (part of the Welcome Days, Exnerhaus, Peter Jordanstr. 82, 1190 Vienna)


Before arrival:
☐ Please check the entry regulations and border control requirements due to the current Covid-19 situation (quarantine, testing, ...), see also: https://short.boku.ac.at/int-in-current-en

☐ Receive the acceptance letter from BOKU-International Relations (BOKU-IR) (Erasmus: in Mobility-Online).
Planning your Arrival

Make sure you arrive in Vienna about 10 days BEFORE the semester starts (to register and enrol in courses on time).
Current COVID-19 Situation

BOKU

Winter semester 2022/23 at BOKU – teaching activities: mainly on-site (see course description of the individual courses in BOKUonline)

https://short.boku.ac.at/int-in-current-en

- Check the current entry regulations for Austria
- Check the facts and security regulations in Austria
- Check the regulations at BOKU

Please inform erasmustoboku@boku.ac.at, if you (suspect to) have COVID-19!
Current COVID-19 Situation

BOKU:

• For general access and stay at BOKU no proof according to 3G rule is necessary (test required only for events with food)
• FFP2 mask are recommended but not required in all shared locations (e.g. hallways, etc.), if there is more than one person in the room: FFP2 masks are recommended but not required to be worn by all persons in the room (e.g. in offices, seminar rooms, etc.).
• Minimum distance 2 meters, wherever feasible.
• FFP2 masks are recommended outdoors if a distance of at least 2 meters.
Current COVID-19 Situation
Vienna

Wearing of FFP2-masks is mandatory:
• in public transports and its stations and stops
• in hospitals and care centers
• in pharmacies

It is generally recommended to wear FFP2-masks in indoor areas.

G-rule/testing:
Visits to hospitals or care centers: PCR-test required

Further information:
Federal Ministry of Social Affairs, Health, Care and Consumer Protection
Current COVID-19 Situation

Entry to Austria

Since 16.05.2022 no further restrictions for the entry to Austria are in place (no proof according to 3G-rule, no registration, no quarantine)

Entries from countries with high epidemiological risk are exempted from these regulations; in that case the 3-G-Rule applies, online registration is mandatory (https://entry.ptc.gv.at/en) and quarantine has to be kept for 10 days after entry.

Currently, there are no countries on the list of countries and areas with high epidemiological risk.

Current COVID-19 Situation
Testing and Vaccination

Vaccination offers in Vienna FREE OF CHARGE
Vienna provides a broad vaccination offer to all its inhabitants, free of charge. A Covid vaccination can be booked with prior registration and appointment or as well without appointment in one of the vaccination boxes. Further information and current vaccination locations are found here:
https://impfservice.wien/corona/?lang=en

Testing offers in Vienna FREE OF CHARGE
Vienna offers 5 PCR test and 5 antigen test per month for free.

An overview on different options and locations (test centres, pharmacies) is found here:
https://coronavirus.wien.gv.at/faq-english/#Testangebote
Online Registration (pre-arrival)

After receiving your acceptance letter from BOKU-International Relations:

1. **Complete preliminary online registration**
   https://boku.ac.at/en/boku-it/themen/teach-learn/studium-meldung-weitermeldung-abschluss/voranmeldung

   **Note:** fill in your nationality – otherwise you will be asked to fill in an Austrian social security number and upload a picture.
Registration (pre-arrival)

2. Book an appointment with the Study Services online to register for when you arrive to BOKU: boku.ac.at/studienservices/terminbuchung-studienservices

→ select “Termin Evidenz”

Booking recommended 10-14 days in advance!
Registration (post-arrival)

Enrol at **Study Services** and collect your **BOKUcard** and **PIN code** for BOKU online account (you MUST complete preliminary online registration and book appointment prior to this).

**Bring:**
- passport or ID,
- admission letter,
- online registration number,
- Bank card to pay the student union fee of € 21,20 (Maestro, Visa, Master Card, …)

**Gregor Mendel Haus,**
2nd floor, Gregor Mendelstr.33
1180 Wien
1. Activate your BOKUcard at the green terminals on the bottom floor by the vending machines (in the same building).

