

# Joint Help Bench MER CONSORTIUM

A joint repository of partner universities' support and services

## Université de Bordeaux

### 1 Student accomodation, organisation , living costs, ...

#### Monthly expenses

- Accommodation : university residence room: 140 - 230€, Private studio: 600€
- Food: meals at the university restaurants (2 meals per day): 186€, Breakfast: 40€
- Transport: tram/bus (annual subscription): 18,25€
- Misc. expenses: stationery, books, handouts: 100€, housekeeping, clothes: 100€, leisure activities: 50 to 100€

#### Extra expenses for the first month

- Moving-in costs and security deposit (1 months' rent approximately): 1000€
- University registration fees, Social Security, Health Insurance, Civil liability insurance and OFII tax covered by the MER consortium for all the MER EMJMD students
- A Campux Tax (approximately 90€) must be paid by each student when arriving at UBx, which will be reimbursed by the MER Consortium upon receipt of the proof of payment.

### 2 Language training opportunities

#### French language classes

The International Office offers French classes free of charge to students within Exchange Programs. These courses will help students follow and understand conversations/documents of every day's life (all lectures are in English) and also help their integration process within the campus and the city of Bordeaux.

For students outside an Exchange Program, French classes are available with the Alliance Française: 126 Rue Abbé de l'Épée, 33000 Bordeaux, Ph.: 05 56 79 32 80. Students may also contact the University Bordeaux Montaigne, DEFLE (Study Department: French as a Foreign Language), Ph.: 05 57 12 44 43 or email [defle@u-bordeaux-montaigne.fr](mailto:defle@u-bordeaux-montaigne.fr)

More information on : <http://www.u-bordeaux.com/Welcome-to-Bordeaux/Before-your-arrival>

### 3 Visa regulations

All foreigners who wish to pass the French customs must have a valid passport or ID document. For EU citizens, an ID card is sufficient. Passports and ID documents must be valid for the duration of your stay. See [Visa Guidance](#) document

#### Visa

- EU Citizens and those from countries within the Schengen area do not need a Visa.
- If the students are from outside this zone, they will need a Long Stay Student Visa when staying for over 3 months in France. In this case, they contact the General Consulate of France nearest to them for further information on how to apply and obtain their Visa. Note: to be able to study in France, they must have a Student Visa and this must be obtained before arriving in France.

#### Residence permit

- EU Citizens and those from countries within the Schengen area do not need a resident permit. However, if students are from Croatia and they want to find a job while studying, they must have a residence permit.
- If the students are from outside the EU and Schengen area, they contact their closest Consulate General of France for information on the residence permit.

More information on : <http://www.u-bordeaux.com/Welcome-to-Bordeaux/Before-your-arrival>

### 4 Services

#### "AquiPASS" student card

Students are given an Aquipass card when they register. This is a personal, electronic, multi-service card that they may use throughout their studies at the university.

#### Customized support – Students with specific needs

The University of Bordeaux supports equal rights and opportunities for everyone and offers appropriate support systems. To benefit from this support, you will need to send an affiliation request to the PHASE service to which your college or training institute is attached, along with the required supporting documents (these depend on your profile).

Examples of support, depending on the student profile:

- Help with communication (French sign language interpreting, LPC coding, simultaneous written transcription, help in taking notes...)
- Provision of course content
- Educational support (course adaptation, tuition support, support tutor...)
- Technical and accessibility aids (site identification, equipment loan...)
- Examination flexibility (extra time, secretarial assistance, adaptation of materials, examinations postponed in the event of justified absences...)
- Permanent availability of local administrative and teaching staff, as well as coordinators in case of questions or advice needed by the students

More information on :<http://www.u-bordeaux.com/Welcome-to-Bordeaux/Student-life>

## 5 Local Exam Regulations

Exams are organized by the central Exam service of the University of Bordeaux according to national regulations. Evaluations may be written, oral or based on students' personal work (reports).

For written and oral exams, the students receive a convocation stating place and time of the exam. At the entrance of a written exam, the students sign the presence list, then go to their assigned desk. The president of the exam supervision board explains the rules, fraud sanctions, duration etc. and ensures the return of all exam documents. Written exams are anonymous (using anonymous codes) and the student identity will not be revealed to the correcting teacher, unless there are irregularities (e.g. missing or erroneous anonymous codes). At the end of the exam, the students sign once again on the presence list at the moment when they return their exam, i.e. before leaving the exam room.

An exam is 'passed' when a student has achieved a mark higher than 10/20. A result between 7/20 and 9.99/20 in one teaching unit can be compensated within the current academic year by higher marks in other teaching units. A result below 7/20 necessitates a second exam. The proceeding of the results and assignment of marks to the student's name is done automatically, under control of the pedagogic secretary. Once the transcript is approved and signed by the jury the results are communicated to the students. The students may ask for insight in their personal exam documents upon simple request to the correcting teacher. The teaching staff explains this procedure to the students, several weeks before the exam takes place and at any time upon request.

## 6 Socio-cultural/economic and professional environment

One-day field trip on a national oceanographic research vessel and 2 field trips on a regional oceanographic research vessel both used for research and national monitoring programs for marine environment quality.

During these field practicals the students perform sampling and in-situ measurements under real working conditions and are in contact with staff involved in national monitoring programs for marine environment quality

Invited teachers from the IRSTEA and IFREMER, two national organisms involved in commercial research on living resources and environmental quality in coastal/marine systems

## 7 Professional Placement opportunities

Regional: IFREMER, IRSTEA, IRSN, BRGM, SHOM, Lyonnaise des Eaux, Agence de l'eau Adour-Garonne, Université de La Rochelle, Géotransfert, I-Sea, etc. and other local Associatepartners of the MER+

European: Associate partners of the MER+ consortium including universities and enterprises working on Marine Environment. (see list of Associate Partners)

Global: a worldwide net of partner universities (e.g. University of California)and Associate partners of the MER+ consortium including universities and enterprises working on Marine Environment.

