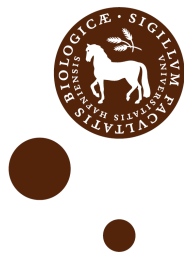


Welcome to EnvEuro

Your guide to the EnvEuro MSc Programme



2011/2012

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About this Guide

This guide has been created in order to help you understand many aspects unique to the EnvEuro programme. Since the EnvEuro programme is an international programme that spans across Europe and includes students from all over the world, you will most likely encounter many new experiences throughout your two years in the programme. This guide will help you get an understanding of the differences between cultures, university structures and general governmental procedures that vary across the countries and universities. In the following you will find important general information for all EnvEuro's, followed by information specific to each university and country. Keep in mind some things do change, and you should contact the direct source of information when it comes to specific issues, such as applications, deadlines and important requirements.

General Information for all EnvEuros

In order to benefit from the complementary expertise at the different universities and to get the most out of the programme, it is required that students spend 1 year at their chosen home university, and 1 year at their chosen host university.

Overview of the EnvEuro Programme Structure

Home university	1. Semester Basic semester (BSP)	Environmental Management in Europe (Intro Course, E-learning), 15 ECTS
		Compulsory and elective courses, 15 ECTS
	2. Semester Start specialisation (ASP-1)	Compulsory courses, 15 ECTS
		Elective courses, 15 ECTS
Host University	3. Semester Continue/change specialisation (ASP-2)	Compulsory courses, 15 ECTS
		Elective courses, 15 ECTS
Host university	4. Semester Masters Thesis	Masters Thesis, 30 ECTS

The Basic Semester Package (BSP)

The aim of the basic semester is to bring all students to a common level of knowledge, introduce the main concepts in Environmental Science, and establish a solid foundation for the specialisations in the Advanced Semester Packages. You should follow the Basic Semester Package (BSP) at your chosen home university.

Advanced Semester Packages (ASP-1, ASP-2)

The EnvEuro Master programme features six different specialisations in Environmental Science. Each of the specialisations includes two pre-designed Advanced Semester Packages (ASP-1 and ASP-2) composed of compulsory and elective courses.

After you decide on your specialisation(s), and complete the designation form at the end of your first semester, you will begin the ASP-1 courses. You will complete the ASP-1 courses during your second semester at your home university.

In your third semester you will transfer to your chosen host university, there you will continue with the courses designated in the ASP-2 package for your specialisation.

Course Registration

When choosing courses at your home and host university, you MUST follow the specified EnvEuro curriculum for the specialisation you have chosen. Additionally, you are responsible for checking the pre-requisites for the courses you are registering for. At some of the universities there are strict pre-requisites that also apply to EnvEuro students. Although many courses will not have pre-requisites, it important to check the requirements on the University homepages.

eCampus

The eCampus is a brand new online platform designed specially for the EnvEuro's to communicate. You can access the eCampus through the LIFE KUnet or absalon website with your login you received in order to access the online course "Environmental Management in Europe".

Once you received a username and password for KUnet you should use these to log on to <http://kunet.dk>, select Absalon from the menu to the right, continue to 'Courses' and select 'EnvEuro eCampus'.

If you do not have a username and password for KUnet you should log on directly to <http://absalon.itslearning.com/> with your absalon log in information. You can find the eCampus by selecting 'Courses' and then select 'EnvEuro eCampus'.

If you do not have a username or password for KUnet or absalon, please contact the IT learning center at itlc@life.ku.dk to get one.

On the eCampus you will have access to different categories. In these categories you can discuss your experience at the different universities, chat, plan events, swap your stuff, share information about jobs, housing, courses, etc. Additionally, all of the necessary forms you are required to fill out for EnvEuro can easily be filled out on the eCampus and submitted to the secretariat.

The eCampus is meant as a place for you to keep in touch with other students during the programme, but also once you graduate from the EnvEuro programme. One of the nice things about EnvEuro is its intimate, personalized community feel, thus, in order to enhance the community you should check the eCampus often and contribute your thoughts, ideas and opinions for others in the programme

Note: You can access the eCampus for an indefinite amount of time, after the moment you become an EnvEuro student.

EnvEuro Homepage

www.enveuro.eu

The EnvEuro homepage is where you will find everything about how the EnvEuro programme functions. Some of the important things you will find useful as a student are, detailed information about the different specialisations and the corresponding semester packages offered at each university. This information will be essential as you are registering for your courses at your home and host universities.

Another important element of the EnvEuro homepage is the “News” and “Activities” section, which can be found on the right side of the front page. Here you will find all current news that is relevant for you as a student of the EnvEuro programme. For example, all news about summer course options, upcoming ELLS events, important reminders about deadlines, semester package changes, as well as general information updates.

Introduction Activities

Each university in the EnvEuro programme has a welcome programme for all incoming international students that you are welcome to join. However, since EnvEuro is a unique programme at the universities, there will also be a special EnvEuro welcome day at each university. This will give you the chance to get to know your local EnvEuro colleagues.

Procedure for Leaving from your Home University

In order to leave your home university to go to your host university, you will need to follow the following points:

- By January 1st, during your 1st year, you must submit the EnvEuro Specialisation Form, indicating choice of host institution as well as choice of ASP1 and ASP2. This form must be filled out and submitted to the EnvEuro secretariat in the eCampus section titled “forms”.
- The EnvEuro secretariat will then send an overview of all the EnvEuro students to the partner institutions, informing them who will be enrolled at each university.

- After this, your home institution will contact you to inform you about what actions you will need to take in order to transfer to your host university for your 2nd year.

How to Transfer from your Home University to your Host

When you transfer from your home university to your host university you should apply for the Erasmus grant. Erasmus is a European Union supported education and training programme. Once accepted to the Erasmus programme you will receive a funding which will help to support your stay in your host country. Please note that you can only receive an Erasmus grant, if you have not been granted one earlier in your university studies. The amount of money you will receive depends on which country you are applying in, and which country you are going to.

In the following sections pertaining to each of the EnvEuro universities you will find the procedure about how to apply for Erasmus at your home university. It is important that you apply in time, submit all paperwork, and follow the deadline dates in order to receive the grant.

Thesis

In the EnvEuro programme, your thesis will be worth 30 ECTS. However, as the programme spans across 4 different universities, each of which has their own regulations for how a Master's thesis should to be done, there are many things you should be aware of. When writing your thesis you will need to follow the regulations at your host university (where you are writing your thesis) and your home university. Since there are differences among the universities, a document called "How to write a Master's Thesis for the EnvEuro Programme" will be provided. In this document, you will find all necessary information regarding how to write your thesis at each university in an easy to understand and comparable format.

Not only is the EnvEuro programme different because it works across four partner universities, but also because you will have two supervisors while writing your thesis. As this is a new situation for most traditional supervisors, you will be given an information sheet describing the roles and responsibilities of the main supervisor and the co-supervisor, once the document, "How to write a Master's Thesis for the EnvEuro Programme" is published. In the mean time, while you are studying at your home university, during your first year, you should already begin to think about a possible co-supervisor for your thesis project that will be conducted at your host university. This way, you will leave your home university more prepared to begin your thesis work, as well as a chance to get to know your potential co-supervisor better, which always enhances the effectiveness of the collaboration. However, keep in mind you will also need to find a suitable main supervisor at your host university, as well

as an appropriate topic that interests you, so remember, some flexibility is also important.

Note: On the EnvEuro eCampus, you can look at completed thesis works done by previous EnvEuro generations. But, to keep the sharing going, don't forget to follow the instructions and add yours there when you are done!

Summer Courses

In the EnvEuro programme you will have an opportunity to participate in EuroLeague for Life Sciences summer courses. The objective of the summer courses is to apply environmental science theories to problems observed in the field. Staff from the local University where the summer course is being held, as well as other ELLS university staff and representatives from administration and enterprises will act as teachers and instructors for the course.

The summer course is worth 7.5 ECTS and consists of a mix of pre course learning (readings and videoconference meetings), intensive e-learning from your home university, followed by field work in various topics at different EuroLeague universities. The ECTS credits obtained for a successful completion of a summer course can be applied to either your home *or* your host university, but not both.

The courses are supported by the Erasmus Lifelong Learning programme of the EU commission, and thus the accommodation and food is paid for and only a registration fee is required (approximately 100 Euro).

When new summer courses become available, the application deadlines will be announced in the "News" section of the EnvEuro homepage, and links to the summer course information will be posted.

University Calendars

SLU			
www.slu.se/en/education/student-life/academic-calendar/			
Study period	Academic Calendar	National Holidays (Observed at the University)	*If these holidays occur during the semester, lectures will not be held.
1a	August 29, 2011- October 3, 2011		
1b	October 3, 2011-November 6, 2011	Celebrated on the Saturday between Oct. 31 and Nov. 6	All Saints' Day (allhelgonadagen)
2a	November 7, 2011- December 11, 2011		
2b	December 12, 2011- January 15, 2012	December 2 December 26 January 1 January 6	Christmas Day (juldagen) Boxing Day (annandag jul) New Year's Day (nyårsdagen) Epiphany (trettondagen)
3a	January 16, 2012- February 19, 2012		
3b	February 20, 2012- March 25, 2012		
4a	March 26, 2012- April 29, 2012	Friday before Easter Sunday Varies between March 22 and April 25 Day after Easter Sunday May 1	Good Friday (långfredagen) Easter Sunday Easter Monday (annandag påsk) (första maj)
4b	May 2, 2012- June 1, 2012	The 39th day after Easter Sunday June 6 Seven weeks after Easter Sunday celebrated on the Saturday between the dates June 20-26th	Ascension Day (Kristi himmelfärdsdag) Sweden's National Day Whit Sunday (pingstdagen) Midsummer's Day (Midsommardagen)

BOKU

http://allegati.unina.it/studenti/erasmus/2011/2011_2012/partner/BOKU_02_Calendar.pdf

Study/Holiday period	Academic Calendar	National Holidays (Observed at the University)	*If these holidays occur during the semester, lectures will not be held.
Winter Semester Session	October 1, 2011 – February 3, 2012	October 26 November 1 November 2 November 15 December 8	National Holiday All Saints' Day All Soul's Day Patron's Day (Leopold) Saint Mary's Holiday
Winter Holiday	December 19, 2011 – January 6, 2012 **exam free period: December 22, 2011 to January 1, 2012	December 25 December 26 January 1 January 6	Christmas Day Saint Stephens Holiday New Year's Day Epiphany
Semester Break	February 4, 2012 – February 26, 2012		
Summer Semester Session	February 27, 2012 – July 1, 2012		
Easter Break	April 2, 2012 – April 22, 2012	Varies between March 22 and April 25 May 1 Thursday after Trinity Sunday: Between May 21 and June 24 June 3, 2011	Easter Sunday National Holiday Corpus Christi Rector's Day
Summer Break	July 2, 2012 – September 30, 2012 **exam free period: July 16, 2012 to August 27, 2012	The 39th day after Easter Sunday Seven weeks after Easter Sunday Tuesday following Whitsun August 15	Ascension Day Whit Sunday Assumption