2. Activate BOKUonline account at online.boku.ac.at

   (see short.boku.ac.at/6gyr48 for instructions)

3. Fill in the **UHSTAT1** questionnaire.
   Use the “**Substitute Code**” that you received at the study services or find it on your “Studienblatt” in BOKUonline.
Course Registration

You have to register for each individual course!

→ Register as soon as possible – some courses can book up quickly!

Log into your BOKUonline account → Select Course Registration
Course Types

- **Lectures (VO):**
  Attendance not compulsory (but tell your teachers before missing classes, arriving late or leaving early, at least in smaller groups)

- **Exercises (UE) and Seminars (SE) and Excursions (EX) and most other course types (also mixed types):**
  Attendance is compulsory
  (usually you are allowed to miss 2 to 3 classes → check with the teacher)

Other course types: [www.boku.ac.at/int-in-boku-coursetypes-en.html](http://www.boku.ac.at/int-in-boku-coursetypes-en.html)
Courses run either
- for the whole semester, usually 2 “hours” a week (= 2x45 minutes) or
- for shorter periods → "blocked courses" (e.g. one or two weeks, several days in a row, …)
→ no fixed time frames
→ check scheduled dates for each course in the course description in BOKUonline
Course Schedule

Usually it takes a few weeks until your individual course schedule is fixed

→ don’t panic, just enjoy the flexibility 😊

Exchange students can change their learning agreement after 11th of October (information will be sent out by e-mail)
→ look for alternative courses on time.
Course Schedule

Make sure to:
• register for alternative/backup courses
• consider the expected/required previous knowledge for every course (see course description)
• consider time to commute between the campuses
• attend the first class of each course (otherwise you might get deregistered)
• deregister from courses that you do not take (during the registration period)
• contact teachers if necessary (secretariats for administrative info)
Challenges Course Registration

1. **Overlaps**
   - attendance not compulsory, overlap only once or twice → registration still possible
   - Attendance compulsory, overlap throughout the whole semester → choose another course

2. Courses are already full and you are on the **waiting list** (reasonably low number) → **send e-mail to the teacher** (exchange student) and **go to the first class** (usually some students do not show up and will be deregistered)

3. The course **registration** is already **closed** → e-mail to the teacher

4. The course can not be found in BOKUonline or the **registration** is **not open yet** → e-mail to the secretariat of the institute offering the course

5. A course is only open for a specific study programme → e-mail to the teacher and ask for an exception for exchange students
Courses at the Institute for Development Research

- [https://boku.ac.at/en/nas/idr/courses](https://boku.ac.at/en/nas/idr/courses)

<table>
<thead>
<tr>
<th>Course nr</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>934100</td>
<td>VS Development research and practice</td>
<td>3</td>
</tr>
<tr>
<td>934300</td>
<td>VS Gender, food systems and Natural Resources</td>
<td>6</td>
</tr>
<tr>
<td>934302</td>
<td>VS Applied development research I</td>
<td>3</td>
</tr>
<tr>
<td>934306</td>
<td>VS Negotiating change: Simulating an international conference for sustainable development</td>
<td>3</td>
</tr>
<tr>
<td>934307</td>
<td>VS Development innovation</td>
<td>3</td>
</tr>
</tbody>
</table>
Exams at BOKU

• No fixed exam period - **exams usually in last few weeks of semester.**

• You **must** register for exams (BOKUonline, check registration period).

• Grades based on a written or oral exam or on active participation or on a paper.

• Usually 3 exams per course (2\textsuperscript{nd} and 3\textsuperscript{rd} date often in the next semester).

• Make sure you know your exam dates by the middle of the semester in order to be able to plan your journey home.

• If you don’t attend an exam without cancelling it beforehand, you can be blocked for 3 months.
IT-Services

Learn how to get started with:
• BOKU learn (Moodle)
• Student E-mail server
• PC Rooms, Printing, WLAN

https://short.boku.ac.at/it-overview-stud
IT-Services

• **BOKU-Online**: Essential to register to courses and exams, the platform also leads you to your lectures and show your exam results.