## 8 Open access environment and e-learning

All the lectures (ppt supports etc.) are made available to the students by (i)providing them directly with the respective PDF files and/or (ii) posting the support documents on the general online platform (MOODLE) of the University of Bordeaux containing lectures, exercises, schedules, previous year exams etc.

# Universidad del País Vasco / Euskal Herriko Unibertsitatea

## 9 Student accommodation : organisation , living costs, ...

Full information about housing and accommodation services offered by the UPV/EHU is provided by the International Relations Office:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-international-relations>

Rented and shared flats is the option 95% of our international visitors choose for their accommodation while at the university. The usual procedure is to book a temporary room at a hostel, b&b or hotel for the first 2-3 nights in the city. Immediately upon arrival, students visit our help centre office or the pie-UPV/EHU<sup>1</sup> secretariat and will receive assistance to get accommodation; this can be done in advance by email; in addition, there is a buddy service that will give advice and support to visiting students.

Average accommodation fee:

- Shared flats for students (prices vary from 300 to 450 monthly euros per pax).
- Rooms with local families or landlords: 550-600 euros/full board; 335-370 Euros/half board; and 250-400 Euros/room with laundry & kitchen access.
- Halls of Residence: 400-700 Euros/month.

Before travelling:

The Accommodation service at the University of the Basque Country incorporates a detailed flat & room database. You can access the database registering on our website:

[www.ehu.eus/ostatu/pisos/index.html](http://www.ehu.eus/ostatu/pisos/index.html)

Average monthly expenses:

- Accommodation 350-400 Euros
- Food 250-300 Euros
- Public transport 35 euros
- Other expenses 100 euros
- Total monthly allowance 700-800 euros

<sup>1</sup> Secretariat PiE-UPV/EHU

Research Centre for Experimental Marine Biology and Biotechnology (Plentziako Itsas Estazioa) Universidad del País Vasco/Euskal Herriko Unibertsitatea Areatza z/g, E-48620 Plentzia-Bizkaia; Basque Country (Spain) E-mail: [sonia.monreal@ehu.eus](mailto:sonia.monreal@ehu.eus)

## 10 Language training

Our Spanish and Basque language courses are specially designed for participants in mobility and exchange programmes in the University of the Basque Country. All the information needed to enroll on our courses is available at the international website:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-available-courses>

Available courses:

- Intensive Spanish August-September (4 ects)
- Autumn & Spring Spanish Courses (6 ects)
- Autumn & Spring Basque Courses (6 ects)
- Tutoring seminars of Basque Language (Level A2)

Besides, during the Spring semester, intensive Spanish courses (4 hr every Saturday morning) are offered (free of charge) to international master students at the PiE-UPV/EHU; these are organised at two levels, beginners and advanced. Finally, access to existing local courses of Basque language is facilitated; these courses for beginners are usually given 2-3 evenings per week and are useful to integrate socially and culturally at local scale.

Upon completion of each course, the UPV/EHU will issue a CERTIFICATE OF ATTENDANCE AND PROFICIENCY to those students who have attended at least 85% of classes and passed the tests established for such purpose.

The Diplomas in Spanish as a Foreign Language (DELE) are the only officially accredited qualifications issued by the Instituto Cervantes that are administered internationally. The UPV/EHU is an official examination centre of the Instituto Cervantes that provides its students with the opportunity of taking the DELE exam in B1, B2 and C1 levels in the ordinary exam session of April.

## 11 Visa regulations

The Autonomous Community of the Basque Country, Euskadi, is institutionally integrated in Spain. Spain is a European Union member state, which means that researchers and professionals coming from the European Economic Area –EU member states plus Iceland, Liechtenstein, Norway–, or Switzerland are subject to EU regulations, being able to enter, leave, stay or move freely within the country's territory. The EU citizens have the right to take up employment, whether working for an employer or for himself/herself as a self-employed person, receiving remuneration in return, and supply or get services.

### Student Visas

Those citizens who want to carry out unpaid research or training tasks, or continue their studies in Spanish officially recognised educational centres or scientific institutions (whether public or private) must have a student visa. Student visas must be applied for at the Spanish diplomatic mission or consular office in the student's country of residence.

Student visas enable foreign citizens to live in Spain for as long as their courses, studies, research projects, or training take. Students or researchers' family members (spouses and children under 18 or in their custody) can also apply for residence permits to live in Spain, with no need for previous stay on the part of the student/researcher. If the stay must be longer than six months, they must apply for a foreign student card, which certifies that they are legal residents in Spain.

Student visa holders (but not their families) can perform paid occupational activities if they have a request form from an employer, meet the relevant requirements, and the

activities are compatible with their studies. A part-time or a three-month full-time employment contract will be necessary.

Non EU nationals need to obtain their entry visa for Spain. Check the location of your closest Spanish Consulate or Embassy here:

[www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx)

Documents required by Spanish authorities to enter the country (slight variations might apply amongst different countries of origin):

- Application form filled in, biometric picture in white background glued to it
- Original passport and copies of all pages containing entry stamps in other countries
- For stays longer than 180 days: medical certificate + translation into Spanish or English + apostil of the Hague
- For stays longer than 180 days: criminal record + translation into Spanish or English + apostil of the Hague
- Proof of registration or pre-registration at the university (acceptance letter is also valid)
- Certification of previous studies
- Address in Spain (if a temporary booking at a hotel is not sufficient, we can provide an accommodation letter)
- Certificate of financial situation (Scholarship information, family support, other ways you will financially rely on throughout your stay)
- Medical insurance in force during your entire stay in Spain

### **Card of authorisation for studies stay ("Tarjeta")**

Non EU-nationals staying with us for longer than 6 months or whose visa expires before the end of

their stay should obtain their 'Tarjeta de autorización de estancia por estudios'.

