

Welcome to

euROORGANIC

European Master in Organic Agriculture and Food Systems

Your Guide to the
Double Degree MSc Programme
Organic Agriculture and Food Systems



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1. About this Guide

This guide has been created to help you understand many aspects unique to the EUR-Organic programme. Since the EUR-Organic 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 with us. This guide will help you grasp the differences between cultures, university structures and general administrative procedures that vary across the countries and universities.

In the following section you will find important general information about the structure of the EUR-Organic programme, followed by an overview of administrative procedures at each of the partner universities. Special emphasis is given to the transfer from your **home** university, where you spend the first year of your studies, to the **host** university, where you will spend the second year of the M.Sc. programme. Some paperwork has to be done, but the programme coordinators at all partner universities strive to support you as much as possible.

Keep in mind that some things may change, and you should contact the direct source of information when it comes to specific issues, such as applications, deadlines and important requirements.

An electronic version of this guide can be downloaded at <http://www.eur-organic.eu/110981>

2. General information about EUR-Organic

The Double Degree MSc programme EUR-Organic offers a comprehensive and integrative education in all areas of organic farming, as well as the processing and commercialisation of organic food. The core of EUR-Organic is comprised of areas of specialization that enable the students to benefit from the different foci of organic agriculture teaching and research of the partner universities.

None of the partner universities alone can offer such a wide range of elective and compulsory modules on organic agriculture and food systems. Together the partners create an added value for the students in teaching and research, e.g. in the wide range of topics for the master theses. Students are challenged by different thematic approaches throughout the course of their studies: while the University of Hohenheim focuses primarily on the Food Chain, the University of Natural Resources and Life Sciences, Vienna emphasises the system approach of organic farming. At Aarhus University students can focus on either Animal Health and Welfare or Plant Nutrition and Health. Warsaw University of Life Sciences offers a specialised study profile on "Organic Food Quality and Marketing". Our new partner ISARA Lyon is offering a specialization in the field of "Agroecology"

In order to benefit from this complementary expertise and to get most of the programme it is required that students spend one year at their chosen **home** university and one year at their chosen **host** university.

EUR-Organic homepage

The EUR-Organic homepage www.eur-organic.eu is where you will find everything about how the EUR-Organic programme functions. Detailed information about the different specialisations offered by the EUR-Organic partner universities and the corresponding semester packages are available online. This information is essential for you to register for your courses at your home and host university.

The EUR-Organic homepage is updated regularly: You will find all information about current issues which are relevant for you as a student of the EUR-Organic programme on the website. For example, all news about summer course options, upcoming events, important reminders about deadlines, semester package changes as well as general information updates.

2.1 Programme structure

The full MSc study programme is made up of 120 ECTS (credits): Two Basic Semester Packages (2 x 30 ECTS), one Specialisation Semester Package (30 ECTS) and a master thesis (30 ECTS).

The programme will start with a joint start-up module that is compulsory for all students enrolled in the double degree programme.

During the MSc programme all double degree students will be studying at two different EUR-Organic partner universities. The university where the student is accepted in the **first year** of the EUR-Organic is referred to as the **home university**. The university that the student chooses as **second university** is referred to as the **host university**. As WULS-SGGW and ISARA – Lyon do not offer a full MSc programme yet, students can currently choose between BOKU, UHOH and AU as home university and between UHOH, AU, BOKU, ISARA and WULS-SGGW as host university.

The master thesis has to be assigned to the host university. The master thesis will be jointly supervised.

Overview of the EUR-Organic Programme structure

Home university	1 st Semester	Basic semester	Joint start-up module + e-learning in semester (6 ECTS at UHOH and BOKU, 5 ECTS at AU)
			Compulsory courses 24 (25) ECTS
	2 nd Semester	Basic semester	Compulsory modules and elective modules (30 ECTS)
Host university	3 rd Semester	Specialisation	Elective modules (30 ECTS) / Master thesis
	4 th Semester	Master thesis	Master thesis (30 ECTS) / Elective modules

2.2. Start-up module

A joint start-up module is organized for **all 1st** year students in the EUR-Organic programme.

The start-up module is organized by one of the partner universities. WULS-SGGW will organize the joint start-up module in September 2016.

- Soon after your admission to the EUR-Organic programme, you will receive an invitation including practical information.
- The participation in the start-up module is mandatory for double degree students. Only if a student cannot attend due to extenuating circumstances (illness, visa problems) the start-up module can be replaced by the module "Organic Food Systems and Concepts" (UHOH) or by the courses "Introduction to Animal Production" resp. "Introduction to Crop Nutrition and Health" (AU). EUR-Organic students who do not participate in the Start-up module without justification will have to follow the EUR-Organic single degree track at their home university.
- The start-up module is usually scheduled during mid/end of September each year and lasts about one week. The phase of attendance during that week is followed by e-learning activities at the individual home university. Because these e-learning activities differ between universities, students earn 6 ECTS credits at UHOH resp. 5 ECTS credits at AU.

- Travelling to and from the Start Up Location is in the responsibility of the individual student. Accommodation, food and transportation during the Start Up Module will be organized. A participation fee will be charged.
- **Please note:** The Start-Up Module 2016 will take place in Poland. Non-EU-students may have to apply for a visa for Poland additional to the visa for the country of their respective home university!

