

The NARMEE Student's Guide for an exchange to New Zealand

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This guide was compiled by NARMEE Tutor Nicola Wegmayr and expanded by colleagues at BOKU International Relations. Big thanks to Nicola, for her effort and initiative.

1. Starting thoughts

You've started your NARMEE studies and have decided you'll give the exchange to Lincoln University (LU) a try? Then this is the right booklet for you.

Off the bat, know that going to New Zealand will probably be a bit more complicated, costly (and stressful) than going to Czechia. The number of students that can go (for free) is limited, and there's a number of requirements you need to fulfil. But don't worry, you've got this.

2. Why Lincoln University?

Specialisation

So, if you want to go to LU, it is recommended that you choose for your specialisation either

- Ecological engineering risk management
- Nature conservation and biodiversity management
- Human dimension and socio-economic aspects of sustainable development

The other specialisations can be accepted too, but are not recommended, as the Czech Life Science University (CZU) in Prague is better equipped for those.

3. Requirements for studying at LU

General Requirements

As a minimum requirement for the exchange with LU, students have to have done 20 ECTS of NARMEE courses at BOKU. The grade point average has to be below 2,3 (not only for scholarship and free study place but to be nominated by BOKU in general).

4. Master thesis topic and supervisor + Individual Course Plan

You need to specify your courses and the topic and supervisor of your thesis about 6-8 weeks before the application deadline – see

- Information on the thesis: <https://short.boku.ac.at/int-master-narmee-thesis-en.html>
- Information on the Individual Course Plan: <https://short.boku.ac.at/int-master-narmee-icp-en.html> (download and instructions).

5. Application for Joint Study/NARMEE stipend and exchange

On NARMEE BOKU website you find all relevant information on the application procedure and the NARMEE stipend: <https://short.boku.ac.at/int-master-narmee-tolu-apply>

General Application Deadlines:

- March for Semester 2 (Jul -Oct)
- October for Semester 1 (Feb-Jun)

Applications via the Online application system (Mobility Online) are usually open 4-6 weeks before the deadline.

6. Mobility Online

Parallel to, or after you have completed the steps (thesis topic and ICP) mentioned before, you will need to upload documents to Mobility Online. This section will focus on the How_To's of the BOKU application procedure using the Mobility Online platform.

Access: <https://short.boku.ac.at/int-master-narmee-tolu-apply>

Scroll down to "Application Documents".

Now, follow the instructions provided on the website, and this step by step guide.

Online application form

Click on the provided link and fill out the application form. You will then get an email with your personal access to Mobility Online. (Mobility Online is the same platform BOKU Erasmus-Outgoings use, here, all the required documents must be uploaded).

When you get the email, click on the provided link and log into Mobility online by following the instructions provided. After the first few login steps, you can pick the application you want to work on and click on "Bewerbung auswählen", then click "zurück zur Gesamtansicht" to land on the main page where you now can start uploading the documents in the specified (green check indicates a step completed).

Finanzierungsplan

Not as complicated as it sounds.

Could look something like this:



Voraussetzliche Kosten	
Studiengebühren	502,00
Lebenshaltungskosten	1.500,00
Unterkunft	2.750,00
Reisekosten vom Reisekostenvoranschlag	2.107,00
Visum	185,00
Impfungen	0,00

The currency used in MobilityOnline is €! Double check if you have translated all the numbers that were NZ\$ correctly!

- Studiengebühren: At this point, you don't know if you are getting the scholarship, but put in the numbers assuming you will get it. Therefore, only put in the current Student Service Fees listed on the website (and translate it into €!).
- Lebenshaltungskosten/ Unterkunft: You need to calculate the sum of how much the individual aspect will approximately cost you **for the whole time period** you will be abroad (for example: put in the total overall "Erhaltungskosten" you will have for the multiple months you will be living in New Zealand).



For a reference, you can compare how much your colleagues from previous years spent on average (look at the *Erfahrungsberichte/ Final Reports*: <https://boku.ac.at/international/themen/boku-students-going-international/englische-internationale-masterprogramme/euroleague-for-life-sciences-ells/narmee-natural-resources-management-and-ecological-engineering/study-start-at-boku/exchange-to-lu/erfahrungsberichte-final-reports>)

- Reisekostenvoranschlag: This is also a document you will need to upload later down the line (see Reisekostenvoranschlag). Write in the sum you also have there. (if you haven't yet made your Reisenkostenanschlag, you can put any amount into the Finance Plan for now and come back later to change it).
- Visa: go to <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/exchange-student-visa> and check the current cost. (You will find it by filling in a few details of you travel plans and nationality, under check criteria" and "view", then "check process and fees").
- Impfungen(Vaccinations): for past NARMEE applications, this sum was 0€, but check current regulations or ask the program supervisor.