  BOKUonline: [https://online.boku.ac.at](https://online.boku.ac.at)

• **E-Mail System**: Your email address ends with ...@students.boku.ac.at. You will receive all your official messages at this email address - Do not miss these. To ensure you do not, use the mailing system for students or set up a forwarding via BOKUonline.

  Webmail: [https://students.boku.ac.at](https://students.boku.ac.at)

• **BOKU-Learn**: Some (not all!) instructors use this e-learning platform in order to provide you with course material, texts, pictures, videos, forums, tests, online submission for homework tasks, etc.

  BOKU learn: [https://learn.boku.ac.at](https://learn.boku.ac.at)
IT-Services

• **PC Rooms, WLAN, Printing:** You can access these essential services using your own computer and BOKU WLAN (eduroam) or you can simply use the public PC rooms. Equipment is, of course, also provided for you to print your texts and scan lecture notes.

  BOKUprint: Printing - Copying - Scanning - Printing with your own notebook - Topping up your credit, credit balance repayment

• **Storage Space:** You have 20 GB of space on your home folder, which you can conveniently access in the PC rooms as drive M: and from anywhere else via a web browser: Filr web interface: https://files.boku.ac.at

  Regardless, you have another 20GB of space on BOKUdrive:
  BOKUdrive web interface: https://drive.boku.ac.at
Questions?

• Questions related to registration?
  → Study Services: studienservices@boku.ac.at

• Questions related to courses or exams?
  → Institute secretary or course teacher

• Questions related to your account?
  → BOKU-IT Hotline: boku-it@boku.ac.at

More information „BOKU-IT/BOKUonline“:

• Wed, 28.9., 10:00-13:00 (part of the Welcome Days, Exnerhaus, Peter Jordanstr. 82, 1190 Vienna)
BOKU-IT Video Tutorials

Video tutorials on the most important IT services
https://short.boku.ac.at/it-services-stud-videotutorials-en

- **General IT-Services**
  - BOKUweb, IT services, account, password, BOKU learn, WIFI/eduroam, PC rooms
  - BOKUcard, copy&print, e-mail, storage space

- **BOKUonline**
  - Set up BOKUonline
  - BOKUonline: registration for courses
  - BOKUonline: registration for exams, calendar, confirmation of studies, my achievements
According to Austrian law you have to register with the authorities **within three days after moving to a new address.**

How to do it?
- Ask for signature of landlord/dormitory
- Register as your main residence in Vienna (for cheaper public transport)
- Bring your passport
Register in Vienna

You can register at any of the following Residence Registration Service Centers.

Due to the measures in place to contain the spread of the coronavirus (COVID-19), personal appointments are currently only possible by prior arrangement (online, by phone, or by email).

Unofficial translation of the registration form and further information:
www.boku.ac.at/int-in-vienna-registration-en.html
Exceeding 3 Months Stay „Anmeldebescheinigung“

ONLY for EU/EEA/Swiss citizens who intend to stay in Austria for longer than 3 months: Apply for “Anmeldebescheinigung” at the latest 4 months after registration in Vienna at MA 35 (Arndtstraße 65-67, Stiege 1, first floor, 1120 Vienna.)

www.boku.ac.at/int-in-vienna-registration-en.html

You will need your:
- filled in and signed application form
- valid identification card or passport
- proof of an adequate health insurance (e.g. European Health Insurance Card),
- proof of sufficient financial means
- a confirmation of admission by the university (Student's enrolment records (Inskriptionsbestätigung), confirmation of enrolment or student ID card)

Additional costs up to € 55!
Austria has a very good health system. 

**How to find a doctor:**
www.docfinder.at/ / www.praxisplan.at
(search also by language)

Doctors and hospitals (except private doctors) usually accept the **European Health Insurance (e-card)** → Make sure to ask first if your e-card is accepted.

**Students from countries without an E-card or from countries without specific agreements:**
Health Insurance can be purchased at Österreichische Gesundheitskasse ÖGK:
www.gesundheitskasse.at/cdscontent/?contentid=10007.837818
Costs € 64,78 per month (bring confirmation of study enrolment with you)
Public Transport

Vienna has an excellent public transport system - use all metros, trams and busses with 1 ticket.