UHOH

www.uni-hohenheim.de/semesterdates.html?&L=1

Study Period	Academic Calendar	National Holidays (Observed at the University)	**If these holidays occur during the semester, lectures will not be held.
<i>1st Semester begins</i> <i>Lectures Begin</i>	October 1, 2011 October 10, 2011	November 1	All Saints' Day
<i>Winter Break</i>	December 19, 2011- January 7, 2012	December 25 December 26 January 1 January 6	Christmas Day Saint Stephens Holiday New Year's Day Epiphany
<i>2nd Semester begins</i> <i>Lectures Begin</i>	April 1, 2012 April 10, 2012		
<i>Holiday (No lectures)</i>		Thursday, in the 6 th week following Easter May 29, 2012- June 2, 2012 Thursday after Trinity Sunday: Between May 21 and June 24	Ascension (Christi Himmelfahrt) Whitsun Holiday (Pfingstferien) Corpus Christi (Fronleichnam)
<i>Lectures end</i> <i>End of 2nd Semester</i>	July 21, 2012 September 30, 2012	Varies between March 22 and April 25 Tuesday after Easter May 1 st Thursday after Trinity Sunday: Between May 21 and June 24	Easter Sunday Easter Tuesday (Oster-Dienstag) Labor Day (Tag der Arbeit) Corpus Christi
		The 39th day after Easter Sunday Seven weeks after Easter Sunday August 15	Ascension Day Whit Sunday Assumption

LIFE

www.life.ku.dk/English/education/for_students/teaching/academic_calendar.aspx

Study Period	Academic Calendar	National Holidays (Observed at the University)	*If these holidays occur during the semester, lectures will not be held.
Block 1 *Examination week	September 5, 2011- November 11, 2011 November 7- 11, 2011		
Autumn Week	October 17- 21, 2011		
Block 2 *Christmas Weeks **Examination week	November 21 2011-January 27, 2012 *December 23, 2011- January 1, 2012 **January 23- 27, 2012	December 24- 26th December 31 January 1	Christmas (Juledag, 1. og 2. Juledag) New years Eve New Year (Nytårsdag)
Block 3 *Winter Week **Examination week	February 6- April 13, 2012 *January 30- February 3, 2012 **April 10-13, 2012		
Block 4 *Easter Week **Examination week *** Summer week	April 23 -June 22, 2012 April 2 - 9, 2012 June 18- June 22, 2012 June 25- June 29, 2012	Thursday Before Easter Sunday Friday before Easter Monday after Easter Sunday Varies between March 22 and April 25 4th Friday after Easter May 1 Thursday after Trinity Sunday: Between May 21 and June 24 June 5 40 Days after Easter Seven weeks after Easter Sunday Monday after Whitsunday	Maundy Thursday (Skærtorsdag) Good Friday (Langfredag) The day after Easter (2. Påskedag) Easter Sunday National Prayer Day National Holiday Corpus Christi Constitution Day (Grundlovsdag) Ascension Day (Kristi Himmelfartsdag) Whit Sunday The day after Whitsunday (2. Pinsedag)
Summer Holiday	July 2- August 24, 2012	August 15	Assumption

Grading Schemes at the EnvEuro Universities

LIFE	
Grade	Meaning
12 (A)	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.
10 (B)	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
7 (C)	For a good performance displaying good command of the relevant material but also some weaknesses.
4 (D)	For a fair performance displaying some command of the relevant material but also some major weaknesses.
02 (E)	For a performance meeting only the minimum requirements for acceptance.
00 (Fx)	For a performance which does not meet the minimum requirements for acceptance.
-3 (F)	For a performance which is unacceptable in all respects.

SLU	
Grade	Meaning
5 (A/B)	“Med beröm godkänd”-Pass with distinction
4 (C)	“Icke utan beröm godkänd”- Pass with credit
3 (D)	“Godkänd”- Pass
U (F)	“Underkänd”-Fail

UHOH	
Grade	Meaning
4,0 (A) 3,7 (A-)	Very good, outstanding performance
3,3 (B+) 3,0(B) 2,7 (B-)	Good, performance well above average
2,3 (C+) 2,0 (C) 1,7 (C-)	Medium, fair performance, meets average expectations
1,3 (D+) 1,0 (D)	Pass, performance just meets minimum requirements
0 (F)	Fail, poor performance, fails to meet minimum requirements
O (F)	Poor performance, fails to meet minimum requirements

BOKU	
Grade	Meaning
1 (A)	“Sehr gut” –Excellent: Outstanding performance with only minor errors
1 (B)	“Sehr gut” – Very Good: above the average standard but with some errors
2 (B)	“Gut” –Good: Generally good work with a number of notable errors
3 (C)	“Befriedigend” –Satisfactory: Fair but with significant errors
4 (E)	“Genügend” – Sufficient: Performance meets the minimum criteria
5 (Fx)	“Nicht genügend”- Fail: Some more work required before the credit can be awarded <i>or</i> considerable further work is required.

University of Natural Resources and Applied Life Sciences: Vienna, Austria

Homepage: <http://www.boku.ac.at/home.html?&L=1>

BOKU	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Welcome days	Welcome days for international students consist of 2 days, which include a short introduction about BOKU, dissemination of information material, a tour of BOKU, visits to laboratories, and a city tour, plus a chance to meet other students. Additionally, a special welcome event will be held for EnvEuro students at BOKU, you will receive more information via e-mail closer to the date.	The general BOKU "welcome days" occur at the beginning of each semester.	Information regarding BOKU's welcome days is distributed to you from the Registration Office. For the EnvEuro welcome events, an extra informative email will be sent to EnvEuro students			BOKU Introduction information: www.boku.ac.at/willkommen.html
Student ID	You will need your student ID at the university as proof that you are a student at BOKU. You will also need it at examinations, in the library, as well as to receive discounts for transportation, at different shops, restaurants, attractions, travel agencies, etc... It is not valid as an identification card, so you will always need to show it with a personal ID.	Once you arrive in Vienna, you should get your student ID as soon as possible.	Registration Office Gregor Mendelstrasse 33 1180 Vienna 2nd floor	When you receive your admission letter, you will find information regarding what is necessary to get your ID.	Registration office: Mon-Fri, 09.00 - 12.00 + Wed. 14.00-17.00 (during holidays only until 16.00)	Registration Information: http://www.boku.ac.at/studek.html?&L=1
Buddy System	In order for exchange students to find their way around the BOKU campus and Vienna, the Center for international relations promotes the exchange of Austrian and international students through the buddy network, which provides an exchange between Austrian and foreign exchange students. NOTE: You can only get a buddy, if you are a second year EnvEuro. If you are a first year student, please contact your EnvEuro colleagues from BOKU.	If you have marked 'buddy' in your application form to BOKU, then, approximately one month prior to your arrival you will receive an e-mail with contact information and dates.	You will be contacted by the student advisor of the Center for International Relations, if you have signed up for a buddy.	Check with the Center for International Relations for any requirements	Center for International Relations e-mail: buddy@boku.ac.at	BOKU Buddy Network: http://www.boku.ac.at/2768.html?&L=1
Course Registration BOKU online: BOKUonline is the central system for the administration of the education at our university. It also contains other administrative components such as the account system for all IT services. NOTE: You are responsible for making your own weekly schedule at BOKU and thus, ensuring you do not have many overlapping courses (which can happen very easily).	Please follow the steps listed below in order to register for courses at BOKU: 1) On your letter of admission you will find a link to the online preregistration. You have to complete this online pre-registration by August 31. Please upload a passport size photograph and remember the preregistration number. 2) After your arrival please go to the Registration Office ("Studienabteilung"). Bring your valid passport/ID, your bank card (maestro) and your preregistration number. There you will have to pay this study fee and get your student ID and information about your BOKUonline account (student fee for NON-EU citizens, student union fee for EU or Austrian citizens). If you do not have a bank card (maestro), ask a friend to use his card. Otherwise you will receive a payment form and can only register for courses 5 days after having paid in a bank or online! NOTE: Students who have been studying at BOKU before, only have to go to the Registration Office with their student ID to register for the EnvEuro Programme. 3) Activate your BOKU card at the green terminal outside the Registration Office. Just put your card in and the machine will print the validity date on it. 4) Activate your BOKUonline account (see http://www.boku.ac.at/zid-boo-aktivieren.html?&L=1) and login to BOKUonline (http://online.boku.ac.at). 5) Register for all courses in BOKUonline (http://www.boku.ac.at/zid-boo-lv-suche.html?&L=1) Please note: you must strictly follow the EnvEuro curriculum (for courses see: www.enveuro.eu) 6) You will be required to make an Individual Course Plan (Information will be sent out by e-mail) during the first study year. 7) This plan has to be checked by the administrative coordinator and signed by the programme coordinator. Based on this individual course plan, your documents for graduation will be checked.	Once you have your letter of admission, you should begin with the pre-registration and then proceed with course registration steps listed.	Course registration takes place online. However, please be aware of the steps required in order to access the online system.	For online course registration you need a BOKUonline-login. After you register at the admission office ("Studienabteilung"), upon your arrival, you will receive your BOKUonline login information. NOTE: In order to get your BOKUonline login, you will need to pay your student union and tuition fee. Then, only after the money is on BOKU's bank account, you can use your BOKUonline login to register for courses.	To make the use of the system as easy as possible, the Center for International Relations (ZIB) and the IT Services offer introduction courses in English especially for exchange students at the beginning of each semester. You will get an email containing information.	BOKUonline: http://online.boku.ac.at/ For English help on BOKU online: http://www.boku.ac.at/zid-bokuonline.html?&L=1
Types of Courses: There are various types of courses offered at BOKU. They will usually be labeled by a two letter abbreviation for the german word. Lecture (VO) Usually covers 2 hours a week (1 hour = 45 minutes). Registration is not required and there is no attendance list. They are usually held by professors. Grades are based on a written or oral exam at the end of the term. Seminar (SE) The emphasis is on the acquisition of theoretical and practical knowledge. Assessment is based either on the final exam or a term paper that has to be submitted by the student. Active class participation is required. Tutorial (JE) The emphasis is on the acquisition of practical knowledge. Students are expected to participate actively in class and therefore, have to show up every time. Other Course Types Diploma Seminar (DS)-Lecture with Seminar (VS)- Excursion (EX)- Lecture with Practical Work (VU)- Project (PJ)-Lecture with Excursion (VX) -Seminar with Excursion (SX)- Lecture with Seminar and Excursion (VY)- Practical Work with Excursion (UX)- Lecture with Practical Training and Excursion (VZ)						
Language Course Options	At BOKU you have the option to take different language courses (12 languages offered). You will have the option to take an intensive german language course prior to the semester start, or alternatively you can partake in the language courses during the semester.	Application period is typically from mid-September to October. Application for German intensive courses should be done as soon as possible by e-mail.	Application at BOKUonline: http://www.boku.ac.at/3786.html?&L=1	Your BOKUonline login is needed	Maurely Velazquez de Schermaier: sprachkurse@boku.ac.at	BOKU's Language courses: http://www.boku.ac.at/sprachkurse.html?&L=1 German courses in the city: www.campus-austria.at
Health insurance	By paying the student union fee (OH-Beitrag - € 17.00 at registration) you automatically possess insurance against accidents and civil liability. For students with bilateral health insurance agreements: EU students who have of a valid national health insurance in their home country need the European Health Insurance Card. If you are from a country without a national insurance agreement with Austria, then you have the option to get the students (ordentliche Studierende) health insurance policy with the local Wiener Gebietskrankenkasse. The cost for this insurance is approx. 24.00 euro per month. With this insurance, you can insure yourself for as long as necessary and you will be covered as any other Austrian.	If you choose to insure yourself with the Wiener Gebietskrankenkasse, you should begin the process as soon as you arrive in Vienna.	Wiener Gebietskrankenkasse	Contact WGKK to inquire about what exactly you will need to bring with you to enroll in their insurance policy, as they have specific documents they require from the university.	Wiener Gebietskrankenkasse (WGKK) Wienerbergstraße 15 – 19, A-1100 Wien Tel.: +43 1 601 220 – 0	WGKK: http://www.wgkk.at