There is an option to "print the plan" (or **save it**), which isn't necessary to continue uploading, but very recommended, as you won't be able to see you finance plan on the website after you have finished the application. This usually takes a bit to process. If it is box on your overview is not immediately checked, don't worry – it is optional after all.

Please note that the your financial plan does not impact the height of your stipend. If you don't know exact costs (e.g. flight) give an estimate.

Motivations schreiben

This needs to **address BOKU!** You are applying for the exchange stay nomination by BOKU's study abroad advisory board, as well as the extra Joint Study scholarship (both in 1 motivation letter).

The application to the Lincoln university itself comes later.

For a reference, you can look at the example motivation letter provided. For lack of being original, we advise not to copy it.

The letter of motivation is one the most essential documents for each candidate's review. A best practice is to highlight the academic benefit studying at LU will provide for your personal academic development rather than focusing on personal reasons for the exchange such "NZ is good for surfing" or "I always wanted to travel to New Zealand".

CV

Should highlight your academic history and any aspects that make you a good candidate for the scholarship grant. A regular CV will be fine, just keep in mind it should be in ENGLISH as well.

Passfoto

Maybe slightly confusing, but here you need an actual photo of YOU (one that could be used to put into a passport), NOT a picture of a passport (that will be needed later). Check the requirements for passport fotos here: <https://www.oesterreich.gv.at/lexicon/P/Seite.991253.html> (the BOKU page specifying the criteria for this is not available at the moment).



Reisekostenvoranschlag

Much simpler than it sounds. Go onto an airline website, and check the cost for tickets (to NewZealand, and back) for the dates you are planning to fly. If such tickets are not available, or you don't know yet when exactly you are going, just screenshot the next best (it's just meant to be an estimate). See the example "Reisekostenanschlag" provided as a reference (should also be English though).

Sammelzeugnis Bakkalaureat

This means the transcript of records, which you can create on BOKUonline under "Studienerfolgsnachweise". Please find more info here: <https://boku.ac.at/en/boku-it/themen/teach-learn/studium-meldung-weitermeldung-abschluss/studienbestaetigungen-in-bokuonline>

Bakkalaureat Abschlusszeugnis

Scan or photograph the graduation documents. This entails the "Bescheid der Verleihung...", the actual "Abschlusszeugnis" and the „Anhang zum Diplom“. **Put it all into one PDF.**

Sammelzeugnis Master

Means the transcript of records from your NARMEE Master so far (also create on BOKUonline). Be sure to click the "Gewichtet nach ECTS" button when making it, so that your average ECTS score can be seen.

Kopie des Identitätsnachweis

Now this means a copy of your passport. Take a foto/ scan the first page and the one with your picture on it and put them into a Word-file to make a PDF.

Empfehlungsschreiben (1 and 2)

Use the template! (<https://short.boku.ac.at/int-master-narmee-tolu-apply>) You need 2 of these! (from habilitated professors that come from different departments.) This can be a bit vexing, as many course instructors at BOKU are not habilitated (you can check on their BOKUonline (!) business card habilitated profs are usually O.Prof., Ao.Prof., Univ.Prof., Priv.Do. If the BOKU Online Business card mentions Teaching qualification/Lehrbefugnis and the relevant subject at the bottom – then you know the course instructor is habilitated.

As plump as it sounds, just write an email to any professor that comes to mind where you attended a course, even if they probably don't remember you, and kindly ask them to fill out the template and recommend you. In your email, tell them briefly why it is you think you are qualified to go to LU, if possible, make a connection to the contents of their lecture you attended, so they can think of something specific to write in the form. Most will happily oblige and wish you a good time at LU. (Also, if you are very desperate, one of these recommendation letters can come from your supervisor 😊). The letters do not need to be submitted by letter to BOKU-International Relations, you should upload them directly to Mobility Online.

Confirm

Now, you're done with uploading, just be brave and confirm that everything you entered is correct. After that, you won't be able to make changes.

Wait for the Advisory Board to write you an email to see whether you got nominated (and the scholarship).



University of Natural Resources
and Life Sciences, Vienna



LINCOLN
UNIVERSITY
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7. Contact and Support

Have further questions?

Contact: <https://short.boku.ac.at/narmee-lu-contact>

Previous experiences at LU → <https://short.boku.ac.at/int-out-narmee-report-en.html>