2.3. Introductory Activities

Each of the four universities invite you to a special welcome programme for all incoming international students. We highly recommend that you join!

2.3.1 Welcome events at UHOH

- During the first week before semester start several welcome events take place (see: <https://agrar.uni-hohenheim.de/beginning.html>)
- You will receive a “welcome event calendar” by e-mail before coming to Hohenheim, in order to register for the events that you are interested in.
- The welcome package contains a guide (“Welcome to Germany and Hohenheim”) and other information. It will be given to you upon your arrival.
- The Office of International Affairs offers a welcome evening for all international students.
- Coordinators will connect you to senior students in order to help you with your arrival and also provide further help in administrative issues when you are arrived and settled in.
- 2nd year students can request a senior student as a buddy to help them settle in. Please fill out the form available at <https://iso.uni-hohenheim.de/74641.html?&L=1> if you want to have a buddy for your first days in Hohenheim.
- Senior students will usually arrange a get-together with new students during the first month of classes.

2.3.2 Welcome events at AU

- In July students receive practical information about studying at AU as well as information about the introduction days at AU.
- The International Centre organises Introduction Days for all new international students before the semester starts, see Intro Days guide here <http://www.au.dk/en/exchange/aintroweek/>
- Students can visit or contact the International Team at the Faculty of Science and Technology during their stay in Aarhus for help and guidance. See also <http://studerende.au.dk/en/studies/subject-portals/studies/international-students/>
- Aarhus Student House organises a number of activities throughout the semester for international and Danish students, see <http://www.studenterhusaarhus.dk/Welcome.aspx>

2.3.3 Welcome events at BOKU

- Please check the EUR-Organic BOKU website to find all necessary information on “Plan your Studies at BOKU” (<http://www.boku.ac.at/int-in-boku-en.html>) and “Plan your Life in Vienna” (<http://www.boku.ac.at/int-in-life-en.html>)

- All EUR-Organic students are invited to the BOKU “Welcome Days for international students” at the beginning of the semester (27.09.2016 - 30.09.2016, detailed programme available at <http://www.boku.ac.at/int-int-welcome-en.html>).
- During this Welcome Days all students will receive an information package (Checklist for the Arrival, Welcome Guide, etc.)
- All EUR-Organic students are invited to the EUR-Organic Welcome Meeting on October 17, 16:15-18:15 (MENH-HS VII (MENH-03/08))
- 2nd year students can get an Austrian buddy for their first steps in Vienna. Please mark that in your Erasmus application form.
- BOKU’s “Stammtisch” for international and BOKU students (regular meeting in a pub) will take place every week (information will be sent out by e-mail).

2.3.4 Welcome events at WULS

- All students will receive the WULS-SGGW “Welcome Pack” upon arrival
- All students are invited to Orientation Day (the beginning of each semester)
- Each student can get a Polish buddy for first steps in Poland (contact sggw@esn.pl; <http://www.sggw.esn.pl>)
- Other important information will be given upon arrival

2.3.5 Welcome events at ISARA

- All students are invited to the [Integration week – French & Culture](#) (beginning of September) and then to [French courses](#) every Thursday afternoon
- ISARA-Lyon offers the possibility to book a room in a [Public Student Hall](#)
- All students can get a buddy for first steps in France and Lyon – [Club ISAR’RIVENT](#)
- A welcome lunch “Buffet des Saveurs” in order to share different specialties from all over the world
- Assistance in opening a bank account / housing allowance / housing insurance / Health Care Scheme

2.4. Course registration

When choosing courses at your home and host university, you MUST follow the specified EUR-Organic curriculum. 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 EUR-Organic students. Although many courses will not have prerequisites, it is important to check the requirements on the university homepages.

1.2.1. Course and exam registration at UHOH

- Registration for courses is only needed if course participation is limited to a certain number of participants. In order to find out, please check the module catalogue (<https://www.uni-hohenheim.de/modulkatalog>) If there is a limited number of participants, this will be stated under the “comments” (“Anmerkungen”) section of the module description. Before lectures start, please check whether the modules you have chosen have a limited number of participants or not.
- If registration is requested please register in the e-learning platform ILIAS (<https://ilias.uni-hohenheim.de/>) before lectures start. For all modules with a limited number of participants, the

registration period starts at least one week before the start of the lecture period and ends the first week after the start of the lecture period. This also applies to modules that take place during the lecture-free period but not for modules in the blocked period. For unblocked modules, you must register at the latest at the end of the first lecture week!

- Additionally, students have to register for each individual exam taking place in every module. The registration have to be done online on “Studium online” - the university portal for students (<https://www.uni-hohenheim.de/studium-online>).
- The registration for exams takes place during a fixed registration period. The registration period is announced for every semester on the website of the examinations office (<https://www.uni-hohenheim.de/euroganic-msc-eo>). Please note that there are special registration deadlines for blocked modules in the summer semester.

2.4.2 Course and exam registration at AU

- Students will be signed up automatically for mandatory courses.
- To sign up for elective courses students use a self-service system (<https://mit.au.dk/index.cfm?sp=en>).
- Those students taking elective courses from the 1st semester will be contacted prior to arrival by the programme coordinator who will guide them in selecting relevant courses.
- Please note that a course registration is automatically a registration for examination.