Documents to be taken to the police station to obtain your 'Tarjeta':

- Passport (original + 2 copies of all pages)
- 2 passport-size photos
- Registration at the University of the Basque Country (original + 2 copies)
- 'Empadronamiento' certificate (to be obtained at the city hall, original + 2 copies)
- Medical insurance

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html>

Assistance in procedures, document-filling and appointments for police station available at the Help Centre.

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-help-centre-offices>

The 'tarjeta' is only valid for 1 academic year; if the stay exceeds this period, students must proceed to renovation (renovation procedures must be planned to start up to 60 days prior to expiration date).



## Residence permit

Non-EU citizens who want to apply to a Spanish Mobility grant will need the residence permit in accordance with the Statutory law on rights and liberties of the foreigners in Spain and its social integration. Those with a student residence permit not eligible.

In order to be legal residents in Spain, non-EU nationals must have a residence permit. Residence permits can be temporary (90 days to five years) or permanent (indefinite stay and employment under the same conditions as Spanish citizens).

EU citizens who want to apply to a Spanish Mobility grant or want to open a bank account in Spain (e.g., to receive grant funds) will need to apply for a Citizen Register Certificate. This requires their presence in the Central Police Offices in Bilbao and the procedure will be assisted by the MER Secretariat.

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja010/index.html>

## 12 Services

### International Relations Office:

The Vice-Rectorate for Coordination and International Relations of the University of the Basque Country aims to promote the internationalisation of our institution by managing all exchange programmes in force in our university and supporting the students, teaching staff and researchers that visit us for educational, tuition or research purposes. We aspire to create a non-discriminatory, multicultural institution that provides excellent education and research opportunities for our community. Its website intends to help visiting students plan their stay and provide them with all the information and resources they might need. Help Centre offices are available in our three campuses:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-international-relations>

### Welcoming and Orientation

Our Buddy programme pairs local volunteer students with international visitors to provide them with a personal support by a peer. Beyond the practical assistance granted to visitors, this programme's major benefit is the number of long-lasting friendships that arise from different encounters. We kindly ask our visitors to fill in their Buddy request only when they have confirmed their arrival at the University of the Basque Country:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-request-a-buddy>

Student associations: <http://www.ehu.eus/es/web/ikasleak/ikasleen-elkarteak>

Every year, mid-September, we hold welcome ceremonies for our international visitors in our three campuses. Our Help Centre staff will inform you of the exact date and venue of our ceremonies, orientation sessions and other activities organized by students' associations: <http://www.ehu.eus/en/web/nazioarteko-harremanak/en-planning-your-stay>

### Medical care

European nationals should obtain their European Health Card before leaving their country. This will enable them to get medical assistance by the Local Healthcare, OSAKIDETZA.



([www.osakidetza.es](http://www.osakidetza.es)). For non-EU visitors, it is mandatory to be covered by a private medical insurance valid for the length of their stay. The insurance should at least comprehend accidents, medical expenses and repatriation. Other medical service available at the UPV/EHU is the Dental Care Centre at the Campus of Biscay; this is open to the public throughout the academic year.

### **Supporting study**

- **Computer rooms** to be used with our /your own devices. Printing and scanning available.
- **Cyber amenities.** All of our community members enjoy a certain number of computer amenities when registering at the UPV/EHU: e-mail account, computer room access, free wifi service all over the campus and corporate information network access.
- **Library** ([www.ehu.es/eu/web/biblioteka](http://www.ehu.es/eu/web/biblioteka)): The library at the University of the Basque Country comprises the central library in Leioa, the Koldo Mitxelena library in our Campus of Araba and Carlos Santamaría in the Campus of Gipuzkoa; you can alternatively make use of other bibliographical resources available within our Faculties and Schools. Our library collection sums up over 1 million books, 17,000 magazines, 6,400 electronic publications, 88 specialized databases and 10,800 audiovisual materials.
- Laptop lending services and room reservation for teamwork available.
- **E- Learning (Our Virtual Campus: [www.egela.ehu.es](http://www.egela.ehu.es)):** Many academic programmes include online assessed coursework. Our Virtual Campus is often used as the primary way to provide students with additional learning material and sometimes as a valuable supplement to physical lectures.

### **Sports service**

Visitors at the University of the Basque Country can benefit from significant discounts in local gyms, take part in specially organised sport activities and sport courses (surf, aerobics, tennis, basketball, martial arts...) or enroll on a number of competitions as full members of our community: <http://www.ehu.es/es/kirolak>

### **Students with special needs**

Tailored support is offered to all members of our community with special needs:

- Various support products provided
- Magnetic loop available
- Adapted study-positions at libraries (joystick and magnifying glass)

Our Students with Special Needs support service works on an individual, fully confidential way. For our professionals to assess your needs, please contact the "Servicio de Atención a personas con discapacidad": <http://www.ehu.es/en/web/discapacidad/home>

### **Psychological support unit**

An international experience can imply a certain cultural shock and moments of frustration; homesickness; anxiety. If you feel some extra help would do you good, contact our Psychological support unit and attend the free sessions available for our students: <http://www.ehu.es/es/web/servicio-psicologia-aplicada/arreta-psikologikoa>

## 13 Local Exam Regulations

### **Examination methods – normative, complaints**

Some courses have a system of continuous evaluation. In these courses evaluation is based on class work, assignments and seminars. In the courses with exams these are generally in writing. They are corrected by the lecturer and the scores given to the students through the UPV/EHU web-site intranet. A day is set up for individual meetings with the lecturer to discuss and revise the marks (whether evaluation system). After that date the marks are uploaded in the student's record. Complaints are solved by a commission specifically designed ad hoc by the Dean.

