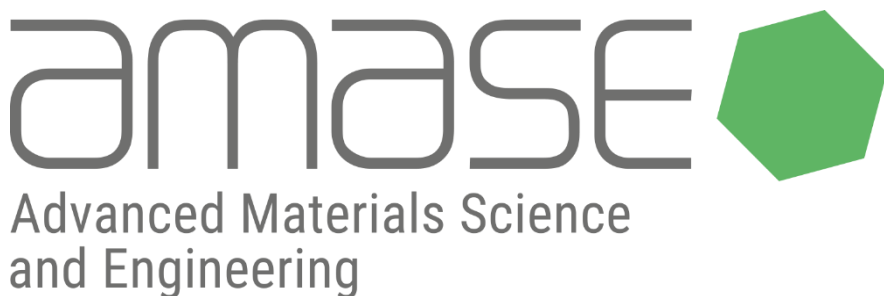




AMASE Student Guide 2018/19



Erasmus+

AMASE Contacts



UNIVERSITÄT
DES
SAARLANDES

EUSMAT Office

Functional Materials
Department Materials Science
Campus D 3.3, room 3.19
66123 Saarbrücken, Germany
+49 681 302 70 50 7
office@eusmat.net



Dr. Lennart Wallström

Luleå University of Technology
Department of Engineering Sciences and
Mathematics
Division of Materials Science
E HUSET, Plan 2
97187 Luleå, Sweden
+46 920 49 11 67
[lennart.wallstrom\(at\).ltu.se](mailto:lennart.wallstrom(at).ltu.se)



UNIVERSITÉ
DE LORRAINE

Dr. David Horwat

EEIGM
6 Rue Bastien Lepage, CS 10630
54510 Nancy Cedex, France
+33 383 36 83 04
+33 383 58 42 56
david.horwat@univ-lorraine.fr



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

Dr. Gemma Fargas Ribas

Edifici 1
Planta 1 Despatx I1.9
08019 Barcelona, Spain
+93 4137449
gemma.fargas@upc.edu

Dear AMASE Students,

On behalf of the European School of Materials (EUSMAT) I welcome you into our international Erasmus Mundus Master Programme. You are now part of one of the most renowned international Master Programmes in the field of Materials Science and Engineering.

As part of this Master Study Programme you will study and live at two European universities. This means you will have to get used to two different administrative and cultural structures. With this guide, we want to make it easier for you to meet this challenge because a successful degree is always associated with well-structured planning. This guide is like a "first aid kit" and contains all the important information you need to find your way through the university "jungle" and to start planning your stay abroad (visa requirements, housing, contacts, etc.).

For your experience in Europe and in our programme, I wish you all the best and a lot of success.

Yours sincerely,

Univ.-Prof. Dr.-Ing. Frank Mücklich
(Coordinator of AMASE, chairman
of EUSMAT)



Coordination of AMASE:

Management:

Flavio Soldera

Phone: +49 (0)681 302 70511

Email: f.soldera@matsci.uni-sb.de

Office:

EUSMAT-Office

Phone: +49 681 302 70507

E-Mail: office@eusmat.net

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WHAT IS AMASE?

The AMASE programme is a joint master programme in the field of Materials Science and Engineering offered by four European universities:

- Universität des Saarlandes (Germany)
- Luleå Tekniska Universitet (Sweden)
- Université de Lorraine (France)
- Universitat Politècnica de Catalunya (Spain)

Students attend courses at two of the universities in the Consortium. They spend the first two semesters at their chosen Entrance University and the third semester at one of the other three partner universities. In the 4th semester the master's thesis is written at one of the two chosen universities.

The language of instruction is English in Luleå, German in Saarbrücken, Spanish in Barcelona and French in Nancy. The programme takes two years, including six months of working on a master's thesis. Admission requirements are a Bachelor of Science or similar degree in the field of Materials Science and Engineering, physics or related disciplines with thorough training in mathematics, physics, chemistry, physical chemistry and a basic knowledge of the structure and behaviour of materials.

The aim of the master programme is to provide:

- A well-integrated language and intercultural experience
- Education in close relation to the research activities of the four consortium members
- Education in advanced materials, to enhance the innovation potential of the students in their future activities
- Preparation of students for life-long learning in new places/different cultures and new education/work systems
- Enhancement of networking activities within the EU and with third countries in the field of research and education

At the end of the course, the student obtains a double Master's Degree awarded by the two universities where he/she studied.

STUDY REGULATIONS FOR AMASE STUDENTS

Structure of the Programme

During the first and second semester, you will study at your chosen Entrance University (one of the universities in the Consortium). Here, you will have to acquire at least 60 CP. In the third semester, you will move to your chosen Second University (any of the other universities in the Consortium). There, you will have to acquire at least 30 CP. In the fourth semester, depending on where you want to write your master's thesis, you can choose between the Entrance University and the Second University. With the thesis, you will obtain another 30 Credit Points.