2.4.3 Course registration at BOKU

- You can register for courses after having activated your BOKUonline account. You will receive the login information when you register in person at our Registration Office (“Studienservices”) upon arrival (see 2.7.3.)
- Register for all courses in BOKUonline (<http://www.boku.ac.at/en/zid/themen/teach-learn/bokuonline-erste-schritte-fuer-studierende/>). Please note that you must strictly follow the EUR-Organic curriculum (for courses see <http://www.boku.ac.at/int-master-ells-eo-curriculum.html>). You have to make an Individual Course Plan during your first year of studies (information will be sent out by e-mail). 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.
- Please note that the course registration is **not** automatically a registration for the examination. Please check in BOKUonline.

1.2.2. Course registration at WULS-SGGW

- There is no separate registration for the courses indicated at <http://www.eur-organic.eu/80391.html>
- Candidates have to be registered as WULS-SGGW students by the procedure indicated in chapter 2.7 “Transfer from home to host university – incoming students”

1.2.3. Course and exam registration at ISARA

- All students must fill in the [application form](#) and send it back with the additional documents required to student@isara.fr
- All students are automatically registered for exams

2.5. Choosing Host University and Specialisation

- You must submit the EUR-Organic Specialisation Form **by December 15th of your 1st year**, indicating your choice of host university as well as your choice of specialisation. The form for selection of host university and specialisation can be found at <http://www.eur-organic.eu/79312.html> but will also be sent to the enrolled students a month before the deadline.
- The completed form must be signed and sent as a scanned version to the coordinator of your home university. After the deadline, no possibility to change specialisation exists.
- Each EUR-Organic coordinator then creates an overview and sends this to all partner institutions in order for them to know whom to enrol as 2nd year students.

2.6. Transfer from Home to Host University – Outgoing Students

1.2.4. Admission at Host University

- The coordinator of your home university sends
 - scanned copies of your application documents and
 - your filled specialization formto the coordinator of your **host** university.
- Your host university will contact you to inform you whether additional documents are needed.

Additional documents for BOKU

- Students choosing BOKU as host university have to be enrolled as full degree students at BOKU. If required, additional documents have to be sent to the administrative programme coordinator by May 30. Please check <http://www.boku.ac.at/int-master-ells-eo-partneruni.html>

Additional documents for WULS-SGGW

- By **30 June** the following documents should be sent by post or submitted by you to the EUR-Organic administrative coordinator at WULS-SGGW
 - Signed application form with a photograph attached;
 - A photocopy of valid passport or other document confirming the identity of the candidate (the original document is to be presented upon arrival);
 - A certificate from the consulate confirming Polish descent or Polish Charter, if the candidate holds one;
 - A copy of the high school leaving certificate – a document entitling to undertake studies in the country of its issue. On request the applicant is obliged to provide apostille.
- The „Letter of admission” will be sent to you including necessary information on the procedure.

1.2.5. Erasmus application

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 funding which will help to finance your stay in your host country. 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 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.

Erasmus application at UHOH

- By the end of January/beginning of February you will be contacted by Dr. Gabriele Klumpp, ERASMUS coordinator at the University of Hohenheim (gabriele.klumpp@uni-hohenheim.de) who will provide you with the information on how to apply for Erasmus exchange semesters at your host university and inform you on how to apply for the Erasmus mobility grant.
- The Guide for Outgoings - Erasmus+ (<https://www.uni-hohenheim.de/103153?&L=1>) offers detailed information on the application form and the payment of the mobility grant, the Learning Agreement, a leave of absence, health insurance, etc.
- Your Erasmus grant will be paid in two instalments per semester. The first instalment (80% of the total allowance) is paid in the beginning of the winter semester, the second at the end of the winter semester. The same applies for the following summer semester.

Erasmus application at AU

- Application deadline for an Erasmus exchange semester is December 1st. Thus students need to prepare their application during the first quarter of the programme.
- Students apply via an online application system, and the international team at Science and Technology handles all applications.
- Applications must include: Application form, letter of confirmation from the administrative EUR-Organic coordinator certifying that the study abroad is part of the EUR-Organic programme, transcript of records, and a study plan for the host university.
- Information for outgoing students is available at:
<http://studerende.au.dk/en/travel-abroad/studies/europe/erasmus/>

Erasmus application at BOKU

- Students have to apply online in January (for the next study year):
<http://www.boku.ac.at/int-out-e-howtoapply-en.html>
The exact deadline will be announced in November at the latest.
- Documents needed for application: Transcript of Records, letter of motivation, language proof
- Please find further information on the ERASMUS application at BOKU: <http://www.boku.ac.at/int-out-e-en.html>
- During the summer semester of the first year, students must apply for a preliminary approval of their individual course plan.

2.7. Transfer from Home to Host University – Incoming Students

- If you are a national of an EU/EEA country or Switzerland, you need no visa for your host country. However, since you will be in your host country for more than three months, you will have to register with the municipal or state authority.
- Citizens of almost all other countries have to apply for a **visa** or **residence permit**. For exceptions, please check the websites given for the individual countries. Detailed information about the procedures is available at the websites listed in the following sections.

- **Important:** Non-EU/EEA students have to apply for a visa/residence permit for two countries, the country of their home as well as of their host university. This means that you will need proof of sufficient funds to finance your stay **in both countries**.