The instruction language for the MSc Degree Programme is English at UPV/EHU. Teaching is offered in English (Teaching staff is properly accredited for this purpose) and students may take their assessments in English or in other languages with the approval of the Academic Board; this aspect must be indicated in the Student Agreement. The MSc Thesis can be presented in English, but also in Spanish, or Basque or any other official language of the Consortium but in every case, a summary in English must be provided.

**Complaint procedure** in force for International Master programmes in UPV/EHU. This procedure must be clearly explained in the Student Agreement. First the complaint must be made in writing to the person who can correct the situation so that they are given a chance to do so. Often complaints are a cultural or language misunderstanding and easily resolved. If the situation has not been solved within a reasonable time span, the complaint is forwarded to the next level. For example, if the complaint is about a student, the tutor is contacted next. Once more a reasonable time span is given to resolve the situation. Next the UPV/EHU Academic Board of the MSc programme is informed. Once more a reasonable time span is given to resolve the situation. Next the International coordinator of the Master is informed. If the situation is not rectified students are given 3 warnings.

The second time they are warned, the funding agency (e.g., EACEA) is also informed. With the third warning, candidates are informed that non-compliance will result in the termination of the agreement and e.g. payment of fellowship. If the complaint is about an administrator or an academic, the complaint must be made in writing to the person who can correct the situation, so that they are given a chance to do so within a reasonable time span. Next, the UPV/EHU Academic Board of the MSc programme is informed. Once more a reasonable time span is given to resolve the situation. Next the International coordinator of the Master is informed. If the situation is not rectified in a timely manner, the UPV/EHU disciplinary rules apply.

## 14 Socio-cultural/economic and professional environment

The MSc Programme is included amongst the strategic activities of the PiE-UPV/EHU, which pursues establishing and participating in research and education networks. It was a proposer of the Euskampus Campus of International Excellence and is integrated in the i-BLUE Knowledge Pole in Ocean Health and Sustainable Valorisation. PiE-UPV/EHU is a member of the European Norman network and constitutes together with EGYMAT (UVigo) the Spanish node of EMBRC. As a whole, actions are being developed to integrate in other

research and high-education networks both sectoral and geographical at regional, European and World scale.

As a result, we have established solid collaboration and or cooperation agreements with research and technology institutions at regional scale, such as IEO or AZTI, as well as a global framework of marine institutions with which regularly accomplish exchanges of students, early stage and senior researchers, as well as teaching and outreach activities. These institutions are academic and non academic and they represent all the continents at global scale; as an example, we receive more than 30 visiting teaching staff to participate in our postgraduate programmes and the majority of our postgraduate students follow a part of the master programme abroad (frequently out of Europe) and both in academic (universities, research centers, ...) and in non-academic institutions (companies, NGOs, ...).

## 15 Professional Placement opportunities

This is not an exhaustive list and other opportunities and companies are expected to join it in a near future. Each company/institute may offer several places for professional practice.

- Aquarium SS (ES). Fish and shellfish health, reproduction and captivity
- AZTI Tecnalia (ES). Marine pollution monitoring and Biological Effects Assessment.
- CSIC (Blanes, Barcelona & Vigo). Marine pollution monitoring and Biological Effects Assessment
- IEO (Santander, Vigo & Murcia). Marine pollution monitoring and Biological Effects Assessment

## 16 Open access environment and e-learning, ...

Overall, the teaching staff of the UPV/EHU is used to offer part of the courses in open access environment: <http://www.ehu.eus/es/web/cvb>

**E- Learning (Our Virtual Campus).** Many academic programmes include online assessed coursework. Our Virtual Campus is often used as the primary way to provide students with additional learning material and sometimes as a valuable supplement to physical lectures. [www.egela.ehu.eus](http://www.egela.ehu.eus)

Video streaming is regularly offered as a part of the TIC services. We have large experience in e.g. disseminating outreach activities or International MSc vivas or PhD defences using video streaming, especially for activities carried out at the PiE-UPV/EHU: <http://www.ehu.eus/es/web/ikt-tic/home>

# Université de Liège

## 1 Student accomodation , organisation , living costs, ...

### Accomodation

You can choose between the University residence and a private accommodation. The university residence is located on the Sart-Tilman campus, a few minutes away from the Faculty of Sciences, and 10 km away from Liège city centre (25-40 min by bus):

[http://www.ulg.ac.be/cms/c\\_1824085/fr/b13-residences-etudiantes](http://www.ulg.ac.be/cms/c_1824085/fr/b13-residences-etudiantes)

Rooms are available for a stay shorter than 6 months. All rooms are single rooms with shared bathroom and kitchen, with a rate of around 10,5 €/day. If you wish to reside there, you are requested to **fill in a form** you can find by clicking on the following link, under reservation form / **reservation form for exchange or mobility students** and send it to [G.Habrand@ulg.ac.be](mailto:G.Habrand@ulg.ac.be) + copy [Isabelle.noirot@ulg.ac.be](mailto:Isabelle.noirot@ulg.ac.be) from 18 April onwards when the 2016-2017 forms will be online (**in any case before May 31<sup>st</sup>**):

[http://www.ulg.ac.be/cms/c\\_555384/en/living-in-a-university-residence](http://www.ulg.ac.be/cms/c_555384/en/living-in-a-university-residence)

In the comments section, you can mention the name of the Erasmus Mundus Programme you are in.