BOKU	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Visas/ Work Permits	<p>Visa: If you are from an EU/EEA member state or Switzerland (with a valid health insurance) you do not have to apply for a visa. A valid travel document (passport or identity card) for your entry into and your stay in Austria is sufficient. However, you will need to "confirm your registration" (please see the category: Local Authority registration)</p> <p>If you are from a non-EU or EEA country and are planning to stay for more than 6 months you need a "student" residence permit (Aufenthaltsbewilligung Studierender), which you have to obtain from the Austrian embassy/consulate in your home country before you leave.</p> <p>NOTE: The residence permit is not valid as a work permit in Austria.</p> <p>Work Permit: It's rather difficult for students from non-EU/EEA countries to receive a work permit. Nationals of Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia; also still need a work permit because of transitional arrangements.</p> <p>Students who have a valid residence permit for study purposes (Aufenthaltsbewilligung "Studierender") are allowed to work to a limited extent and by taking into account the regulations of the Austrian Act Governing Employment of Foreign Nationals (Ausländerbeschäftigungsgesetz - AuslBG) which, as a rule require a work permit.</p>	<p>If you require a visa to stay in Austria, or a residence permit, it is best that you begin this process as soon as possible, in order to allow plenty of time for processing, which can be quite bureaucratic and lengthy. Check with your local Austrian embassy for specific information.</p>	<p>You should contact a local Austrian Embassy or consulate.</p>	<p>Along with the fully completed form "Antrag auf Erteilung eines Aufenthaltstitels" you are usually required to hand in the following documents to get a visa/residence permit:</p> <p>**All documents have to be submitted in the original and in photocopy (certified, German translation)</p> <ul style="list-style-type: none"> - Recent colour photograph with size between 3.5 x 4.5 cm and 4.0 x 5.0 cm - Valid passport - Birth certificate - Notification of admission (Zulassungsbescheid, Aufnahmebestätigung) to BOKU - Proof of financial means to finance your stay (a statement indicating that you will be able to support yourself financially during your stay in Austria or a confirmation of the receipt of your grant) - Proof of accommodation in Austria (e.g. tenancy contract, OeAD housing confirmation) - Proof of health insurance - Police record/certificate of good conduct (where available) <p>NOTE: This might differ from country to country.</p>	<p>You should contact a local Austrian Embassy or consulate.</p>	<p>OeAD information about student visas: http://www.OeAD.at/welcome_to_austria/legal_practical_issues/entry_to_austria/national_s_of_third_countries/stays_for_more_than_6_months/students_at_austrian_universities/EN/</p> <p>OeAD information about work permission: http://www.OeAD.at/welcome_to_austria/legal_practical_issues/working/EN/</p>
Local Authority Registration	<p>1. Everyone (no matter if EU/EEA citizen or not) who lives in Austria is required by Austrian law to register with the local authorities.</p> <p>2. In addition EU/EEA citizens or Swiss nationals, who are staying in Austria for longer than 3 months, have to register with the competent municipal authority (Magistrat, Bezirkshauptmannschaft).</p> <p>3. Non EU/EEA citizens have to pick up a student residence permit at the Magistrat after applying for a visa (see information about visa's)</p>	<p>1. Registration with the municipal authorities (Registration Service Centers) must be completed within three (working) days of your stay in Austria.</p> <p>2. Registration must be done at the latest 4 months after the registration in Vienna and will receive a confirmation of registration (EUR 15 fee).</p>	<p>1. Registration with the municipal authorities (Registration Service Centers)</p> <p>2. In order to register your residence you will need to go to the Magistratsabteilung 35 (MA35) which is responsible for the district you live in.</p>	<p>1. The documents required are a valid passport and the residence registration form ("Meldezettel").</p>	<p>1. For the Registration Service Center locations, you should search the government webpage.</p> <p>2. You should contact the appropriate MA35 office for your confirmation of Registration.</p>	<p>1. Please find more information at: http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldeserviceenglisch.pdf</p> <p>2. Please find information at: http://www.wien.gv.at/verwaltung/personenwesen/einwanderung/ahs-info/pdf/facts-anmeldesch-en.pdf</p> <p>OeAD information: http://www.OeAD.at/welcome_to_austria/legal_practical_issues/entry_to_austria/eu_eea_switzerland/EN/</p> <p>MA35 locations and contact information: http://www.wien.gv.at/advuew/internet/AdvPrSrv.asp?Layout=stelle&Type=K&stelledc=2006060816010398&Hlayout=personen&AUSSEN=Y</p> <p>Government Help Site: http://www.help.gv.at</p>
Bank Account	<p>Since Austria uses the Euro like many other European countries, it is not necessary to open an Austrian bank account; however, you should check with your local bank about fees for transactions made in Austria. A cash card ("Bankomatkarte") allows you to withdraw money from any cash machine in Austria from your account in your home country.</p> <p>Credit cards (Visa and MasterCard) are accepted in most of the major stores but not in supermarkets. In the case that you do want to open a bank in Austria, most banks offer free bank accounts for students.</p>	<p>Once you arrive in Austria you can open a bank account.</p>	<p>There are several bank options in Austria, all of which have different services to offer. If you are a "foreigner" you will be provided with an international banker at a specific branch, to help you with your banking needs.</p>	<p>In order to open a bank account, most banks with require you to have your passport and your student I.D. Students older than 25 might have to provide proof of university registration („Studienbestätigung“).</p>	<p>Banks are generally open on Mon, Tues, Wed, Fri. 8.00 am – 12.30 pm and 1.30 am – 3.00 pm; Thurs. 8.00 am – 12.30 pm and 1.30 pm – 5.30 pm.</p>	
Mobile Service Options	<p>There are many options for mobile phone providers in Austria. However, for contracts you will be required to sign a one to two year binding agreement. Alternatively, there are several pre-paid SIM card options.</p> <p>*The country code in Austria is (+43)</p>	<p>Once you arrive in Austria you can find out the latest great deal on phone services.</p>	<p>Most phone providers have stores; However, there are some cheaper SIM card offers which do not have physical stores, which you can then purchase at the post office (ie-BOB).</p>	<p>Unless you sign up for a contract with a company, you do not need any documents.</p>	<p>Some Austrian service providers include:</p> <p>Telering</p> <p>A1</p> <p>T-Mobile</p> <p>Orange</p> <p>BOB</p>	<p>Some mobile service providers:</p> <p>Telering: www.telering.at/</p> <p>A1: www.a1.net/</p> <p>T-Mobile: www.t-mobile.at/</p> <p>Orange: www.orange.at</p> <p>BOB: www.bob.at/</p>
Student Housing	<p>There are several student housing options for international students in Vienna. It is recommended by BOKU to apply at the housing office of the Austrian Exchange Services (OeAD).</p>	<p>Early booking is highly recommended. The OeAD deadline for winter semester in August. For the summer semester the deadline is in January (last minute rooms sometimes become available after deadline)</p> <p>NOTE: The contract with the OeAD runs for at least one semester. Therefore, during this period you are able to switch places within the OeAD-homes (if there are free places) but you will not be able to move into private accommodation.</p>	<p>You should fill out the Online application in the OeAD website.</p>	<p>You will need your University Admission letter and to register online at the OeAD webpage. As soon as you get the confirmation e-mail from OeAD, you will need to pay your deposit (€ 650) by a bank transfer. Then, OeAD can make a room reservation for you.</p>	<p>OeAD Housing Office OeAD- Wohnraumverwaltungs GmbH Aiserstraße 4/1/1/3, A-1090 Wien +43 1 4277 28151 Email: housing@OeAD.at</p>	<p>OeAD housing website: http://www.housing.OeAD.at</p> <p>Akademikerhilfe: http://www.akademikerhilfe.at</p> <p>Studentenförderungsstiftung: http://www.home4students.at</p> <p>WIHAST: http://www.wihast.at</p>

BOKU	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Private Apartments	<p>Since Vienna is a large capital city, there are many options for living in a private apartment. However, as the city is designed in districts 'bezirke'. Each bezirk has alot to offer, but clearly there are differences among areas of the city. WG's are a popular type of housing Vienna, which essentially is accommodation with several students living in one flat together.</p> <p>NOTE: The BOKU campus is in the 19th Bezirk, approximately 20-30min by bus, to the city center.</p>	It is best to arrange housing prior to your arrival in Vienna to avoid a costly or uncomfortable situation.	The most convenient districts to live, in relation to BOKU are the 17th, 18th, 19th, 20th, 7th, 8th, 9th, and 1st.	Depending on your landowners request, you may be required to have proof of Identification, etc..	There are many website options; However, don't forget look at the EnvEuro eCampus to contact others who might have lived in Vienna or are moving to Vienna to see what advice they have.	<p>OeAD housing: http://www.housing.OeAD.at/</p> <p>OeH flat exchange: http://www.jobwohnen.at</p> <p>Other housing websites: http://www.studieren.at</p> <p>http://oeh.boku.ac.at/?oehboerse&tx_ksmall_ads_pi1[pointer]=0&tx_ksmallads_pi1[mode]=2</p> <p>http://wohnen.career.at/wg-zimmer-wien.php</p> <p>http://www.studenteninsenate.at/wohnungsboerse/index.php</p>
EnvEuro Social Events	<p>Throughout the year there will be a variety of EnvEuro events to maintain the EnvEuro community at BOKU. These might include, but are never limited to, weekly lunches, weekly stammisch/pub meetings, holiday dinners/parties, barbeques, sports events, etc...</p> <p>NOTE: These will generally be initiated by EnvEuro students and regular communication can be done through the eCampus Events section.</p>				Ulrike Piringer: ulrike.piringer@boku.ac.at	
Procedure for Leaving BOKU when it is your Home University	In order to go to your host university you need to apply for Erasmus at BOKU. The Erasmus Programme will provide you with a specified amount of money to help you fund your stay at your chosen host university. This money will be granted in two separate installments.	A reminder email about the procedure will be send in January from Ulrike Piringer. The application deadline is June 30.	BOKU's Center for International Relations: Agnes Liebl	You will need to fill in a learning agreement, which states the courses you intend to take at your host university, which will need to be signed by the correct authority's. Also you will need to submit a current transcript of records.	Agnes Liebl: agnes.liebl@boku.ac.at	Further information about the application (including the application form): http://www.boku.ac.at/erasmusin.html?&L=1
Erasmus	At the end of the 1st EnvEuro semester, you will, when still staying at your Home University, receive an admission letter from BOKU (due to the fact that BOKU needs to register all full-degree students for 2 years). Do not worry about the deadlines written on this general BOKU admission letter – you do NOT have to come to BOKU for your registration in your second EnvEuro semester.					
Procedure for Coming to BOKU when it is your Host University	<p>Please make sure that you inform the administrative coordinator of your home university and BOKU (ulrike.piringer@boku.ac.at) about your current address, otherwise the letter will be sent to the address given on your original EnvEuro application form. After having received the BOKU letter of admission, please complete the preliminary online registration (see link given in the admission letter). At the end, you will receive a number that has to be sent to the Ulrike.piringer@boku.ac.at. It is needed to finish your registration.</p> <p>NOTE: You have to pay the student union fee (approx. €17) also for your second EnvEuro semester, even when you are not at BOKU physically. A payment form will be sent to your address. Please make sure that the money is on BOKU's account on time.</p>					
Useful Links						
Information about the City	http://www.wien.gv.at/					
Useful Boku information	http://www.boku.ac.at/zid-bokuonline.html?&L=1 http://www.boku.ac.at/zid-boo-stud-einf-unterlagen.html?&L=1					
BOKU Center for international Relations	http://www.zib.boku.ac.at/					
Useful links to BOKU Information	http://www.boku.ac.at/2692.html?&L=1					
Local weather forecasts	http://wetter.orf.at/oes/					
Vienna city guide	http://www.wien.info/de					
Local Online newspapers:	www.ort.at					
	www.diepresse.at					
	www.derstandard.at					
Local transportation	www.wienlinien.at					
	www.oebb.at					
Vienna Airport	http://www.viennaairport.com					
Library	http://www.boku.ac.at/145.html?&L=1					
	**See the EnvEuro e Campus for many more links					