1.2.6. Procedures at UHOH

Visa application and residence registration

<https://www.uni-hohenheim.de/81945?&L=1>

Housing

- If you want to apply for a room in the student residences, please complete the respective form at <https://www.uni-hohenheim.de/housing-int-students?&L=1>
- In addition to the application form, a copy of the admission letter from your home university is also required
- The allocation of rooms will be completed by about mid-August.

Registration at the university

- At UHOH you will be registered as a degree student. However, as you do not have to undergo a new admission procedure, you do not have to follow the steps for regular international applicants. As we need your data, you should only complete the Erasmus application form (see <https://www.uni-hohenheim.de/103153>). Because you were admitted for the complete Master programme, Hohenheim will not issue a new admission letter.
- Your registration will be done personally after your arrival. You will need: Your passport or identity card, a passport photo, proof of your health insurance and an up-to-date Transcript of Records from your home university.

Language course

- Our Language Centre offers two intensive German courses in August and September. Information on the courses and the registration procedure is available at https://spraz.uni-hohenheim.de/german_summer
- German and other language courses at different level will also run during the semester. Online registration is usually possible during the second and third week of October: <https://spraz.uni-hohenheim.de/de-registration>

1.2.7. Procedures at AU

Visa application and residence registration

- How to apply for a visa and residence permit:
<http://studerende.au.dk/en/internationalstudents/arriving-in-denmark/visas-and-residence-documents/>
- How to apply for a residence certificate:
<http://studerende.au.dk/en/internationalstudents/arriving-in-denmark/visas-and-residence-documents/>

Registration at the university

- At AU you will be registered as a full degree student. Since you have already been accepted for the full EUR-Organic programme, you do not have to go through a new admission procedure for

full degree students. However, in order for you to benefit from the full welcome package at AU, you need apply as an exchange student via the online application system.

- Application deadline is **May 1st**
- Please find more information about how to apply at:
<http://www.au.dk/en/exchange/admissiontoau/>

Housing

You can apply for housing through AU housing service.

You will find information about the AU housing service, the application process, and the different types of accommodation offered in Aarhus here:

<http://www.au.dk/en/internationalcentre/international-housing-office/exchange/aarhus/housing-for-exchange-and-mundus-students/>

Please find information about practical and academic matters related to studying at AU here:

<http://studerende.au.dk/studier/fagportaler/science-and-technology-paa-studerende.au.dk/international-students/>

1.2.8. Procedures at BOKU

Residences permit / visa application

Citizens from countries requiring a visa must apply for a residence permit for studying in Austria. Students who are not permitted to enter Austria without a visa have to submit their application for a residence permit for a “Student” in person at the responsible Austrian representative authority in their country before travelling to Austria. **The residence permit should be applied for 6 months before the intended trip to Austria.** However, nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entering Austria.

Further Information:

https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/EN/

Generally, the residence permit is issued for 12 months.

Registration at the university

- At BOKU you will be registered as full degree student (see 2.6.1.). However, if you get an Erasmus scholarship from your home university, we ask that you also complete the online ERASMUS application (deadline: June 30)
- Once you have arrived, please go to the Registration Office (“Studienservices”). Bring your valid passport/ID, your letter of admission and your preregistration number. There you will get your BOKUcard (student ID) and information about your BOKUonline account. You will have to pay the student union fee (currently €19,20) and tuition fee (only first year Non-EU/EEA citizens). Attention: **To pay the student union fee you need a bank card.** If you do not have a bank card, please ask your buddy to accompany you and use his/her card. (It is also possible to get a payment form and pay online at a bank, but then you can only activate your BOKUonline account and register for courses after approx. 5 working days! Some courses fill up quickly, so please try to pay directly at the Registration Office.)
- Activate your BOKUcard (at the green terminal next to the Registration Office) and activate your BOKUonline account with the pin that you have received at the Registration Office:

<http://online.boku.ac.at> (Further Information see: <http://www.boku.ac.at/en/zid/themen/get-connected/account-passwort/bokucard-fuer-studierende/>)

Housing

We recommend that you apply with the Austrian Exchange Service (OEAD) for a place in a student residence. The terms and conditions are available online <http://www.housing.oead.at>.

Please read them carefully and inform yourself about the registration procedure and about the conditions for termination of the contract. **The deadline for the winter semester is August 15th (but we recommend applying in March/April as some dormitories are booked out soon)**. Please be aware that BOKU cannot help you find an accommodation – the OEAD handles this for us.

Student Residences popular with BOKU students:

- base19
Gymnasiumstraße 85 | 1190 Wien
base19.at/en
- STUWO
Kenyongasse 23-25 | 1070 Wien
Strozzigasse 6-8 | 1080 Wien
Strudlhofgasse 5 | 1090 Wien
stuwo.at/en
- Akademikerhilfe
Michaelerstr. 11 | 1180 Wien (female only)
Starkfriedgasse 15 | 1180 Wien
Pfeilgasse 1a/3a/4-6 | 1080 Wien
akademikerhilfe.at/en/heime/wien
- home4students
Döblinger Hauptstr. 55 | 1190 Wien
Neudeggasse 21 | 1080 Wien
home4students.at/en
- OeAD
Sechshauser Straße 31 | 1150 Wien
housing.oead.at/en/accommodation/wien-en
- Wihast
Brigittenauer Lände 224 | 1200 Wien
Tendlergasse 12 | 1090 Wien
Hirschengasse 23 | 1060 Wien
wihast.at/en