Semester ticket for students
1) Buy online and print out yourself:
   https://www.wienerlinien.at/ep/portal3/ep/channelView.do/pageTypeId/66533/channelId/-2000609

2) Purchase from any Wiener Linien ticket office (see the next slide).
Ticket Offices in Vienna

Open:
Monday – Friday 6:30am – 7pm
- Westbahnhof (U3, U6)
- Stephansplatz (U1, U3)
- Südtiroler Platz, Hauptbahnhof (U1)
- Praterstern (U1, U2)
- Westbahnhof (U3, U6)
- Karlsplatz (U1, U2, U4)
- Schottentor (U2)
- Landstraße (U3, U4)
- Bahnhof Meidling (U6)
- Floridsdorf (U6)

Open:
Saturday 9am – 4pm
- Westbahnhof (U3, U6)
- Stephansplatz (U1, U3)
- Südtiroler Platz, Hauptbahnhof (U1)

Open:
Sunday, Holiday 9am – 4pm
- Westbahnhof (U3, U6)

Customer Service Centre
- Erdbergstraße 202, 1030 Vienna
- Open: Mo, Tue, We, Fri 8am - 3pm, Thu 8am - 5:30pm
Semester Ticket

Conditions and documents required:
- Maximum age 25,
- BOKUcard,
- Confirmation of registration (Meldebestätigung),
- Confirmation of study enrolment (Studienbestätigung - on BOKUonline)

Cost: €75 online/€ 78 in the shop if registered with main residence in Vienna - €150 online/€ 156 in the shop if not

Alternative ticket for students of the age of 26 and older:
Annual season ticket (can be cancelled at any time):
https://www.wienerlinien.at/eportal3/ep/channelView.do/pageTypeld/66533/channelld/-47408
Cycling in Vienna

Cycling in Vienna is easy, fast and rather safe (many cycling paths)

You can either:

1. buy a second-hand bike OR
2. rent a WienMobil (former City Bikes) - free for one hour/ costs €1 to sign up

www.boku.ac.at/int-in-vienna-getting-around-en.html (scroll down to “Bicycle”)
Public Transport in Austria

**ÖBB VorteilsCard**
<26 years, €19
45-50% discounts on train journeys;
Available at any railway station (bring BOKUcard and your identity card/passport)
or [online](#)

**Flixbus**
Cheap bus connections within Europe.
[www.flixbus.at](http://www.flixbus.at)

**KlimaTicket Ö**
All public transport in Austria with a single ticket. (<25 € 821, 26< € 1.095)

**RegioJet**
Cheap train and bus tickets from Vienna to Prague, Budapest, Bratislava (starting from 9 Euro)
Language Courses

BOKU LANGUAGE COURSES
2 ECTS, costs 130 €
Contact: Christina Kasbauer: sprachkurse@boku.ac.at

GERMAN COURSES
- German for Beginners I (A1) (€130)
- German Conversation II (intermediate): (€130)
- German for Science (BOKU specific subjects) (B2+)
  free for Erasmus-students

Timetable information check BOKU online (search → German course)
Students who have limited financial means and can provide a proof of their social indigence can apply at the ÖH BOKU for financial support after successful completion of their German course.
Language Courses

Places still available

**ENGLISH COURSES** 🇺🇸 🇬🇧
English Brush up, (B1+), English III (B2), English IV (B2+)

**ROMANCE LANGUAGES** 🇫🇷 🇮🇹 🇪🇸
French I (A1), French III (A2), Italian III (A2),
Spanish I (A1), Spanish III (A2)

**BOKU GOES EAST** 🇭🇷 🇷🇺 🇵🇱 🇭🇺 🇷🇴 🇸🇰 🇸🇮 🇨🇿 🇭🇺
Slovenian I (A1), Czech I (A1), Hungarian I (A1)

**Deadline** of registration online to our language courses ([except German classes!](mailto:)) held during the winter semester is 19.09.2022.
Please send an e-mail to sprachkurse@boku.ac.at to register now for the courses above.
No Costs!
Registration: [http://learn.boku.ac.at](http://learn.boku.ac.at)

Registration period 27.09.2022-14.10.2022

Kick Off: Wednesday, 20.10.2022, 17.00-18.30

Contact: Isabella Huber: [tandem@boku.ac.at](mailto:tandem@boku.ac.at)
“Intercultural competence - Changing perspectives in a diverse (working) environment”

First time in Vienna and Austria? Uncertain of how to navigate different cultural norms and customs?