University of Copenhagen: Copenhagen, Denmark

Homepage: www.life.ku.dk/English

LIFE	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Welcome Days	As a student at LIFE, you will be invited to join the other international students in their introduction to the campus. Also, a special introduction will be given to all the EnvEuro's studying at LIFE.	The general introduction for all international students will be held before regular classes begin (1st Monday of September). The private EnvEuro introduction will take place shortly thereafter. In 2011 it will be on September 9th.	To participate in the general LIFE orientation, send an e-mail to studentexchange@life.ku.dk before September. You are automatically registered for the EnvEuro welcome.	No documents are needed	General LIFE introduction: Studentexchange@life.ku.dk EnvEuro Secretariat: enveuro@life.ku.dk	LIFE's International Student Information: http://www.life.ku.dk/English/education/for_students/study_abroad.aspx
Student ID	All students at LIFE must have a student ID card. You will need your student ID at exams and as proof that you are a student. This card can then also be used for discounts at cafes, city shops, university cafeterias university bookstore, to gain entrance to student events, etc..	You will receive information on how to obtain a student ID card when accepting your study place. Please follow the instructions in your Letter of Admission and in the special e-mail you receive from the Admission Office in which they require you to send a photo.	You will receive an e-mail on when you can pick it up.	Follow the instructions in the e-mail	Eise-Marie Baun: elmb@life.ku.dk	
Buddy system/First contact	You can participate in the events arranged by the First Contact group and get a chance to meet the other international students at LIFE.	You can sign up for a First Contact when you apply to LIFE as an Erasmus student. The First Contact coordinators will then allocate a First Contact to you, if possible.	Follow the instructions on the website - also if you just wish to check out the coming events.	You do not need any particular documents.	e-mail the FC Coordinators: fc-coordinator@life.ku.dk	First Contact at LIFE: http://www.life-sciences.dk/education/exchange/First_Contact.aspx
Course Registration	KUnet: KUnet is the central intranet system for the administration of the education at the university. It is a communication tool used for communication between teaching staff and students. It is usually the place to find up-to-date information about courses. It is also where you can find additional course materials and information about current meeting times and places, and courses can also be evaluated on KUnet. 1) On your admission letter you will find log-on information to confirm your study place. Once you have confirmed your study place electronically, (as mentioned in the letter) you will then have access to STADS, where you should register for courses. NOTE: Please follow the deadlines for registration and de-registration. 2) The electronic system allows you to register for all courses. However, please note that you must strictly follow the EnvEuro BSP and ASP 1 + 2. NOTE: Some of the courses in ASP-1 and ASP-2 are taught at other faculties than the Faculty of Life Sciences (LIFE). In order to register for these courses you need to follow the guidelines at: http://www.enveuro.eu/Universities/University-of-Copenhagen/Courses_at_other_faculties.aspx **Please, be aware that the deadline for registering may be more than two months before semester start at some faculties!	You should begin registering for courses at the appropriate time listed on the course registration and deadlines webpage. Each study block (1,2,3,4) has a different specified registration time. When you register for courses, you will automatically be registered for the exam time that corresponds to that course. You will only need to follow specific instructions if specified by a Professor. NOTE: Please be aware of course cancellation dates, it is very important that you follow these dates.	You will always use the STADS on-line services for course registration cancellation of courses and exam registration. NOTE: Once you are registered in your courses on STADS, you will use the local LIFE intranet, KUnet to access your courses.	The first time you sign into STADS you will need your CPR number. Once you are registered for a course you will be connected to the virtual room of the course in question. This is to be found at "Absalon", a part of the KUnet.	If you have any questions regarding course registration for the EnvEuro packages, contact Christian Bugge Henriksen at: cbh@life.ku.dk	STADS on-line services: http://sb.life.ku.dk Important deadlines for registration and course cancellations: http://www.life.ku.dk/English/education/for_students/teaching/registration_deadlines.aspx Search for all LIFE courses: http://www.courseinfo.life.ku.dk/ Guide to help understand the website: http://www.life-sciences.dk/education/exchange/~media/Stu/International/Blanketter_og_lister/Guide%20to%20course%20database.aspx KUnet: https://intranet.ku.dk/ Useful information about all student IT services&platforms: http://www.life.ku.dk/English/education/for_students/Study_Start/IT.aspx
Course types	At LIFE all courses are arranged in a block system. There are three types of block A, B, C. Each block has a specific weekly structure. Courses at LIFE are equivalent to 7.5 or 15 ECTS depending on whether they fill half a block or a whole block. NOTE: When choosing courses, keep in mind that they must not overlap.					View the week structure: http://www.life.ku.dk/English/education/for_students/teaching/academic_calendar.aspx
CPR card, Address registration, doctors, local authorities, etc...	When you arrive in Denmark, you will need to take care of several practical matters. These include: *Obtaining a CPR card: this card/number is needed for almost everything in Denmark. It serves as your health card, library card, and overall identification in the Danish system. *Get assigned a local Doctor: When you register for a CPR card, you will be asked to choose a doctor within the proximity of your address. This doctor will be your doctor, and will be printed on your CPR card. When you move within Copenhagen, you can change your doctor. *Register your address: you will need to register your address in order to get a CPR card, and receive post. NOTE: Everyone needs to do these tasks.	As soon as you arrive in Copenhagen. Must be done within 90 days from your arrival. If you are a Non-EU student, you will need to apply for a student visa/residence permit from your home country, before you arrive in Denmark. If you are an EU student, you should apply for "proof of registration" once you are in Copenhagen.	At the Copenhagen 'kommunes', International Citizen service center 'one stop shop' you can: * get a CPR number (a personal identity number) * register your postal address * get assigned a doctor * receive general guidance on tax and customs in Denmark. * receive information on how to fill in the tax form	København Kommune 1) "One Stop Shop" Nyropsgade 1, 1602 København V. All steps are done at one time. If it does not fit into your plans you can also visit: 2) "Statsforvaltningen" Jammers Plads 7, 1551 København V Office hours: 10 am - 4 pm	Use the website to contact the Kommune.	København Kommune - One Stop Shop: http://www.kk.dk/sitecore/content/Subsites/CityOfCopenhagen/SubsiteFrontpage/CPHInternationalService/OneStopShop.aspx E-mail: borgerservice@kk.dk
Visas	If you do not have an EU passport, you are required to apply for a student visa/residence permit. If you are a foreign national (from the EU), you must apply for a "proof of registration" (equivalent to the "residence permit" for non-EU citizens). NOTE: Non-EU /EEA /Countries citizens should be aware that the residence permit must be applied for from the student's home country. It cannot be obtained if the student is already in Denmark.	If you are a Non-EU student, you will need to apply for a student visa/residence permit from your home country, before you arrive in Denmark. If you are an EU student, you should apply for "proof of registration" once you are in Copenhagen.	If you are a Non-EU student, you should go to a local Danish embassy or consulate in your home country. If you are an EU student, once you arrive in Copenhagen, you should contact the København Kommune "One stop shop" or "Statsforvaltningen".	If you need to apply for a visa, you will need to bring: - Passport - 2 passport photos - Other information/documentation required (see the visa application form) for example, information about your economic basis for staying in Denmark. Information about education, training and employment etc. If you need a residence permit once you have arrived in Copenhagen, you will need to see the EURES website for the application form and necessary documents.	Contact a local Danish Embassy in your home country, or the København Kommune "one stop shop"	EURES website: http://www.eures.dk/Student/Residence-Permit.aspx Danish Immigration Service (Downloadable application forms): http://www.nyidanmark.dk/en-us/coming_to_dk/studies/how_to_apply.htm
Work permits	If you would like to work in Denmark, international students from EU/EEA are allowed to work unlimited hours. If you are a non-EU student you are permitted to work a maximum of 15 hours per week during the academic year and full time during the summer holidays (June, July and August).	If you want to apply for work in Denmark, you should apply once you arrive. NOTE: Don't forget to check on the eCampus with other EnvEuro's about job opportunities they have found.	It is not necessary to apply for a special work permit as a student.	Your residence permit or student visa serves as your proof of residence in Denmark as well as proof that you can work legally.	If you have specific questions about your working rights, you should contact the Danish immigration office.	Danish Immigration Service Ryesgade 53 DK-2100 København Ø http://www.nyidanmark.dk/en-us/contact/contact_to_the_danish_immigration_service/contact_the_danish_immigration_service.htm