Beware: 1/ the number of rooms is limited and 2/ don't forget to reply to the email Mr Habrand will send you, otherwise your reservation may not be confirmed.

It is difficult to have a private accommodation for a short stay like one semester. Follow these links for some important information:

[http://www.ulg.ac.be/cms/c\\_990507/en/good-to-know](http://www.ulg.ac.be/cms/c_990507/en/good-to-know)

[http://www.ulg.ac.be/cms/c\\_990520/en/finding-accommodation-when-arriving-from-abroad](http://www.ulg.ac.be/cms/c_990520/en/finding-accommodation-when-arriving-from-abroad)

The following ULiège website provides you with a link to a database of accommodations:

[https://www.ulg.ac.be/cms/c\\_552808/en/futur-tenant](https://www.ulg.ac.be/cms/c_552808/en/futur-tenant)

Other options:

[www.studenthouse-liege.be/](http://www.studenthouse-liege.be/)

[www.meuse-campus.be/](http://www.meuse-campus.be/)

[www.studentstation.be/](http://www.studentstation.be/)

[www.immoweb.be](http://www.immoweb.be)

If you opt for a private accommodation, **sign a lease**, make a written check-in inventory with the owner (signed by both parties), which you understand, **and make sure you have checked the advices in the three first links mentioned above!**

### Living costs

Here is a list of normal yearly expenses for a student :

Class material, books, class notes :	€ 500
Internet connexion :	€ 350
Housing :	€ 4.000
Meals (in university dining halls) :	€ 3.000
Insurance, healthcare :	€ 500

Clothing (appropriate for Belgium's climate) :	€ 650
Transportation :	€ 450
<b>TOTAL :</b>	<b>€ 10.000</b>

A significant part of this amount must be available to you as soon as you arrive in Liège. There are a series of important expenses that have to be taken care of in the first month of your stay in Belgium (registration, housing payment, buying books and clothes, etc).

The amount needed will be greater if family members are accompanying the student to Belgium.

For information regarding the current price of sample consumption items, see [the cost of living](#) in Belgium.

## 2 Language training opportunities and cost

### French courses

French courses will be more than useful for your stay in Belgium. If you choose to follow preparatory courses or evening courses, please make sure you will be able to regularly attend those classes.

#### Preparatory courses (P1):

The University of Liège organizes preparatory French courses for exchange students (levels A1, A2 and B1).

When: from Monday 5 September to Wednesday 14 September 2016. Classes are organized from 9:00 to 16:00, from Monday to Friday except on the first day, day on which the level test takes place.

Where: The test and courses are taking place in ULg's main building, in the city centre, 2<sup>nd</sup> floor (ISLV).

What to do: If you are interested, you will have to fill in a form which will be available via the following link at the beginning of July:

[http://www.ulg.ac.be/cms/c\\_2077999/fr/seminaires-activites-et-stages-preparatoires](http://www.ulg.ac.be/cms/c_2077999/fr/seminaires-activites-et-stages-preparatoires)

NB: the number of students is limited - if you are interested, please register as soon as possible.

Fees: 100 EUR, to be paid by the students.

#### Evening courses (S1):

There are also evening French courses for foreign students during the first semester (levels A1 to B2+).

When: from 3 October to 15 December, 2 hours per class, 2 days per week (total: 60 hours). Classes are organised Monday and Wednesday or Tuesday and Thursday, from 16:00 to 18:00 or from 18:00 to 20:00. Students have to give their preferred schedules, when they take the level test which will take place between 22 and 28 September.

Where: Same as above

What to do: If you are interested, you will have to fill in a form which will be available via the following link at the beginning of July:

[http://www.ulg.ac.be/cms/c\\_2356972/en/cours-du-soir-francais-langue-etrangere](http://www.ulg.ac.be/cms/c_2356972/en/cours-du-soir-francais-langue-etrangere)

Fees: 100 EUR. The evening courses may be paid by the International Office for the MER students, **if they attend the classes on a regular basis and take the exam** at the end of the course, scheduled on the week of 9 January 2017. Therefore, please make sure there is no conflict with the schedule of your master before registering!

### 3 Visa regulations for self-paying and scholarship students (non EU)

#### Entry procedures

##### If you have dual nationality (EU and non-EU)

If you have dual nationality, non-European and European, it may be interesting for you to avoid the visa issue and enter EU with your European passport. However, you must know that with this choice, you may not be able to benefit from the public healthcare for free at the beginning of your stay, because you won't have the European Health Insurance Card (EHIC), which only European residents have.

##### If you are from a country belonging to the European Union

There is no need for a visa to enter Belgium, but you need to have a national ID or a passport valid during the whole programme.

##### If you are a national from a non-European Union country:

**You will need a Belgian visa for the whole duration of your stay in Belgium (one semester at least): Type D - long stay visa for study purposes.** Apply for a **visa "multiple entries"**, as you will need one if you travel within the Schengen zone during your stay (either for leisure or for some courses), while you are waiting for the residence permit. Since a field trip in Corsica (France) is scheduled in the beginning of your stay, and your resident permit will not be issued before this trip, **you will need to have a visa with "multiple entries"**.