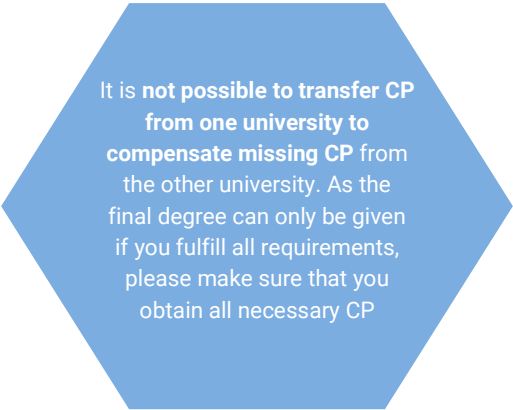
The studies are structured in different modules. In order to obtain the Master's Degree you will need to successfully pass special module elements, like lectures, workshops, tutorials, laboratory and project work, etc. Information about the modules and courses will be given at each university at the time of your arrival. You will be guided through the process of choosing the courses that you would like to attend, in accordance with the regulations.

In the first semester, 30 Credit Points must be earned. At least 25 Credit Points have to be earned from the exams of the following module elements:

1. Structure and Properties of Materials (12 - 15 CP)
2. Materials Characterization (5 - 8 CP)
3. Materials Engineering and Processing Technologies (5 - 8 CP)

In the second semester, you will have to select one of the following specialization tracks:

- Track 1: Advanced metallic materials (design, characterization and processing)
- Track 2: Polymers and composites (modelling, processing and tailored properties)
- Track 3: High performing surfaces (coating, structuring and fictionalization)
- Track 4: Materials engineering and manufacturing technologies



It is **not possible to transfer CP from one university to compensate missing CP** from the other university. As the final degree can only be given if you fulfill all requirements, please make sure that you obtain all necessary CP

- Track 5: Bio/Nano materials (including special applications)

At least **26 of the 30 Credit Points** earned must be part of the **technical courses**, seminars and/or project work for the selected track.

In the third semester, you will continue with the same specialization tracks at the Second University. Additionally, you need to acquire at least 26 CP from technical courses for the track you chose.

In the fourth semester, you will have six months to write the master's thesis. With a successful submission, you will obtain the last 30 Credit Points.

Intercultural Skills and Language Courses

A certain amount of Credit Points has to be achieved in the field of language courses and intercultural skills. Several language courses can be chosen in the different universities to obtain CP for this module. In the first year, you have to acquire 7 to 9 CP and in the third semester 3 to 5 CP. However, by the **end of the third semester at least 12 CP** must be earned for the module "Language courses and intercultural skills".

Please check with your university for more detailed information. You cannot replace CP in technical subjects with CP from language courses!

Integration Week and Professional Summer School

All first-year-AMASE students as well as some alumni will come to Saarbrücken to participate in the integration week from 25th August to 1st September 2018.

This scheme was developed in 2009 in order to prepare the EUSMAT students for intercultural situations and to improve their practical competences for the study context and their professional future.

The programme is a result of close cooperation between the European School of Materials (EUSMAT) and the Chair of French Culture and Intercultural Communication. The Professional Summer School focuses on job preparation and application, career planning and networking with the industry. It will take place by mid/end of August 2019.

As intercultural skills are part of the module "Language courses and intercultural skills", the participation in both the Integration Week and the Professional Summer School are obligatory.

DEGREE CERTIFICATES

Degrees of the Consortium

You will receive the following documents from your chosen university:

Saarland University

1. Zeugnis
Transcript of Records in German
2. Master-Urkunde
Master's Degree;
Certificate in German
3. Master's Degree Certificate
Certificate in English
4. Transcript of Records
Certificate in English
5. Diploma Supplement
Certificate in English

Université de Lorraine

1. Diplôme de Master SIMM
"Science et Ingénierie des Matériaux et
de la Métallurgie"
2. Relevé de notes et résultats Transcript
of results
3. Certificat de réussite "Master SIMM"
Achievement certificate

Luleå Technical University

1. Examensbevis
Degree Certificate
2. + Diploma
+ Transcript of Records (Swedish)
+ Transcript of Records (English)
3. Diploma Supplement

Universitat Politècnica de Catalunya

4. Expedició de títols acadèmics
Expedición de títulos académicos;
Issue of Degree Certificate*
5. Expedició del Suplement Europeu al
Títol
6. Transcript of Records

*At UPC you will first receive a provisional document called "Expedició de títols acadèmics/ Expedición de títulos académicos/ Issue of Degree Certificate" before you get your real diploma (it is given on behalf of the King of Spain). In the past, the paper work to be done by the University for the true Diploma has taken a long time. However, as regulations for the awarding of diplomas have recently changed, the University has been trying to speed up the process. You can apply once the Saarland University certifies that you have passed all the necessary conditions to get the Master's Degree.