LIFE	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Language Course Options	The University of Copenhagen Faculty of Humanities offers free language courses. However, the numbers are limited and are distributed by the principle of "First-Come-First-Served". Although language courses at the University of Copenhagen are 7 SECTS units, you will not receive credit for them in the EnvEuro programme. However, if you wish, you may inquire at the University of Copenhagen's humanities faculty to receive a course completion certificate.	You will need to register for the courses by signing up in person at the University of Copenhagen, South campus in Amager. Courses take place from the middle of September- February and from the middle of December-May. Classes take place twice a week, in late afternoon or early evening (6 lessons a week, approx. 66 lessons including examination).	More information about the semester courses will be given at the Orientation Meetings arranged by the International Office at the beginning of each study term (February and September).	You will need to inquire about any specific requirements needed with the Faculty of Humanities at the University of Copenhagen's Amager campus.	Anette Høgel-Sørensen ahøgel@hum.ku.dk	University of Copenhagen, Danish as a Second Language (Faculty of Humanities): http://dans2.inss.ku.dk/english/danish_courses/semester
Health Insurance	In order to be covered under the Danish healthcare system, you will need to register with the municipal civil registration office (København Kommune "One Stop Shop"). Once you receive your CPR number, you possess healthcare insurance and are then entitled to free public health treatment. If you are coming from the EU countries of Croatia, Iceland, Liechtenstein, Norway, Slovenia, Switzerland and Turkey, you can avoid the waiting period if you are covered by the national health insurance scheme of your home country. However, the national health care authorities in the home country should be contacted. NOTE: You will be responsible for covering the expenses of medicine, dental care and physiotherapy.	Once you arrive in Denmark, and already have your residence permit, you should apply for your CPR card as soon as possible.	You can apply for your CPR card at the København Kommune's "One Stop Shop"	You will need all the required documentation needed to apply for a CPR card.	Københavns Kommune - One Stop Shop: Nyrøpsgade 1, 1602 København V. Opening hours are Wednesdays from 10 to 12 pm.	New to Denmark- Healthcare information: http://www.nytdanmark.dk/en-us/citizenship/citizen_in_denmark/11+health+and+sickness.htm
Bank Account	Since Denmark has its own currency and does not use the Euro, it is best to inquire with your home bank about fees for foreign bank transactions. If you prefer to open a local bank account in Denmark, there are many options.	Once you have arrived in Denmark you can begin to inquire about a bank that suits your needs.	When you have chosen a bank that you would like to open an account at, you should go to a branch that is nearest your home. It is easiest to open an account at a bank that is easily accessible to you, as it will be 'your branch' and you will then have a special code for that branch and you will be assigned a 'personal banker'.	To open the account, you will need a CPR no. You will need to inquire with the bank about specific documents you will need. However, you should take your passport and your student visa/residence permit.	The largest local banks in Copenhagen are: Danske Bank Arbejdernes Landsbank Nordea Bank *there are also some other smaller options for your banking needs, but they do not have many branches.	Danske Bank: www.danskebank.dk/ Arbejdernes Landsbank: http://www.al-bank.dk Nordea Bank: www.nordea.dk
Mobile Service Options	Most international students buy a pre-paid card for their mobile telephones. To have a contract with a company for a longer period you will need to follow their requirements in order to subscribe. *The telephone country code for Denmark is (+45). NOTE: Many of the cheapest pre-paid cards do not allow international roaming without registration through your bank account. Therefore, you should be aware that if you even cross the border to Sweden for the day, you might not have mobile service.	Once you arrive in Denmark you will be able to buy pre-paid SIM cards or subscribe with a company. Each of the companies offer a variety of packages aimed to suit different people with different needs. It's always best to ask other students to find out about the best deals when you arrive.	You can purchase a SIM card or sign a contract at a local service providers business. You can also purchase some SIM cards at kiosks.	If you sign a contract you might need to show documentation.	Some mobile providers include: Telia TDC Telenor Tele2 Lebara CBB	Telia: www.telia.dk TDC: http://tdc.dk/ Telenor: www.telenor.dk Tele2: www.tele2.dk Lebara: www.lebara.dk CBB: www.cbb.dk
Student Housing	If you would like to receive a housing option from the University, LIFE will help you to find accommodation in one of their 'kollegiums' or private apartments. If you choose to have student housing, make sure to arrive on a weekday during office hours to be able to collect the key from the Housing Department.	As soon as you receive your admission letter containing the accommodation form you can apply for student housing.	Since you are registered as a degree student at LIFE, you should apply for accommodation at least two months before you expected date of arrival. However, it is best to send your application material as soon as possible to ensure that you have a better chance of being placed in the type of accommodation you prefer. NOTE: There are very few shared apartments, where the rent is low. So, if this is what you would like to apply for, you should know that your chances are slim.	At the Faculty of LIFE's housing website you will find four types of applications forms, please read through the lists to find out which application form you should fill in and what is required.	Nordre Stl 3 DK-1870 Frederiksberg C Telephone: +45 3533 2078 E-mail: housing@life.ku.dk	Faculty of LIFE Housing Department: http://www.life.ku.dk/English/education/accommodation.aspx
Private Apartment	There are many options in Copenhagen to find your own apartment. In this case, it is of course possible to live with others, but it will not be affiliated with the university.	You should begin your search as soon as possible, to ensure you have a suitable option according to your financial means and location desires. It is easiest to physically be in Copenhagen while searching for apartments because you will need to make appointments to view the apartment. Of course, the best options are taken very fast, so when you find something of interest, you should inquire right away.	There are many ways to look for housing in Copenhagen. One of the easiest is to look into the many websites. But, don't forget to look at the EnvEuro eCampus to contact others who might have lived in Copenhagen or are moving to Copenhagen to see what advice they have.	You will need to sign a contract with the landowner. Depending on your landowners request, you may be required to have proof of identification, etc. NOTE: It is always a good idea to make sure the owner actually owns the home, to ensure you don't get scammed.	Contact other EnvEuros, advertisements at the University, and online websites.	University of Copenhagen: http://studies.ku.dk/housing/finding_housing_on_your_own Websites offering apartment rentals: www.dba.dk www.boligportal.dk (requires a membership fee) www.boligbasen.dk (requires a membership fee)
EnvEuro Social Events:	EnvEuro weekly lunch: A time for all EnvEuros to get together and socialise Throughout the year there will be a variety of EnvEuro events to maintain the EnvEuro community at LIFE. These might include, but are never limited to, weekly lunches, holiday dinners/parties, barbecues, sports events, etc... NOTE: These will generally be initiated by EnvEuro students and regular communication can be done through the eCampus Events section.	Begins at the beginning of each school year and lasts all year. (Typically on Friday)	Væksthuset (The Greenhouse)		You can plan and notify each other through the eCampus Events section.	Check the EnvEuro eCampus for the latest information
	Julefrokost: An EnvEuro Christmas dinner party	Will occur in December before the holiday break.	Varies each year. To be decided closer to date.			
	Spring BBQ	Will occur once the Danish weather shows its good side and the weather becomes WARM.)	Usually Islands Brugge, but location may change each year			

LIFE	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Procedure for Leaving LIFE When it is your Home University Erasmus	Before you leave to your host university, you should apply for Erasmus at LIFE. The Erasmus programme will provide you with a specified amount of money to help you fund your stay at your chosen host university. This money will be granted approximately 2 weeks prior to your study start date at the host university.	At the beginning of February you will be contacted by Claus Dam, who will provide you with the information about how to apply for the Erasmus programme. A reminder email about the procedure will be sent in February from Claus Dam. Application deadline is March 1st.	Sekretariat for Internationalisation: Marie Louise Sørensen	You will need to fill in a learning agreement, which states the courses you intend to take at your host university, which will need to be signed by the correct authority. Also you will need to submit a current transcript of records.	Marie Louise Sørensen:mos@life.ku.dk	LIFE's Information about Studying Abroad: http://www.life.ku.dk/English/education/for_students/study_abroad.aspx
Additional Useful Information						
Transportation	In Copenhagen the majority of the people commute by bicycle. The city is very well designed for riding your bike with its networked bike lanes, special bike traffic lights and variety of specially designed 'cargo' bikes (ie-the Christiania bikes).	Students have suggested the following places to buy cheap second hand bikes: *Check with fellow EnvEuros on the eCampus to see if anyone is leaving a bike behind as they transfer to another University. There are plenty of bikes around the city, and usually after you live here for a while you know the latest best options. *City Police Auctions: The city hold auctions to sell abandoned bikes they have found in the city. The auction is held on Saturdays (usually every 3weeks). You can usually see the bikes at 8:30, and the auction begins at 9am. But you should be aware that the bikes are not repaired and can be in very poor condition, but of course there is a chance that you can get a great deal. *www.dsb.dk (search for 'cykel') Cash and Carry Vesterbrogade 60 Phone: 33317754 Københavns Cykelbørs Gothersgade 157 Phone: 33140717 La Bicycleette Nansensgade 83 Phone 3330176				
Library	The LIFE library provides access to books, journals, national and international scientific databases and important reference works and dictionaries. The loan period for books is one to three months and in order to borrow books, you must have a library card and an address in Denmark.	You can go to the library during opening hours. NOTE: There are several library branches associated with the University of Copenhagen in the city. With your library card, you have access to all of them.	Go to the LIFE library to get a library card	You should bring your student ID, and CPR number.	The LIFE Library 10 Dyrhøjevej (on the LIFE campus) Opening hours : Monday-Friday: 8 am - 8 pm	LIFE library's website: www.bvfb.life.ku.dk/English.aspx
IT services	Many classrooms have computers and IT facilities. Computers are available to students in computer rooms and group rooms around campus. Wireless Internet access is also available in many buildings.	Each LIFE student has a print quota of 500 prints each block. The print quota is automatically registered to your e-mail account. Should you run out, you can buy more prints at DSR (the Student's Association). 1000 prints cost 400dkk.			If you need help using the computer systems at LIFE, you can contact the IT Department at: it-support@dsr.life.ku.dk LIFE Address: 21 Bülowsvej, building 2-51	
Campus Eateries	There are two canteens on Frederiksberg Campus: "Gulmø" is situated at "Vandrehallen" and "Simle" is on the other side of campus. Please note that the canteens are only open during the daytime, so check current opening hours upon arrival. Café Væksthuset There is a café at the corner of Grønnegårdsvej and Dyrhøjevej. It is situated in an old greenhouse and is run by LIFE students.					
Student life	The LIFE Students' Association (De Studerendes Råd, DSR): Degree and Erasmus students at LIFE can join the Students' Association (DSR). DSR represents all students at LIFE and plays an important role in student politics. Traditionally, students have a lot of influence and most boards and committees at LIFE include student representatives. DSR is also the platform for a large number of social events and activities, student clubs and sports.	Throughout the year various social activities are arranged. The Students' Association (DSR) hosts two to three parties a year, and the parties are open to all DSR members. The student bar, "A-vej", is open on Tuesdays and Thursdays from 2 - 6 pm and on Fridays from 2 pm to midnight.				
Sports	VLI is a sports club for students and academic staff at LIFE run by the members themselves. VLI offers badminton, basketball, football, handball, volleyball, gymnastics, folk dance and swimming. The sports club also sets up various social and sporting events, parties, picnics and the Nordic Sport Games (Nordisk Landskamp). If you are interested in any of these activities please contact VLI by e-mail. Another sports club primarily for students is USG, where students from all the different universities in Copenhagen meet. At LIFE there is also a fitness centre open to all staff and DSR members. The fitness centre is located on the top floor of the library building (entrance on the side of the building).			Opening hours: Monday - Thursday 4:30 pm - 7:30 pm	More information: Phone +45 3528 3894, e-mail: bermuda@dsr.LIFE.dk; vli@vli.dk	USG: www.usg.dk/english.php .
Useful Links						
LIFE- Practical guide:	http://www.life.ku.dk/English/education/exchange/~media/Stu/International/Informations/PracticalGuide%202011_1.ashx					
Study in Denmark	www.studyindenmark.dk					
Copenhagen Youth Hostels	www.danhostel.dk					
The Danish Immigration Service	www.newindenmark.dk					
Local Weather Forecasts	www.dmi.dk/dm/danmark/regionaludsglen/kehnsj.htm					
Buses	www.trafikinfo.hur.dk					
S-trains	www.s-tog.dk					
Regional trains	www.dsb.dk					

LIFE	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Transport	www.ctw.dk					
The official web portal about Denmark	www.denmark.dk					
Copenhagen this week	www.ctw.dk AND www.ack.dk					
Frederiksberg	www.frederiksberg.dk					
Wonderful Copenhagen	www.visitcopenhagen.dk					
Tourist Information						
transportation schedules	www.1938planen.dk/					
buy/sell used items+housing offers	www.dba.dk					
Copenhagen culture event guide	www.kultunaut.dk/					
University job bank	http://jobbank.ku.dk/?lng=eng					
Working in denmark	www.workindenmark.dk/					
Currency converter	www.xe.net					
	<i>see the EnvEuro eCampus for many more links</i>					