You will have to pay a contribution to the Belgian immigration office to cover administrative costs of the visa application, **before** submitting your application to the Belgian diplomatic or consular post where you reside. All information regarding the amount and reference for the payment can be found here:

<https://dofi.ibz.be/sites/dvzoe/EN/news/Pages/Contributioncoveringadministrativecostsofanapplication.aspx>

You normally should pay 160 EUR ("student enrolled in an educational establishment organized, accredited or subsidized by the Government" (article 58 of the law of 15.12.1980)).



For questions regarding visa and related matters, you should contact the Belgian Embassy or Consulate in your country of residence. Every office sets its own opening hours, has its own way to schedule visa application appointments, and has its own lead time for visa applications (**typically weeks rather than days: highly recommended to check it ASAP**). In order to find at which embassy or consulate you shall introduce your visa application, please check the following link:

[http://diplomatie.belgium.be/en/services/embassies\\_and\\_consulates/belgian\\_embassies\\_and\\_consulates\\_abroad/](http://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_abroad/)

In order to receive the visa, you will be required to provide the Belgian Embassy or Consulate with the following documents:

- A completed and signed visa application form (in duplicate, *ie* two original copies): [https://dofi.ibz.be/sites/dvzoe/EN/Documents/Application\\_for\\_a\\_visa\\_for\\_a\\_long\\_stay\\_in\\_Belgium.pdf](https://dofi.ibz.be/sites/dvzoe/EN/Documents/Application_for_a_visa_for_a_long_stay_in_Belgium.pdf)
- A travel document (*i.e.* passport) into which a visa can be affixed, and which is valid for more than 12 months. We recommend you to have your passport valid for the whole duration of your programme, so as not to have to renew it during your master, while you will be busy studying – make sure you have enough blank pages in your passport – you will need at least one free page for the visa for Belgium;
- The letter of acceptance you received from ULg;
- Proof that you satisfy the conditions for access to higher education (diploma, academic record, attestation that account is being taken of the application for equivalence or decision or dispatch of equivalence)
- Proof that you have sufficient means of subsistence (scholarship certificate if you have one): [https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Sufficient\\_means\\_of\\_subsistence\\_Students.aspx](https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Sufficient_means_of_subsistence_Students.aspx)
- A medical certificate issued by a doctor approved by the embassy, attesting that you are not carrying any of the diseases which might endanger public health: [https://dofi.ibz.be/sites/dvzoe/FR/Documents/Certificat\\_medical.pdf](https://dofi.ibz.be/sites/dvzoe/FR/Documents/Certificat_medical.pdf)
- If you are aged over 21, a certificate of good conduct and a document certifying that you have not been convicted of any criminal act under common law;

You must be aware that the documents referred to above only constitute the basic documents that have to be submitted in every case. Other additional documents may be required by the Belgian diplomatic or consular representation, taking into account the circumstances relating to the file or to the specific context of your country of origin.

You must provide the Embassy with the **original** documents + a photocopy of these documents. The originals will be returned to you. The foreign official documents must be **legalized or carry an apostil**, unless an exemption is provided in a treaty. All the relevant information on this formality is available here: <http://diplomatie.belgium.be>

The documents drawn up abroad in a language other than German, French or Dutch are to be translated in accordance with the original by a sworn translator. The translation must



be legalised as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Check the following link for more information and any potential update:

[https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher\\_education\\_or\\_preparatory\\_year\\_Visa.aspx](https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year_Visa.aspx)

You might have an interview at the Embassy or Consulate. Practice your visa interview. It should be very simple. You will have 1 or 2 minutes to make your case for the visa, and you should have thought about certain issues in depth. For example, you should be prepared to explain what you will study, what you plan to do after your studies, why you want to study in Europe rather than your home country, why you will return to your home country after completion of your studies.

Once you have lodged your visa application, you can track its progress by contacting the consulate, with due regard to the practical arrangements stated on its website. If your application has been referred to the Immigration Office for a decision, you can follow the progress of your application here:

[https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/What\\_is\\_happening\\_to\\_my\\_visa\\_application.aspx](https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/What_is_happening_to_my_visa_application.aspx)

If you want the International office to contact the Embassy/Consulate in order to support your visa application, do not hesitate to send the email address of your country's Belgian Embassy/Consulate + contact details of your correspondent (name and title) as well as your visa application file number (if you have one) to [Isabelle.noirot@ulg.ac.be](mailto:Isabelle.noirot@ulg.ac.be)

**COMPULSORY:** you have to send an e-mail with the proof that you have applied for a visa by July 15<sup>th</sup>, and send a scan of your visa as soon as you get it to [Isabelle.noirot@ulg.ac.be](mailto:Isabelle.noirot@ulg.ac.be)

## 4 Services

**All information available at :** <http://www.ulg.ac.be/books/ErasmusGuide2016-2017en/>

**INTERNATIONAL OFFICE** - At the University of Liège, our international office has broad opening hours, it counts 12 people among which 4 are devoted to manage Erasmus Mundus Joint Master Degrees. All members are used to help foreign students in their domestic and logistic needs. Languages spoken: English, French, Spanish, Dutch, German and Polish.

They provide information about formalities such as permits of stay and welfare services, but also social and cultural activities (i.e. welcome days, thematic evenings, visit of the city but also of famous cities in Belgium as well as abroad (Maastricht), parties, discovery of the Belgian typical meals, etc.) contributing to the integration of students. For more details:

[http://www.ulg.ac.be/cms/c\\_22111/foreign-exchange-student-incoming](http://www.ulg.ac.be/cms/c_22111/foreign-exchange-student-incoming)

**WELCOME DAYS** : "Welcome days" for exchange students: Thursday 15 and Friday 16 September 2016: <http://www.ulg.ac.be/en/erasmus/in/welcome/days>

**UNIVERSITY GUIDANCE (SOU)** T +32 4 366 23 31 [sou@ulg.ac.be](mailto:sou@ulg.ac.be) [www.ulg.ac.be/sou](http://www.ulg.ac.be/sou)  
The staff in this unit is committed to listening to students' qualms and questions, whether they are about the choice of a study course or the choice of a career. All through their training they help them to set up an individual project and consider various possible ways of achieving it. They can also offer psychological help on a temporary basis to students who face personal difficulties.