Flat share – useful links:

<http://www.boku.ac.at/int-in-life-accommodation-flat-en.html>

1.2.9. Procedures at WULS-SGGW

Visa application and residence registration

All citizens of non-EU/EEA member countries who wish to study in Poland are required to obtain a Polish visa prior to their arrival. You should contact the Polish consulate or embassy in your country of residence. Visa requirements and application forms as well as the complete list of Polish diplomatic missions abroad are available at <http://www.msz.gov.pl/en/>. All visa applications must be submitted in person **2-3 months prior** to the planned journey. If you have a German residence permit you are allowed to enter and reside in Poland for 3 months. It is therefore also possible to

apply for a Polish residence permit after arrival. Each document must be submitted in original and one copy. Each visa application, both Schengen and national, must be registered in advance in electronic system. At the website <https://secure.e-konsulat.gov.pl/> you may find Schengen visa and national visa application forms and helpful information on how to fill out the visa application form and the visa procedure information.

For applying, you will have to present the following documents:

- Your passport (not a copy)
- One visa application form
- Evidence of legal permit in Germany, (e.g. valid visa or a residence card);
- Confirmation letter from a health insurance company stating coverage for a minimum of EUR 30.000,-.
- Proof of sufficient funds to cover the costs of the stay in the Republic of Poland - e.g. bank statement covering last 3 months (at least 100 zł per day required);
- One passport-size photograph. The photo needs to display a full frontal view of face without smiling, has to be taken within the period of the last 6 months, against a light, neutral background.
- Letter of acceptance from a Polish university/language school/college, confirmation of tuition payment;
- Visa fee in the specified amount: EUR 60,-.

More information can be found on:

<http://www.polandembassy.org/>

http://berlin.msz.gov.pl/de/konsularinformationen_84/visainformationen_137/transit

Residence Registration

Upon arrival in Warsaw you have to register yourself at the local administration of a commune council at this address:

Urząd Dzielnicy Warszawa Ursynów
Dział Ewidencji Ludności i Dowodów Osobistych
Ul. Komisji Edukacji Narodowej 61

Required documents:

- Proof of registration in the students residence
- Passport with a stamp of the customs service from the Polish border. If this is not available, you can write a statement (in Polish) confirming the date when you crossed the Polish border.

Registration at the university

Upon arrival the following documents need to be provided:

- A copy of a valid visa or permanent residence card, if the candidate is required to have it (the original should be presented);
- 2 up-to-date photographs in accordance with requirements for the Polish ID and the same photograph attached to the application in electronic version;
- Medical statement translated into Polish, certifying that there are no counter indications to undertaking the studies at the chosen faculty.
- Evidence of insurance:
Foreigners from the UE member states or EFTA member states are obliged to present The European Health Insurance Card, issued in the country of origin.
Foreigners from countries other than EU member states or EFTA member states are obliged to have an insurance policy against sickness and accidents or sign an agreement on voluntary health

insurance in Narodowy Fundusz Zdrowia (the Polish National Health Fund) immediately after starting the studies. If you are considered to be of Polish descent according to regulations on repatriation, the fees are paid by the university or the organisation unit conducting the doctoral studies.

Housing

- The housing application form is available at <http://www.iro.sggw.pl/category/incoming-students/erasmus/?lang=en#documents>. You have to submit the completed form together with your ERASMUS application.
- Further information for incoming students is available at <http://www.iro.sggw.pl/category/incoming-students/erasmus/?lang=en>

1.2.10. Procedures at ISARA

Visa application

If you are planning to pursue an academic project at ISARA-Lyon for a period longer than 3 months, you **MUST** apply for a student visa. The student visa is **MANDATORY for non-European students** who come to study in France. You **WILL NOT** be able to ask for your visa once in France.

⚠ Depending on the country you live in, you may need to complete the **Campus France online application process** BEFORE you start your visa application. For more information on the relevant countries, please check the list below.

You must schedule an in-person appointment at the closest French consulate via its official website. We encourage you to **book your appointment at least 6 to 8 weeks prior to departure**. Your visa appointment at a French consulate must take place no more than 90 days before, and at least 2 weeks prior, your departure to France.

Go to the consulate for a visa interview. You are required to attend in person. The main documents to supply are:

- Your passport (the validity of the passport must correspond to the duration of the visa requested).
- ISARA proof of enrolment.
- Proof of income.

Depending on the country, other documents can be required.

Once you are in France you may need to register with the local immigration office (Office Français de l'Immigration et de l'Intégration - OFII). Please check your local consulate's website to see if you must do so. If so, make sure you validate your student visa at the local immigration office within a few weeks after your arrival.

For more information please see the [ISARA-Lyon website](#).

Registration at the university

Please check paragraph **2.4.5. Course and exam registration at ISARA**

Housing

Please check our International Student Guide part C and the [ISARA-Lyon website](#). We will post the latest updates directly on this website.

2.8. How to write your thesis

In the EUR-Organic programme, your thesis will be worth 30 ECTS. The master thesis work has to be assigned to the host university. However, as the programme spans across 4 different universities, each of which has their own regulations for how a master's thesis should be done, there are a number of 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. This chapter provides you with an overview, please refer to the EUR-Organic Master Thesis Guide (Download: <http://www.eur-organic.eu/110981>) for specific information

The master thesis has to be jointly supervised by a supervisor from your host university and a co-supervisor from your home university.