University of Hohenheim: Stuttgart, Germany

Homepage: <https://www.uni-hohenheim.de/english.html?&L=1>

UHOH	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Welcome days	Students are invited to the welcome events for all international Master students part of the Faculty of Agriculture. Additionally, a special welcome event will be held for EnvEuro students at UHOH, you will receive more information via e-mail closer to the date.	The welcome events will take place 2 weeks before the semester begins in October.			Katrin Winkler (EnvEuro welcome) e-mail: katrin.winkler@uni-hohenheim.de	Faculty of Agriculture: https://agrar.uni-hohenheim.de/beginning.html
Student ID	Your student ID is proof that you are an enrolled student. Your student ID will be renewed every semester, when you re-register. It is also a multipurpose card, which can be used to pay in the cafeteria (after it is credited with money) and it acts as the university's library card. You will need a student ID to buy a student ticket for the public transport (which includes free rides on the public transport after 6 pm), also you will need to show it to get cheaper fees and entrance in many places; such as, banks, dormitory, health insurance and other institutions which require a "proof of enrolment". You can print out your proof of enrolment in your "Studium online" account once you are enrolled.	Your ID will be issued after enrolment. Enrolment for foreign students is done after arrival in Hohenheim at the international office. If you are a German student, you can enroll by simply sending back the respective forms which you receive along with your admission letter. After receiving the ID card, it will need to be validated (current semester has to be printed on it) in a special machine in the "biology building".	If you are a German student, you don't need to go anywhere, you can do it by post. If you are a Foreign student, you need to go to the international office for enrolment.	If you are a foreign student, you will need: - original admission letter - passport with visa reading "zum Studium an der Universität Hohenheim" - confirmation of your health insurance (in case you are already insured) - passport size photo (better to bring 4, because you need more for other offices) - receipt of payment of the registration fee and tuition fee or - application form for tuition fee waiver together with necessary proofs (registration fee still has to be paid)	Katrin Winkler (Coordinator) e-mail: katrin.winkler@uni-hohenheim.de Nathalia Jörg, International Office	UHOH information about registration: https://studieninteressierte.uni-hohenheim.de/bewerbung-enveuro-einschreiben.html
Buddy System/First contact	Buddies are mostly senior students from the same country, and are assigned to foreign students by the coordinator. However, for EnvEuro students this can usually not be a senior student of the same programme, since they all have left for their 2nd year at the host university. So, you can be assigned a buddy student from another international Master Course.	If you would like a buddy, you should inform Katrin Winkler about your exact arrival in Stuttgart, and a suitable buddy will begin by meeting you at the airport or train station.	You should contact Katrin Winkler as soon as you have decided that you would like a buddy.	You will not need any particular documents.	Katrin Winkler e-mail: katrin.winkler@uni-hohenheim.de	
Course Registration "Ilias" eLearning platform: Once you have registered and attended your courses, you will receive access to all your practical course information, including lecture presentations, etc..	At UHOH you will be automatically registered for the compulsory modules at the beginning of your studies. For the semi-elective modules and the elective modules you can register only once you have submitted your study and examination plan. This plan must be approved and signed by the mentor (Andreas Fangmeier) and then it should be submitted to the examination office at the latest two weeks prior to the first examination date. This also is a registration for the respective module examinations. The examination office checks to see whether the choice of modules corresponds to the examination regulations of EnvEuro. In the case that there is a conflict, the examination office (Daniela Renner) will contact you in order to revise your choices. NOTE: Normally, you will already choose the courses for the 2nd semester already during your 1st semester, as well as register for the respective courses in the summer semester by handing in their study plan at the examination office. However, alterations to this plan need to be registered separately. Registration for new modules have to be done until 1 week before the module ends.	Your study plan has to be submitted before the end of December.	First you should see Andreas Fangmeier to get the signature, and they you should go to the examination office at UHOH. NOTE: If you need to alter your study plan, you also need to get the form at the examination office or print it out from the website of the examination office	The "Study and Examination Plan" form can be downloaded on the UHOH website. NOTE: For alterations to your study plan, you will need to get the "alteration of study and examination plan" form at the examination office or print it out from the website of the examination office	Prof. Fangmeier (Mentor) e-mail: afangm@uni-hohenheim.de Ms. Daniela Renner (Examination office) e-mail: renner@zentrale.uni-hohenheim.de	Forms for EnvEuros: https://www.uni-hohenheim.de/78322.html?&L=1 Useful UHOH links: course overview: https://www.uni-hohenheim.de/vorlesungsverzeichnis.html?&L=1 Module Catalogue: https://www.uni-hohenheim.de/modulkatalog.html?&tx_modulkatalog_pi1[mode]=studiengang&tx_modulkatalog_pi1[sg_id]=28&cHash=974b37f5d65c1008453d9059e289f93d&L=1 Lecture Halls: https://www.uni-hohenheim.de/hoersaale.html?&L=1 Examination Office: https://www.uni-hohenheim.de/enveuro-pa.html?&L=1 Building Locations: https://www.uni-hohenheim.de/1618.html?&L=1 Ilias: https://ilias.uni-hohenheim.de/
Course types	Most modules are offered as blocked courses, which last three and a half weeks (B1 to B5 = winter semester, B6 – B10 = summer). Some are not blocked and thus, the last the full length of the semester. Blocked modules will usually take place Monday to Friday from 2 p.m. to 6 p.m. Non-blocked modules will usually be taught in the morning. This will allow you to combine blocked and unblocked modules.					

UHOH	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Language Course options	<p>At UHOH you have the option to take different language courses. However, you might want to learn German in order to be able to communicate more easily with people outside the university campus. Also, at the language courses you will also get the opportunity to learn about German culture, people and traditions.</p> <p>NOTE: There are options to take intensive German language course prior to the semester start, or alternatively you can partake in the language courses during the semester. Upon the completion of a German language class, you will receive a certificate that can give you an extra and valuable qualification ("Schein"), which could boost your career prospects in the future.</p>	<p>After you arrive in Hohenheim you can register for German courses. The course registration is usually done within the first week of lectures (mid October).</p>	<p>Language Centre in the "Euro-Forum".</p>	<p>Contact the Language center for any required documents.</p>	<p>Mediothek (in the Euroforum) Kirchnerstraße 3 70599 Stuttgart Tel. 0711 459-23524</p>	<p>Language Center website: https://spraz.uni-hohenheim.de/</p>
Health Insurance	<p>In Germany, all students are obligated to have health insurance. Students from the EU or countries that have a social agreement policy with the Federal Republic of Germany are covered for the duration of their period of study at UHOH by a German health insurance fund. Therefore, you are not obligated to pay for another insurance. In this case, you will need to have proof of "an E 128 form" (or another E-series form), or a European Health Insurance Card issued by the health insurance fund in your country of origin.</p> <p>Students who do not come from the countries which provide coverage (as mentioned above) are required to have other insurance coverage. You may choose any health insurance company. The fee for all statutory insurance in Germany is the same (approx. € 75 per month). Insurance taken out with foreign private health insurance companies usually cannot be accepted. Therefore, the university strongly advises that you do not to take out such insurance. Doctor's fees for privately insured persons are significantly more expensive and must be paid in advance. Additionally, many services are often not reimbursed!</p> <p>NOTE: Students over the age of 30 are not eligible for public health insurances. They have to get a private one. Under no circumstances will health insurance using an International Student Identity Card (ISIC) be accepted.</p>	<p>At UHOH, you will have an opportunity to get health insurance at the time of registration, during the beginning of the semester. Representatives of various health insurance companies will be on campus at this time and can help you get insured.</p>	<p>If you are a student under 30 you can join a public health insurance company in Germany. At the office of academic affairs you can meet with a representative from a public health insurance company. It is best to make an appointment.</p> <p>If you are a student over 30 years of age, you may contact any private insurance company.</p>	<p>You will need to contact the insurance providers to inquire about what is required to register.</p>	<p>You can easily get in contact with local public insurance representatives at the UHOH office of academic affairs.</p>	
Visas & Work permits	<p>Students from EU and EFTA member states (Iceland, Liechtenstein, Norway, Switzerland) do not need to apply for a visa, but need to have a valid passport when entering Germany.</p> <p>Also, if you are from a country which has a special agreement with Germany (Australia, Israel, Japan, South-Korea, Canada, Norway, Switzerland and the USA) you will only need a valid passport when entering Germany.</p> <p>If you are from another country, you will need to apply for a student visa (Visum für Studienzwecke) to be able to study in Germany. It is not acceptable to enter with a tourist visa.</p> <p>NOTE: A visa for study purposes does not include a work permit! Non-EU students are allowed to work for up to 90 days each year, or 180 half days. Also, non-EU students may stay in Germany for up to one year after graduating to look for a job, but the job must be related to the field of study.</p> <p>If you are a non-EU student who has already been studying in Germany with a student visa, you will need to get approval for the change of subject at the Aliens Department. The approval has to be registered in your passport, otherwise you can not register you at UHOH.</p>	<p>If you need to apply for a student visa, you should begin this process as soon as possible, as it will normally take several weeks until the visa is issued.</p> <p>If you are a non-EU student, you will need to register at the Residents Registration Office. This can usually easily be done at the Bürgerbüro, but in some cases, they will ask you to make an appointment at the Aliens Registration Authority (Ausländerbehörde). This should be done within the first three months after arrival.</p>	<p>Student Visa: Contact a German Embassy or consulate in your home country</p> <p>Registration: Contact the registration office/ Bürgerbüro (see "local authority registration")</p> <p>Residence Permit: Contact the Bürgerbüro or the Local Aliens Registration Authority</p>	<p>Student Visa: you will be required to fill in application forms from a German embassy/consulate, as well as show proof of specified documents.</p> <p>Registration at the Municipality: You will need your passport and your housing contract, including your address.</p> <p>Residence permit: *Copy of resident registration form *Passport *Student ID *Proof of health insurance *Statement of financial means to stay in Germany (ie- Bank statement) *Rental Contract *Approximately 50 Euros for the fee</p>	<p>Information about the visa procedure: You should get the relevant information about the currently valid entry and residence regulations at the German Embassy or Consulate in your home country in good time or check the website of the Foreign Office.</p> <p>Ausländerbehörde Eberhardstrasse 39 Stuttgart 0711/216 3589 (or 3889)</p> <p>Bürgerbüro Plieningen-Birkach Filderhauptstrasse 155 70599 Stuttgart 0711 216-4916 e-mail: buergerbueros@stuttgart.de</p> <p>Hours: Mon & Wed: 8:30-13 Tues: 8:30-16 Thurs: 8:30-18 Fri: 8:30-13Fri: 8:30-13</p>	
Local Authority Registration	<p>Everyone, including EU citizens and Germans need to register as a citizen of Stuttgart at the municipality.</p> <p>Also, it is here where you register your address.</p>	<p>You need to register within the first week of being in Stuttgart</p>	<p>You should register at the municipality "Bürgerbüro Plieningen-Birkach"</p>	<p>You will need to bring your passport and your housing contract to prove your address.</p>	<p>Bürgerbüro Plieningen-Birkach Filderhauptstrasse 155 70599 Stuttgart 0711 216-4916 e-mail: buergerbueros@stuttgart.de</p> <p>Hours: Mon & Wed: 8:30-13 Tues: 8:30-16 Thurs: 8:30-18 Fri: 8:30-13</p>	