→ 3 ECTS
BOKUonline course number: 120999

Please register in BOKUonline by October 2.
All registrations will be on the waiting list, the fixed placed will be confirmed on October 3.
ÖH (Österreichische HochschülerInnenschaft) Austrian Student’s Union

• represents all students in Austria → all students enrolled at an Austrian University automatically become a member

• access to “Mensa Pickerl” (cafeteria discount), folders, calendars, past exam papers

• provides support to all students in legal, social and financial affairs

• departments include: Department for Foreign Students, International Affairs, Female Affairs, Sports, Culture, Social Policy…
ESNcard (student discount) / Mensa-Card (OPTIONAL)

ESN (Erasmus Student Network)
- Further discounts for Erasmus students.
- Can be purchased via esncard.org/ (costs €10) and during the Campus Discovery Tour.
- Social and cultural events in Vienna and trips.

ÖH-cafeteria sticker “Mensapickerl” (discount in cafeterias)
- Fill out the “Mensapickerl” form at the ÖH (student union).
- Get “M” stamped on your BOKUcard.
- Register your bankcard with your BOKUcard at the cashier on your first visit to the cafeteria.
Sport & Activities

Check options at:
• the Sports Departments of the Austrian Students’ Union:
  www.oehboku.at/en/who-we-are/departments/sportreferat.html
  and at the
• Universitäts-Sport-Institut – USI Wien:
  www.usi.at/en (booking starts on 21.09.2022)
Let‘s meet!

Join the Welcome Days!
September 27 – 30, 2022
www.boku.ac.at/int-in-welcome-en.html

Join the weekly „Stammtisch“!
(=regular get-together):
Every Tuesday
1. Stammtisch: 4.10., 18:30
Centimeter, Währinger Gürtel 1

Join us on Facebook: ESN BOKU Incomings WS22
Whatsapp: https://chat.whatsapp.com/Cfmknik4wCdCkHh6pRR3by
How to Find Your Way at BOKU
Location Muthgasse

16. Emil Perels Haus ("Muthgasse I")
   - Lecture Halls: HS 100, HS 001

17. Armin Szépinyi Haus ("Muthgasse II")
   - Lecture Hall HS 00
   - Mensa
   - ÖHE BOKU
   - ÖHE Lounge
   - Aula
   - Faculty

18. Simon Zelinka Haus ("Muthgasse III")
   - Seminar Rooms: SR 11, SR 12, SR 13

19. Muthgasse 107
   - Institute of Waste Management
Contact Persons

• **ERASMUS+ Programme Countries (Incomings)**
  erasmustoboku@boku.ac.at

  Ulrike Piringer:
  Benelux, Scandinavia, Eastern Europe, ELLS Master Programms

  Katrin Hasenhündl:
  Southern and Western Europe, International Master Programms

• **Joint Study, Ceepus**
  Kyrill Sattlberger: kyrill_songil@groupwise.boku.ac.at

• **ERASMUS + Internat. Mobility,**
  Nathalie Schwaiger: nathalie.schwaiger@boku.ac.at

• **International Master Programms**
  Nicole Fohringer: nicole.fohringer@boku.ac.at

• **Buddies, Tandem, Stammtisch:**
  Isabella Huber: buddy@boku.ac.at, tandem@boku.ac.at

• **Language Courses:**
  Christina Kasbauer: sprachkurse@boku.ac.at
To counteract a further spread of infection with SARS CoV-2 (COVID-19, Coronavirus), consulting hours on site are currently limited!

**Information on online consulting hours** and **appointments for on-site consulting hours** can be found on the BOKUonline business cards of the staff members:

www.boku.ac.at/int-contact-en.html

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Thank you for your attention!

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