1.2.11. Master Thesis at UHOH

- The master's thesis is usually written during the fourth semester. There might be cases, depending on the chosen modules, for which the third semester is more appropriate.
- Students have to register for the master thesis:
 - three month after the announcement of the grade of the last taken exam (compulsory or elective module) **OR**
 - at the beginning of the seventh semester (within the first month of the semester)
- If you do not register within these timeframes, your master thesis will be graded "fail" (F; 5,0) unless the you cannot be held responsible for the failure to comply with the deadline.
- The written part of the master thesis has to be completed within a period of six months.
- The master thesis must be written in English or German.
- The topic of the master's thesis has to be chosen from the subjects covered in one of the taken modules.
- Forms for registration are available in the study information centre (SIZ) or online via the Examination Office: <https://www.uni-hohenheim.de/euroganic-msc-eo>
- The exam consists of a written (thesis) and an oral (defence) part. The candidate has to defend the essential arguments, results and methods of the thesis in a colloquium of 30-45 minutes.
- More details are available at https://www.uni-hohenheim.de/euroganic-msc-eo#jfmulticontent_c181159-7

1.2.12. Master Thesis at Au

- When writing a thesis at AU, students normally have one main supervisor and one co-supervisor. The supervisors approve a thesis statement, and they contribute with professional and methodical supervision throughout the process.
- Students must draw up a thesis contract in co-operation with the supervisors. The thesis contract must be approved by the Study Board before commencement of the thesis.
- More information about master thesis requirements is provided online: <http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/>

1.2.13. Master Thesis and graduation at BOKU

- For graduation from BOKU it matters whether the master thesis is written and defended at BOKU (main supervisor) or not. EUR-Organic students who start their studies at BOKU (BOKU is their

home university) have to write and defend the thesis at their host university. EUR-Organic students who spend their 2nd year at BOKU (BOKU is their host university) have to write and defend their thesis at BOKU.

- Students who write their master thesis at BOKU, have to register their master thesis as soon as their topic and their supervisors (main supervisor and co-supervisor) have been fixed. There are no specific deadlines for the enrolment of the master thesis and for submitting the master thesis at BOKU.
- Please find all important information at: <http://www.boku.ac.at/int-master-ells-eo-thesis-en.html> and <http://www.boku.ac.at/int-master-ells-eo-graduation-en.html>

1.2.14. Master Thesis at WULS-SGGW

- The regulations for writing the master thesis, as well as the formatting required for the thesis (an example for the first 7 pages and the last page is provided), can be downloaded at <http://www.eur-organic.eu/80197.html>.

1.2.15. Master Thesis at ISARA

- For the master thesis at ISARA, students have one main supervisor (in most cases from ISARA), one co-supervisor (in most cases from their home university), and an external tutor from the organisation/institution where the master thesis is carried out. The MSc coordinator at ISARA approves a first thesis proposal for validation of the thesis topic. In a second step a full thesis proposal has to be written and approved by the supervisors.
- The supervisors will provide professional and methodical supervision throughout the master thesis work.
- The thesis work has to be completed within a period of six months.
- At the end, the thesis will be defended using a video-conference system to connect the supervisors at their various locations.

3. Structure of the Academic Year

1.1. Academic Calendar at UHOH

Dates for winter semester 2016/17

Beginning of semester	October 1, 2016
Beginning of lectures	October 17, 2016
Lecture-free days	December 23, 2016 – January 7, 2017 Christmas vacation
End of lectures for the faculties of Natural Sciences, Agricultural Sciences	February 4, 2017 (unblocked lectures) February 24 th , 2017 (blocked lectures)
End of semester	31 March, 2017

Dates for summer semester 2017

Beginning of semester	April 1, 2017
Beginning of lectures	April 3, 2017

Lecture-free days	April 14 th -17 th Easter, May 1, 2017 Labor Day (Tag der Arbeit) May 25, 2017 Ascension (Christi Himmelfahrt) June 6 th , 2017 – June 10 th , 2017 Whitsun holiday (Pfingstferien) June 15 th , 2017 Corpus Christi (Fronleichnam)
End of lectures	July 15, 2017 (unblocked I) July 29 th , 2017 (blocked lectures)
End of semester	September 30, 2017

Blocked modules SS 2017

Block 1	Block 2	Block 3	Block 4
3.04. - 3.05.2017	4.05. - 2.06.2017	12.06.-7.07.2017	10.07.-4.08.2017

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

1.2. Academic Calendar at AU

The academic year is divided into two semesters and each semester is divided into two quarters:

Dates for autumn 2014/15: Late August/Late January

Introduction for new students:	20 August - 22 August
1st Quarter:	25 August - 10 October
Examination period:	15 October - 29 October
2nd Quarter:	30 October- 17 December
Examination period:	29 December - 24 January

Dates for spring 2015: Late January/July

3rd Quarter:	26 January - Friday 13
Examination period:	18 March - 8 April
4th Quarter:	9 April – 1 June
Examination period:	5 June - 3 July
Re-examination period:	Friday 1 August - Saturday 22 August

Teaching can take place outside the periods mentioned, e.g. field courses and courses planned as intensive programmes.