UHOH	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
Bank account	<p>Since Germany uses the Euro like many other European countries, it is not necessary to open a German bank account. However, if you do not have a German bank account, you should check with your local bank about fees for transactions made in Germany. Often, it is much more convenient to have a local bank near the University.</p> <p>NOTE: If you have had to open a blocked bank Deutsch account in order to get a visa, you will need to go to a local Deutsch Bank branch with identification and your university admission letter, and ask for assistance with the unblocking procedure.</p>	You should inquire about opening a bank account once you arrive in Stuttgart.	It has been recommended that students at UHOH open an account at the LBBW bank, near the university. Although, you should be aware that at the beginning of the semester, there are many students opening bank accounts, and thus, you will be required to make a short appointment. Therefore, it is recommended to make the appointment as soon as possible if you are in a hurry to have a local bank.	You will need to bring: *proof of your address *passport *university admission letter *some money to deposit. *registration form of the municipality	LBBW Filiale Plieningen Garbe Filder hauptstrasse 155 70599 Stuttgart 0711/124-46240 e-mail:Kontakt@bw-bank.de	LBBW bank: http://www.bw-bank.de
Mobile Service Options	<p>There are many options for mobile phone providers in Germany. In Stuttgart there are shops for all common mobile providers. For contracts you will be required to sign a two year binding agreement, which, in some cases you will also receive a free mobile phone. Alternatively, there are several pre-paid SIM card options.</p> <p>NOTE: Some student dormitories are equipped with land lines, and calls made between dorm rooms are free. **The country code for Germany is (+49)</p>	Once you arrive in Germany you can find out the latest, great deal on phone services.	Most phone providers have stores in the center of Stuttgart.	Unless you sign up for a contract with a company, you do not need any documents.	Contact local service providers. Also, you can ask other EnvEuro's on the eCampus about their experiences with phone providers in Stuttgart.	
Student Housing	All foreign students have the option to be provided with a room in the dormitory by the international office. German students have to apply directly at the students' union.	You should get in contact with Ms. Renz of the international office in order to begin the application as soon as you have received the admission.	<p>If you are a German student, you have to apply directly at the students' union. All other students should contact the international office at UHOH.</p> <p>NOTE: Student residence halls are maintained by the Student Services (Studentenwerk) at Hohenheim.</p>	<p>Non-EU students: You will need to scan a copy of your student visa and send it to Ms. Renz at the International office at UHOH</p> <p>German students: You will need your Admission letter.</p>	<p>Foreign students: Contact Martine Renz, Renz@Zentrale.uni-hohenheim.de</p> <p>German students: Wohnheimverwaltung@googlemail.com</p>	<p>Foreign students: https://www.uni-hohenheim.de/1626.html?&L=1</p> <p>German students: http://www.tuebingen-hohenheim.de/cms/front_content.php</p>
Private Apartments	If you are not interested in accomodation provided by UHOH, there are several options for private accomodation in Stuttgart.	It is best to arrange housing prior to your arrival in Stuttgart to avoid a costly or uncomfortable situation.	<p>Some good locations to look got housing in Stuttgart are: the districts of S.Birkach and S.Plieningen, as well as the neighbouring districts of S.Degerloch, S.Möhringen, S.Riedenberg and S.Sillenbuch, as well as the neighbourhoods of Filderstadt, Kernat, Leinfelden-Echterdingen, Neuhausen, Ostfildern, Vaihingen.</p> <p>NOTE: It can take 20-45 minutes to reach campus by public transportation from many of these locations</p>	The office of the Students' Union (ASTA), which is situated on the campus at Kirchnerstr. 5, in the building called "Alte Botanik" is a good place to get information on private housing options.	<p>The office of the Students' Union (ASTA), which is situated on the campus at Kirchnerstr. 5, in the building called "Alte Botanik" is a good place to get information on private housing options.</p> <p>Also, there are many online newspapers and housing websites.</p> <p>Plus, don't forget look at the EnvEuro eCampus to contact others who might have lived in Stuttgart or are moving to Stuttgart to see what advice they have.</p>	<p>Daily Newspapers: Stuttgarter Nachrichten Stuttgarter Zeitung Stuttgarter Wochenblatt (Thurs) Sperrmuell (Thurs) Flohmarkt (Tues and Fri) *often housing advertisements are published on Saturdays</p> <p>Campus notice boards: Refectory Library AstA (students office, Alte Botanik, Kirchnerstrasse 5)</p> <p>Websites: www.fh-stuzi.de www.studenten-wg.de www.studenten-wohnung.de www.flohmarkt-verlag.de www.wg-zimmer.de www.wg-welt.de www.casaswap.com www.uni-hohenheim.de/1626.html?&L=1 www.wg-gesucht.de/</p>
EnvEuro Social Events	<p>Throughout the year there will be a variety of EnvEuro events to maintain the EnvEuro community at UHOH. These might include, but are never limited to, weekly lunches, weekly stammisch/pub meetings, holiday dinners/parties, barbecues, sports events, etc...</p> <p>Note: These will generally be initiated by EnvEuro students and regular communication can be done through the eCampus Events section.</p>					
Procedure for Leaving UHOH when it is your Home University Erasmus	Before you go to your host university, you should apply for Erasmus at UHOH. The Erasmus programme will provide you with a specified amount of money to help you fund your stay at your chosen host university. This money will be granted in two separate installments, which are paid in October and summer.	A reminder email about the procedure will be sent to you in February by Dr. Gabriele Klump. Application and then has to be submitted between March and May	ELLS coordinator at UHOH: Dr. Gabriele Klump	You will need to fill in a learning agreement, which states the courses you intend to take at your host university, which will need to be signed by the correct authority. Also you will need to submit a current transcript of records.	Dr. Gabriele Klump: gabriele.klump@uni-hohenheim.de	

UHOH	What is it?	When to Begin	Where to get it / Do it	Documents Needed	Who to contact	Website
	Useful Links					
Young germany: career, education and lifestyle guide	http://www.young-germany.de/life-in-germany/falloftheberlinwall.html					
UHOH Library	https://ub.uni-hohenheim.de/ub1.html?&L=1					
	<i>**See the EnvEuro eCampus for many more links</i>					

Swedish University of Agricultural Sciences: Uppsala, Sweden

Homepage: <http://www.slu.se/en>

SLU	What is it?	When to Begin	Where to get it/do it	Documents Needed	Who to contact	Website	
Welcome days	<p>SLU invites all international students to an orientation program to familiarize students with the campus and life in Uppsala.</p> <p>Additionally, EnvEuro students will have a private introduction time (details to be announced).</p>	The general university orientation occurs the week before the autumn semester begins.	You will receive an email in connection to your admission letter, giving you information regarding the orientation program.	For the general orientation you do not need to register, you just need to show up (see specific details about introduction day for more information)	Maria Starkenberg or Stina-Lena Helligren.	General Welcome program information: http://www.slu.se/en/education/new-student/	
Student ID	Your student card is organised through the student union. This card will be needed to access all student union facilities. With this card you can receive discounts at different shops, restaurants and travel agencies. It is not valid as an identification card, you will always need to show it with a personal ID.	Once you have received your acceptance letter, you may contact the Student union office by email and submit a copy of the letter, along with a copy of your ID. If you choose to do the process via email, the bill will be sent to you; then, once you have paid the fee you will receive your card. However, you may also wait until you have arrived in Uppsala to begin the process, and complete it in person.	The student union at Campus Ultuna. You register at the union; during the semesters the office is open weekdays 12.15- 13.00	Bring your acceptance letter and ID, when you sign up. The membership cost 250 sek/semester and is voluntary.	Ultuna Studentkår, Duhrevägen 6, Uppsala Phone number: 018-67 11 14 E-mail: uls_kans@stud.slu.se	Student Union Website: http://www.ultunastudentkar.se/?p=947&m=417	
Buddy System	<p>In order for exchange students to find their way around Uppsala and SLU, the student union tries to help by organizing buddies for exchange students (2nd year students at EnvEuro).</p> <p>NOTE: Only second year EnvEuros can get a buddy, as first year EnvEuros are not studying as exchange students.</p>	In connection to your acceptance letter you will also get a mail from the student union with information about the Buddy system.	Contact the student union through e-mail.	Acceptance letter	E-mail: uls_fad@stud.slu.se	Ultina's International Committee Website: http://www.ultunastudentkar.se/?p=932&m=321	
Course registration	<p>Please follow these steps in order to apply for courses at SLU:</p> <p>-If you are attending SLU for your first year (home university), you will get contacted by SLU in order to choose your courses for your first year within the EnvEuro program.</p> <p>-If you are at SLU for your second year (host university) you should follow the instructions at : http://www.slu.se/en/education/exchange-studies/application-and-admission/</p> <p>NOTE: Last day to apply is April 15th and the course application must be approved by your home university. Additionally, your choices will be checked at SLU according to the EnvEuro curricula.</p> <p>NOTE: Being accepted to courses is not the same as registered. You need to start your course in order to get register for it.</p> <p>-All students (2nd year students) will receive a learning agreement which will show which courses they have been accepted to attend. -You will be registered for the course, once the course begins.</p> <p>NOTE: The course registration does not automatically register you for the examination.</p>	<p>First year students: SLU will contact you when it is time to choose courses.</p> <p>Second year students: You should make sure to allow yourself enough time to complete the application, before the April 15th deadline.</p>	Second year students please see the website instructions "apply here": http://wh-desk.slu.se/moveonline/move/moveonline/incoming/welcome.php	According to the website instructions, these documents must be enclosed with your application:	<p>-The course application form containing your planned course units in our institution.</p> <p>-To create your Study Plan, please use SLUs online course search. Learning Agreement will be approved after your admission.</p> <p>-Copy of first year transcript of record.</p> <p>-List of the courses you will have finished before course start at SLU. Courses which is still not shown on your transcript of record</p>	Maria Starkenberg at the International Students Office E-mail: Maria.Starkenberga@adm.slu.se	<p>Moveon link: http://www.slu.se/en/education/exchange-studies/application-and-admission/</p> <p>Course finder: http://www.slu.se/en/education/courses/</p>
Residence Permit / Visa	If you are going to stay in Sweden for more than 3 months you need a residence permit (uppehållstillstånd). If you are a citizens of EU/EES countries and Switzerland, you can apply for your residence permit after your arrival in Sweden at the local Office of the Swedish Migration Board. If you are a Scandinavian citizen, you do not need a residence permit. If you are a citizen of a country outside the EU/EES, Switzerland or Scandinavia you must have your residence permit stamped into your passport before entering Sweden. You can apply for a residence permit at a Swedish Embassy or Consulate in your home country. Otherwise you may not be allowed entry into the country.	You may do a paper application paper, but there is also an electronic application system for residence permits/student visas. You can use the electronic application system to fill in and send applications, enclose passport copies and other attachments and (if you are a non-EU/EEA or non-Swiss citizen), you can also pay the application fee online.	Apply for a residence permit in your home country, before you arrive in Uppsala.	<p>Inquire with your local Swedish Embassy or Consulate in your home country. They will inform you what documentation is necessary in order to apply for the residence permit/visa.</p> <p>In order to get a residence permit you must prove that you have a health insurance. You must also prove that you have been admitted as a student and fill out a form confirming that you have enough money for your study period in Sweden.</p>	Swedish Migration Board www.migrationsverket.se/	Information: www.swedenabroad.com www.migrationsverket.se/	