**STUDY GUIDANCE (SGE)** T +32 4 366 23 31 [guidance.etude@ulg.ac.be](mailto:guidance.etude@ulg.ac.be)  
[www.ulg.ac.be/guidance](http://www.ulg.ac.be/guidance)

In order to help students adapt to university demands, the staff in this unit analyse the way they are used to working, and indeed also their living habits. The goal is maximum efficiency through sensible working methods to deal with the amount of material and expectations (this includes note taking, summarizing, preparation to the examinations), management of time and planning of work periods, both during term time and during examinations bounce back after disappointing results.

**ULg DIALOGUE** During examinations and their preparation periods: from 12 a.m. to 2.30 p.m. and from 6 p.m. to 10 p.m. T 0800 35 200: free call Feeling blue, out of it, depressed, stressed out? Urgently needing a piece of information? Wishing to share your worries? A telephone line "ULg Dialogue" is open to you in strict confidentiality. Attentive listening to your concern will help you out!

**STUDENT QUALITY OF LIFE UNIT** T +32 4 366 58 43 [qualitedevie@ulg.ac.be](mailto:qualitedevie@ulg.ac.be)  
[www.ulg.ac.be/qualitedevie](http://www.ulg.ac.be/qualitedevie) - The point of this unit is to sensitize students on issues relating to their health (both physical and psychological) and to their daily lives. You will also find advice and information on the way memory works, on mental strain, hazards of tobacco, etc. on [www.tastout.ulg.ac.be](http://www.tastout.ulg.ac.be) Finally it can listen to students that feel bad for whatever reason (personal difficulties, strained relations with other students or with professors...) and send them on to specialized units.

**SUPPORT FOR STUDENTS WITH DISABILITIES** T +32 4 366 58 65 or 91 06 [ash@ulg.ac.be](mailto:ash@ulg.ac.be)  
[www.ulg.ac.be/etudiants/handicap](http://www.ulg.ac.be/etudiants/handicap) - The function of this support unit is to help any students who may have to face some permanent or temporary handicap (disease, accident, impaired mobility or sensory

**STUDENTS' TUTORING** - The first days in a new environment are always difficult. You have to find your bearings, meet new fellow students, locate rooms and all sorts of necessary information... This necessary adaptation process takes time and energy. ULg has set up a tutoring system in which local students offer their help and support to newcomers – show them the city, the university, and contribute to their smooth integration into the local life. The International and Erasmus Office can provide the names and addresses of local

students involved in this scheme, but will not interfere in your meetings. If you are interested please complete the online tutoring form:

[www.ulg.ac.be/en/erasmus/in/tutoring](http://www.ulg.ac.be/en/erasmus/in/tutoring)

**THE LIBRARIES AT ULiège.** Thanks to its five large libraries the University of Liège's efforts at providing comprehensive collections and pioneering With the NetWork Connect software, you can identify yourself and access most of our digital collections (65,000 journals, 900,000 ebooks, 140 databases, etc.). Libraries also provide to you: • Infrastructures (over 2,200 seats, late opening hours until 9 p.m. and on Saturdays for the three bigger sites, rooms dedicated to collective work ([lib.ulg.ac.be](http://lib.ulg.ac.be)) to book online (portal for the online master theses, [seematheo.ulg.ac.be](http://seematheo.ulg.ac.be)) Want to know more? Check [lib.ulg.ac.be](http://lib.ulg.ac.be)

**INTRANET, INTERNET AND ON-LINE COURSES (myULg)** What? The 'myULg' portal is a sine qua non tool for ULg students as it is their main access to online resources. A lot of information is available: some news (information and documents about the courses but also about leisure, sports, cultural activities...) and some forums for exchange among and between students and teaching staff. The classified ads are quite open (from party announcements to call for help). Once the student has registered you can: check examination results • select what examinations to resit • change contact addresses • register with online language courses, etc. ULg has implemented a **course podcast** system. Audio and video recordings of in situ classes are available on the [myULg](http://myULg) student portal. This service is designed as a **support tool**, allowing students to see or listen to passages they may have erroneously understood as often as necessary.

**COMPUTER ROOMS** The University of Liège provides students with computers equipped with Internet software in more than 50 computer rooms offering all together more than 650 computers. The list of these rooms can be found at [www.ulg.ac.be/sallespubliques.html](http://www.ulg.ac.be/sallespubliques.html) To access to these machines you will need a password which you will receive on the day of your registration. Moreover, the whole campus has WIFI access!

**HEALTH INSURANCE** Individual health insurance is compulsory in Belgium. Therefore, if they are not registered with a health care insurance in their home countries, students have to subscribe to the health insurance fund of their choice. If you are from an EEA country (EU + Iceland, Liechtenstein and Norway) and if you are insured through your own national health service, before leaving your home country, you should ask for the Health insurance European card. This form covers you in case of illness abroad, and is valid for a maximum of one year. If you need to see a doctor in Belgium, it will be more convenient to subscribe to a Belgian health insurance fund so as to get about 75% of the medical costs paid back to you. The balance could be paid by your health insurance fund in your home country. Moreover, in order not to be confronted with difficult situations, we highly recommend that you take out a comprehensive mobility insurance policy such as ("Tous risques"). •

If you are from a non-EEA country, you must have social coverage to stay in Belgium, either through comprehensive insurance policy (such as "Tous risques") taken out in your country of origin, or in Liège. In addition, through their registration, all university students

get civil liability and physical insurance coverage for any accident related to their university activities, at home and abroad.