Public Holidays in Denmark

Christmas Eve:	December 24
Christmas Day:	December 25
Boxing Day:	December 26
New year's Day:	January 1
Maundy Thursday:	April 2
Good Friday:	April 3
Easter Sunday:	April 5
Easter Monday:	April 6
General Prayer Day:	May 1
Ascension Day:	May 14
Whit Sunday & Monday:	June 24-25
Constitution Day:	June 5

In addition to the usual public holidays, there is no teaching on the Wednesday before and the Tuesday after Easter.

3.3.1 Academic Calendar at BOKU

The academic year is divided into two semesters:

Winter Semester (WS)	October 1, 2016 –February 3, 2017
German Intensive Language Course	September 2016
Registration at the Registration Office	June 22 to September 5
Classes begin	Mostly in the 1st week of October (some exceptions)

Summer Semester (SS)	February 27, 2017 – June 30, 2017
German Intensive Language Course	February 2017
Registration at the Dean’s Office	January 9 to February 5
Classes begin	Mostly in the last week of February (some exceptions)

Course Guide

A description of all courses is available online at <http://online.boku.ac.at> (brief information see: <http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>)

Examination Period

There are no set examination periods. As a general rule, however, the examinations of semester courses are held at the end and beginning of the semester. There are exam-free periods during the holidays: from December 21, 2016 to January 2, 2017, from April 12, 2017 to April 21, 2017 and from July 10, 2015 to August 27, 2015.

Course Certificates

For each passed exam you receive a course certificate (Zeugnis). The certificates and a transcript of records (list of all passed exams) can be picked up personally at the Registration Office. They are available in German as well as in English. You can also print a legally valid copy with an electronic signature using BOKUonline.

Holidays

Christmas Break: December 21, 2016 – January 6, 2017
 Semester Break: February 6, 2017 – February 24, 2017
 Easter Break: April 10, 2017– April 28, 2017
 Summer Break: July 1, 2017 – September 30, 2017

Official Holidays 2014/15

October 26:	National Holiday	April 14:	Easter Monday
November 1:	All Saints’ Day	May 1:	National Holiday
December 8:	Saint Mary’s Holiday	May 25:	Ascension Day
December 25:	Christmas Day	June 5:	Whitsun
December 26:	Saint Stephens Holiday	June 15:	Corpus Christi
January 1:	New Year’s Day	August 15:	Assumption
January 6:	Epiphany		

Other University Holidays

November 2: All Soul's Day

May 26: Rector's Day

3.4 Academic Calendar at WULS-SGGW

Winter semester:	01.10.2014-30.01.2015
Exams:	02.02.2015-13.02.2015
Summer semester:	02.03.2015-19.06.2015
Exams:	22.06.2015-03.07.2015
Christmas break:	22.12.2014-02.01.2015
Winter break:	16.02.2015-27.02.2015
Easter break:	3.04.2015-7.04.2015
Free days:	31.10.2014

<http://www.iro.sggw.pl/category/incoming-students/erasmus/?lang=en>

Academic Calendar at ISARA

Beginning of the course: September 8th 2016

End of the course: December 16th 2016

Deadline to send your application form: between April 15th and June 1st

Holidays and days off for 2016-17

Holidays:

Christmas Break	Two weeks (Dec 16th end of the day – Jan 2nd morning)
Winter Break	One week (Feb 17th end of the day – Feb 27th morning)
Easter Break	Two weeks (Apr 14th end of the day – May 2nd morning)

Days off:

- 1st November (All Saints Day)
- 11th November (Armistice World War I)
- 1st May (Labour Day)
- 8th May (Armistice World War II)
- Easter Monday (Monday 17th April)
- Ascension Day (May 25th end of the day– May 29th morning)

4. Grading Systems

1.1. Grading System at UHOH

Meaning	Grade points and grades		
	Grades		Grade-points
Excellent performance	Very good	A	1,0
		A-	1,3
Performance considerably exceeding the above average standard	Good	B+	1,7
		B	2,0
		B-	2,3
Performance meeting the average standard	Medium	C+	2,7
		C	3,0
		C-	3,3
Performance meeting minimum standard	Pass	D+	3,7
		D	4,0
Performance not meeting minimum criteria	Fail	F	5,0

Depending on the work load associated with each individual module, students earn minimum 6 to maximum 12 credits (blocked modules are usually worth 7,5 credits) for each completed module. The examination result is expressed in grade points. The highest score is 1.0. A score of 4.0 is required for passing. Credits are multiplied with the grade points achieved to derive the number of credit points obtained. In order to calculate the grade point average, the total number of credits collected divides the total number of credit points obtained in all modules.