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Student Unions	The student unions are organizations driven by students for students. One of the most important responsibilities of the students' union is to represent the members towards the university and the departments and to work in the best interest of the students. Through the students' union you can make your voice heard so that the content and quality of the education is improved continuously. Student representatives take part in preparing and deciding at different levels at the university. If decisions are made at university level that affects the education, students have the right to be a part of the decision making. The student unions and its organizations arrange lots of activities, among these are traditional dinners, student plays, all kinds of sport activities, international activities and choirs. At SLU there are eight different students' unions and you can choose to be a member of one of them depending on which program you have chosen (generally you will be a member of Ultuna Student Union).	Once you get to Uppsala you can decide if you want to join the union or not. You will meet the union during the orientation programme.	You can visit the union building at the Ultuna Campus.	Full membership fee to the student union is 250 SEK/semester.	If you have any questions about the union fee, membership cards, joining the union etc. please contact the Student Union.	SLU information about student unions: http://www.slu.se/en/education/student-life/students-unions/ Ultuna Student Union Website: http://www.ultunastudentkar.se
Work permits/ Jobs	All foreign nationals who are registered students at a Swedish University are also allowed to work, as long as they have a valid residence permit.	It is very difficult to find a part time job in Uppsala. However, you should talk with other students who have gone to SLU about opportunities to work.	For ideas from other students about jobs in Uppsala, check the EnvEuro eCampus.		You should check with other EnvEuros on the eCampus who are familiar with Uppsala and working possibilities.	For more information: www.ams.se
Civic Registration Number/Card	If you are staying less than 1 year in Sweden (temporary student), you will receive a registration number at SLU. This consists of 10 digits, based on your date of birth (year, month, day) plus the letter P and 3 additional digits. If you are planning to stay in Sweden longer than 12 months, you are entitled to register with Skattemyndigheten/Tax Office and can get the personnummer/personal identity number. This is used as an identification code not only in population registration but also in other administrative areas, such as taxation, national insurance, and drivers license.	Once you have been accepted to SLU you will receive your registration number at SLU. Students who stay in Sweden longer than 12 months, should register upon arrival to the tax office. Once confirmed the student will be entered into the Swedish health and insurance system, and given a civil registration number (personnummer).	See box to the left.		For information: Skattemyndigheten in Uppsala. 0771-778778 Kungsängsgatan 43, Uppsala	www.skattemyndigheten.se
Language Course options	If you are a 2nd year student, SLU is your host university, and you get an erasmus stipend then you may apply for the EILC (Erasmus Intensive Language Courses) in Swedish. EILC courses are language courses mixed with information about Swedish culture and history. The courses are free of charge. The EILC give you the opportunity to study Swedish for two to six weeks (with a minimum of 60 teaching hours in total, and at least 15 teaching hours a week) so you can feel more confident in your surroundings. Alternative options for 1st year students or those who are not able to take part in the EILC courses: You can find courses at "Folkuniversitetet". These courses are led by graduated teachers with extensive experience of teaching Swedish as a foreign language. NOTE: You are responsible for any fee's associated with language courses, as SLU does not pay for them.	If you are coming to SLU for your second year (host university), and have been admitted as an erasmus student, you can apply for an EILC through your home institution. For other courses, you should Folkuniversitetet for more information.	On April 15th, 2011, application forms will be posted on the EILC webpage. To attend courses beginning in the Autumn semester, the deadline for the application is in June. For courses beginning in the Spring semester, the application deadline is in October and notification of confirmation for course participation is on November. NOTE: For exacte deadline dates, please see the EILC webpage "Important dates for students and institutions" link.	For EILC language courses you will need confirmation of Erasmus enrolment.	Contact the Erasmus coordinator at your home University if you have questions regarding EILC courses. For alternative courses, check with the Folkuniversitetet.se	Follow SLU's instructions at: www.slu.se/en/education/exchange-studies/language-courses/ Webpage for Folkuniversitetet: www.folkuniversitetet.se EILC: http://ec.europa.eu/education/programmes/lp/erasmus/eilc/index_en.html
Health Insurance	It is recommended that you have your own health insurance while studying at SLU. If you are a 1st year student at SLU, you will have an insurance called "Group Insurance And Personal Insurance". As an exchange student (2nd year) at SLU you will have the emergency insurance called, "STUDENT IN". The insurance applies in Sweden during school hours and during travel to and from the location where school hours are spent. NOTE: There are different coverage types depending on if you have EU/EEA citizenship. Please read the website information carefully to determine your coverage benefits.	This will automatically apply to you once you are enrolled at SLU		This will automatically apply to you once you are enrolled at SLU.	Kammarkollegiet forsakring@kammarkollegiet.se	Insurance information: http://www.kammarkollegiet.se/english/insurance
Bank Account	Since Sweden has its own currency, it is best to inquire with your home bank about fees for foreign bank transactions. If you prefer to open a bank account in Sweden, there are many options.	Once you are in Sweden, you can begin the process.	You may choose any bank you prefer. The largest banks are located in the city center of Uppsala.	* Your "Letter of acceptance". The letter must state when your program/course starts and when you will be finished. The letter must be presented in original with a school-stamp, signed and dated. You may contact the International Office for this letter. * Identification i.e. passport and id-card.	SEB Nordea Handelsbanken Swedbank All banks have one or several branch offices. All banks are closed on Saturdays. Many offices close at 3 p.m.	Contact the local bank branch.

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Mobile Service Options	Most international students buy a pre-paid card for their mobile telephones. To have a contract with a company for a longer period, you will need to have Swedish civic registration number. *The telephone country code for Sweden is (+46). Note: There are no phones provided in student housing.	Once you arrive in Sweden you can buy pre-paid SIM cards (kortantkort).	You can buy a pre-paid card at any telephone store and some supermarkets.		Local company providers	www.telenor.se www.telia2.se www.telia.se www.halebop.se www.tre.se
Student Housing	SLU tries to help all EnvEuro students with a reservation with accommodation, if they apply in time.	1st year students: As soon as you receive your admission letter you can apply for housing by contacting Maria Starkenberg. 2nd year students: Apply for housing through the exchange studies housing office website.	1st year Students: Once you receive your admission letter, Contact Maria Starkenberg: maria.starkenbergs@slu.se 2nd year Students You can apply by following the instructions at: http://www.slu.se/en/education/exchange-studies/application-and-admission/	Proof of enrolment at SLU	Maria Starkenberg , E-mail: maria.starkenbergs@slu.se Housing application for 2nd year students: http://www.slu.se/en/education/exchange-studies/application-and-admission/	SLU's exchange studies housing website: http://www.slu.se/en/education/exchange-studies/application-and-admission/ If you decide to find your own accommodation (or if you apply too late) you can find information regarding landlords in Uppsala at http://www.slu.se/en/education/coming-to-sweden/planning-your-stay/accommodation/
Private Housing	Although it is most common for students in Sweden to live in student housing, it is an option to live in private accommodation.	It is recommended to have arranged accommodation prior to your arrival in Uppsala to avoid a costly and perhaps an uncomfortable situation, especially since it is very difficult to find an accommodation in August in Uppsala.	Check the accommodation website from SLU for these options, as well as asking your fellow EnvEuro's on the eCampus. Note: It should be taken into consideration that the SLU campus is not located in the center of Uppsala.	You will need to talk with the landowner to discuss what documents they require.	You should check the one on the eCampus with other EnvEuro's who have been living in Uppsala.	Useful list of website suggestions from SLU: http://www.slu.se/en/education/coming-to-sweden/planning-your-stay/accommodation/in-upsala/ Additional suggestions from students: http://www.blocket.se/
Procedure for Leaving SLU when it is your home university Erasmus or Nordplus	Before you transfer to your host university, The Erasmus Programme or Nordplus will provide you with a specified amount of money to help you fund your stay at your chosen host university. This money will be granted in two separate installments.	You will need to apply for Erasmus or Nordplus before February 15, 2011.	You should follow the application procedure instructions on the SLU homepage.	You will need to fill out all the required documentation for the Erasmus application. For details, check the application form requirements.	If you have questions regarding your application: Email- Karin Benmarker, Karin.Benmarker@slu.se If you have questions regarding your course choices for the learning agreement form, please E-mail Jan Lagerlöf, Jan.Lagerlof@ekol.slu.se	Application form instructions: http://sus.slu.se/studerautomlands/ NOTE: Choose "Information in English about Erasmus" on the right side of the page.
EnvEuro Social Events	Throughout the year there will be a variety of EnvEuro events to maintain the EnvEuro community at SLU. These might include, but are never limited to, weekly lunches, holidays dinners/parties, barbeques, sports events, etc... NOTE: These will generally be initiated by EnvEuro students and regular communication can be done through the eCampus Events section.					

Additional Useful Information

Access Card	Is needed to get into for example computer labs after working hours. It can also be used when printing documents from SLU's computers.	When you have been registered in (started) a course, the card will be made for you.	You can pick up the access card at "Undervisningsservice" at the main lecture building, about two weeks after registration.	Bring your ID when you pick up the card.		
Student Nations	A nation is a special concept in Uppsala. The thirteen Student Nations are clubs dating back to the 17th century. Each nation bears the name of a certain region in Sweden and historically it was a club for students from that region. A nation is a place where you can feel at home with other students. In a nation, you can work, party, make friends and just about everything else. Nations are exclusively for students. Therefore, the nations have a special/comfortable atmosphere. Also, there are always good/cheap deals on food and drinks. It is not compulsory to become a member of a nation; However, if you join one nation, you will then have access to all nations, and if you do not join, you will not be able to have access to any of the nations.	Once you arrive in Uppsala you will have an opportunity to check out the different student nations.	Each student nation has their own building in the center of Uppsala.	You must be able to show your SLU student card and ID to get in. NOTE: If you have friends coming to visit you, they will need to get a guest card (from the Uppsala University student union building) to be able to go in the student nations.	Kuratorskonventet Address: Övre Slottsgatan 7, 753 10 Uppsala For specific inquiries, see contact list at: http://www.kuratorskonventet.se/default.asp?sc=page&sid=5	Information about Student nations: http://www.kuratorskonventet.se/default.asp?sprak=en

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Useful Links						
General Information about Sweden	www.sweden.se					
Tourism in Uppsala	www.uppsalaturism.se					
General Information about Uppsala	www.uppsala.se					
Sweden's International Student Network: "SwedenInTouch is the official community for international students, scholars and professionals who are in Sweden or have been to Sweden. The aim of the community is to bring together the large group of international students and professionals and help them to stay updated and in touch with Sweden. All content is generated by the members and the official language is English."	http://www.swedenintouch.se/					
SLU's University Guide for Visiting Students	http://www2.slu.se/eng/education/undergradstud/guide.pdf					
Study in Sweden: General information for students in	http://www.studyinsweden.se/					
Online Phonebook/Directory: Online directory containing contact information for people and businesses.	www.eniro.se www.hitta.se					
Local Weather Forecasts	http://www.smhi.se/					
Information about Uppsala Campus	http://www.slu.se/en/education/student-life/campuses/about-uppsala/					

EnvEuro Contact Information

Advisory Board

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SLU	Maria Starkenberg	Maria.Starkenbergs@slu.se

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