**SURGERY** If you wish to see a physician (GP) check [www.ordomedic.be](http://www.ordomedic.be) or call T1307 and ask for a General Practitioner ("médecin généraliste"). After 7 p.m., over the weekends or holidays a physician on duty can be called at any time and without prior appointment (call 100). Students who live in Liège can go to the medical house (Maison de Garde Médicale). From Friday 7 p.m. to Monday 8 a.m. (without any appointment). Quai Van Beneden, 25 4020 Liège T+32 4 341 33 33 Any student registered at the ULg and with a Belgian Health Mutual Insurance ("mutualité") is entitled to a ULg rate with specialists at Centre Hospitalier Universitaire du Sart Tilman T+ 32 4 242 52 52 If you can show your ULg student card, the fee will be repaid by mutual insurance (mutuelle) in Belgium. This does not apply to such medical acts as blood samples, scan tests, etc. Make sure you mention your identifier ("matricule ULg") as soon as you make the appointment.

[www.ulg.ac.be/en/qve/health-and-care](http://www.ulg.ac.be/en/qve/health-and-care) Family planning services are also accessible for moderate fees; SIPS (Service d'Information Psycho Sexuelle), for instance, works in partnership with ULg. In case of emergency (accidents, disturbing pain...), go immediately to an emergency unit in a hospital. [www.hospitals.be](http://www.hospitals.be)

Useful numbers Ambulance T 100 from a fixed-line telephone 112 from a mobile. Poison control Centre T +32 70 245 245 Chemist on duty T 0900 10 500 Emergencies at ULg T +32 4 366 44 44

## 5 Local Exam Regulations

**EXAMINATIONS** Within the same academic year students cannot take more than two examinations on the same educational unit. Many exams are oral, some of them written. Examination periods are decided on by the Board, however Faculties can decide on special examination modalities for exchange students (Erasmus programme, Erasmus Mundus). In this case the exchange student must get in touch with the involved professors and the departmental coordinator at the beginning of term. Examiners convey the results of their assessments using a figure between 0 and 20, with 10 out of 20 being the pass threshold for each educational unit.

## 6 Socio-cultural/economic and professional environment

### **STUDENTS' ASSOCIATIONS**

**FÉDÉ** The objectives of the "Fédération des étudiants" (Fédé) are to represent and inform students, and to defend their interests, to offer services (such as students' jobs), and to provide support in the students' academic life. It supports various cultural initiatives, socially involved projects and entertainment activities. Along the same lines the Fédé also supports students' associations that apply about interesting initiatives they have developed. Do not hesitate to contact the Fédé: Maison de la Fédé T+32 4 366 31 99 • [info@fede-ulg.be](mailto:info@fede-ulg.be) ›Map of Liège city centre [www.fede-ulg.be](http://www.fede-ulg.be)

Each faculty also has several students' associations. Ask fellow students or check [www.ulg.ac.be/etudiants/cercles.html](http://www.ulg.ac.be/etudiants/cercles.html) ESN-ULg

**Erasmus Student Network (ESN-ULg)** is an international network of students' associations in over 38 countries in Europe. The ESN-ULg is a dynamic team consisting of some fifteen students from the various faculties that make up the University. This association makes it possible for Erasmus students to fit into local life through cultural and festive events organized all through the city. It also offers Erasmus students the possibility to go and visit several cities in Belgium and Europe. CONTACT [esn@ulg.ac.be](mailto:esn@ulg.ac.be) or on Facebook ESN-ULg-Erasmus Student Network 9

**48 FM - THE STUDENTS' RADIO "48 FM"** has promoted a student radio in the heart of the city. This radio station is broadcast on 105.0 wavelength and on the web. It involves a team of over 80 announcers, journalists, technicians and administrative staff and produces over 40 weekly programmes around the clock. 48 FM offers a lot of music with some cultural or didactic features, but without any advertisements. Do not hesitate and join the 48 FM team! T+32 4 366 36 66 [info@48fm.com](mailto:info@48fm.com) [www.48fm.com](http://www.48fm.com)

**SPORT AND CULTURAL ACTIVITIES :** The RCAE (Royal Cercle Athlétique des Etudiants) provides the ULg's offer in terms of sports. It includes some 70 different sports for "students' fees", etc. Most activities are organized in the sports centre of Sart Tilman (not far from the university hospital). CONTACT RCAE Building B2b Quartier Village 2 Rue de l'Aunaie, 22 Sart Tilman 4000 Liège T+32 4 366 39 34 [rcae@ulg.ac.be](mailto:rcae@ulg.ac.be) [www.rcae.ulg.ac.be](http://www.rcae.ulg.ac.be)

## 7 Open Access environment and e-learning

**INTRANET, INTERNET AND ON-LINE COURSES (myULg)** What? The 'myULg' portal is a sine qua non tool for ULg students as it is their main access to online resources. A lot of information is available: some news (information and documents about the courses but also about leisure, sports, cultural activities...) and some forums for exchange among and between students and teaching staff. The classified ads are quite open (from party announcements to call for help). Once the student has registered you can: check examination results • select what examinations to resit • change contact addresses • register with online language courses, etc. ULg has implemented a **course podcast** system. Audio and video recordings of in situ classes are available on the [myULg](#) student portal. This service is designed as a **support tool**, allowing students to see or listen to passages they may have erroneously understood as often as necessary.