4.2. Grading System at AU

Meaning	Danish Grade	ECTS Grade
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.	12	A
For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	10	B
For a good performance displaying good command of the relevant material but also some weaknesses.	7	C
For a fair performance displaying some command of the relevant material but also some major weaknesses.	4	D
For a performance meeting only the minimum requirements for acceptance.	02	E
For a performance which does not meet the minimum requirements for acceptance.	00	Fx
For a performance which is unacceptable in all respects.	-3	F

4.3. Grading system at BOKU

Meaning	Austrian grade	ECTS grade
"Sehr gut" -Excellent: Outstanding performance with only minor errors	1	A
"Gut" -Good: Generally good work with a number of notable errors	2	B
"Befriedigend" - Satisfactory: Fair but with significant errors	3	C
"Genügend" - Sufficient: Performance meets the minimum criteria	4	D/E
"Nicht genügend" Fail: Some more work required before the credit can be awarded <i>or</i> considerable further work is required.	5	F/FX

4.4. Grading system at WULS-SGGW

Grade Meaning	Local grade	Local grade in %	ECTS grade
EXCELLENT - outstanding performance with only minor errors	5	91-100%	A
GOOD – above the average standards but with some errors	4,5	81-90%	B
GOOD – generally sound work with a number of notable errors	4	71-80%	C
SATISFACTORY – fair but with significant shortcomings	3,5	61-70%	D
SUFFICIENT– performance meets the minimum criteria, 3 being the passing mark	3	51-60%	E
FAIL –work required before the credit can be awarded	2	0-50 %	F
FAIL – resignation	2	0%	FX

4.5. Grading system at ISARA

Grading system*	ECTS Grade	Mark (points)
EXCELLENT - outstanding performance with only minor errors	A	16 to 20
VERY GOOD - above the average standard but with some errors	B	14 to 15,9
GOOD - generally sound work with a number of notable errors	C	12 to 13,9
SATISFACTORY - fair but with significant shortcomings	D	11 to 11,9
SUFFICIENT -performance meets the minimum criteria	E	10 to 10,9
FAIL - some more work required before the credit can be awarded	FX	8 to 9,9
FAIL - considerable further work is required	F	<8

* According to the French Commission of Engineering Titles recommendations (CTI)

5. EUR-Organic Contact Information

Listed below, you will find all the members of the EUR-Organic Advisory Board as well as all EUR-organic administrative coordinators from all partner universities within the EUR-Organic program.

1.1. EUR-Organic Advisory Board

Contact the members of the EUR-Organic Advisory Board for all questions related to admission, programme development, partner universities, programme evaluation, etc.

UHOH	Dr. Sabine Zikeli Co-ordination for Organic Farming and Consumer Protection (340d)	Phone.: +49 711 459 23248 Fax: +49 711 459 23869 E-mail: sabine.zikeli@uni-hohenheim.de
AU	Prof. Jakob Sehested Department of Animal Science - Animal nutrition and environmental impact	Phone: +45 8715 7893 Mobile: +45 25159050 E-mail: jakob.sehested@agrsci.dk
WULS-SGGW	Prof. Ewa Rembalkowska Head of Department of Functional and Organic Food and Commodities Faculty of Human Nutrition and Consumer Sciences	Phone: +48 22 59 37 0 38 Fax: +48 22 59 37 0 36 E-mail: ewa_rembalkowska@sggw.pl
BOKU	Univ. Prof. Dr. agr. biol. Bernhard Freyer Department of Sustainable Agricultural Systems Division of Organic Farming Ao.Univ.Prof. Dipl.-Ing. Dr. Jürgen Friedel EUR-Organic Program Coordinator at BOKU	Phone +43 1 47654 3751 Fax: +43 1 47654 3792 E-Mail: bernhard.freyer@boku.ac.at Phone +43 1 47654 3748; 3757 Fax: +43 1 47654 3792 E-Mail: juergen.friedel@boku.ac.at
ISARA	Prof. Alexander Wezel Director of the Department Agroecology and Environment	Phone: 0033 4 27 85 85 84 E-Mail: awezel@isara.fr

5.2. EUR-Organic Administrative Coordinators

Contact the EUR-Organic administrative coordinators for all questions related to application procedures, study contents, and programme management.

UHOH	Kerstin Hoffbauer Programme coordinator	Phone +49 711 459 23328 E-mail: khoffbau@uni-hohenheim.de
AU	Mette Glerup Thomsen Team Coordinator	Phone: +45 87151197 E-mail: mgt@au.dk
WULS- SGGW	Dominika Srednicka-Tober	Phone: +48-2259 370 35 E-mail: Dominika Srednicka-Tober dominika_srednicka_tober@sggw.pl
BOKU	Ulrike Piringer Zentrum für Internationale Beziehungen Phillipp Dietrich EUR-Organic Coordination Office	Phone +43 1 47654 32021 Fax +43 1 47654 32009 E-mail: ulrike.piringer@boku.ac.at Phone +43 1 47654 93318 Fax: +43 1 47654 93309 e-Mail: eur-organic@boku.ac.at
ISARA	Sigolène Verneret	Phone: + 33 4 27 85 85 10 E-Mail: sverneret@isara.fr

6. Overview of most important deadlines – What to do when

This table gives you an overview of the most important procedures and deadlines related to the double degree programme, including the change from home to host university. Please be aware that the deadlines for course registration, registration for examination, etc. at the individual partner universities are **not** included in this list.

When	What	For details see chapter
Week 38/39	Start-up module	2.2
15 December	Select host university and specialisation	2.5
End of December	EUR-Organic coordinators of UHOH, BOKU and AU sends overview of selected host universities to the partner institutions	2.5
Beginning of January	Coordinator of home university sends copies of application documents submitted for admission to host university	2.6.1
January/February	Erasmus application for host university	2.6
	Check whether you need to fill in additional documents for admission at host university	2.6
	Check deadlines for submission of additional documents	2.6
	For non-EU students: Check details for visa application	
End of 2 nd semester	Send updated transcript of records to host university	