AMASE General Master's Degree Certificate

The examination office at the Saarland University in Saarbrücken, Germany, provides a general Master's Degree Certificate which you can ask for after having obtained the certificates of the two respective universities you studied at.

PARTICIPATION FEES

Bank account and Money

For your first visit to the EU, it is advisable to bring enough money with you in order to avoid payment problems. Furthermore, we recommend you take a credit card from your home bank with you.

General participation fees

The participation fees for the programme are to be paid to the Coordinating University (Saarland University) before enrolling at the respective university for each semester. Students who have an Erasmus Mundus scholarship do not need to pay these fees, since the participation costs are directly subtracted from the scholarship. However, **scholarship holders are obliged to open a European bank account.**

Participation fees include an insurance package (health care, accident legal liability) by the Agency Marsh. Students have the possibility to decide if they take the proposed insurance scheme or not.

Students	Fees	Comments
EU Students	1,500 € per Semester	Includes all registration fees at the different universities.
Non-EU Students	4,500 € per Semester	Includes all registration fees at the different universities.

In case of delays finishing the programme

If all requirements to obtain the Master's Degree cannot be fulfilled during the fourth semester, the student has to be re-enrolled at the corresponding universities for one more semester.

In case the student writes their Master's Thesis at Saarland University and only the Thesis is missing, they do not need to pay participation fees for the extra semester. Nevertheless, they have to be enrolled at UdS and these fees cannot be reimbursed.

The Participation fees have to be transferred to the AMASE account, which is managed in Saarbrücken:

Name of the bank	Bank 1 Saar
Account holder:	Universitaet des Saarlandes
City	Saarbrücken
country	Germany
IBAN	DE19 5919 0000 0000 33 0000
(BIC) SWIFTCODE	SABA DE 5 S
Subject:	AMASE- Fonds W 515110501 It is of great importance to include the following information in the transfer as well: "Fonds W515110501" <u>PLUS</u> Your Family Name, your date of birth

After your payment, please send us a document proving the transfer of the payment via email. This way we can easily track your payment.


For students coming to Uds:

Please note: You have to make two different transfers! One for the participation fees (see information above) the other for the semester fees at Saarland University:

<http://www.uni-saarland.de/en/campus/study/application-and-enrolment/semester-fees.html>

INSURANCE

All students, both European and non-European, need to make sure that they are adequately insured against accident, injury and illness while participating in the AMASE master programme outside their home country. In Europe it is mandatory to have a **health insurance**. It is also recommended to take out a liability insurance that covers costs if you, for example, cause any damage to other people's property or in your accommodation.



If a student owns a European health insurance card (EHIC), it is not mandatory to take our insurance scheme.

The participation fees **include** an insurance offered by the Agency Marsh (for details about the reimbursements for health care and accidents see guidelines from Marsh). Students have the possibility to decide if they take the suggested insurance package or not. If a student is already insured in their home country and can attest that he/she is further insured in the different countries during the Master. If this is the case, it is not necessary to take our private insurance package.

Self-financing students who do not need the insurance package offered by AMASE can be reimbursed for the fees that would have been spent on the suggested private insurance contract, upon presenting proof of payment of other valid insurance.

VISA

Please note: European students do not need any visa. If you are from a Non-EU-country, you will have to apply for a student visa.

As each embassy or consulate in each country has its own procedures and requirements, we suggest that you contact the respective government agency (embassy/consulate) in your home country and ask for their specific demands.

Furthermore, we would like to point out that delays and administrative difficulties occur quite often when applying for student visa. Therefore, we strongly recommend you start the application process as soon as possible.

For the second year (third semester) and the move from Entrance to Second University, we provide a list of addresses of government agencies in the chapters below.

IMPORTANT CONTACTS

Examination Offices

Introduce yourself to the person in charge at the examination office of your Entrance University and Second University upon your arrival.

UL:

David Horwat

Phone: +33 3 83 58 42 52

Email: david.horwat@univ-lorraine.fr

UdS:

Heike-Eva Krieger

Email: amase@ps-ntf.uni-sb.de

UPC:

Gemma Fragas Ribas

Phone: + 34 93 4137449

Email : gemma.fargas@upc.edu

LTU:

Ann-Sofie Andersson

Email: ann-sofie.andersson@ltu.se

IMPORTANT LINKS AND DOCUMENTS

Course List and Tracks

<http://www.uni-saarland.de/einrichtung/eusmat/international-studies/master/amase/the-master-programme/structure-and-contents.html>

Documents for Download

<http://www.uni-saarland.de/einrichtung/eusmat/international-studies/master/amase/downloads-and-links.html>

STUDYING IN SAARBRÜCKEN



The City

Saarbrücken is a city of approximately 180.000 inhabitants that has a lot to offer: several theatres with free entry for students, including opera and dance shows; five cinemas with popular and alternative programmes; great outdoor activities in the forests and on the Saar river; a rich cultural programme for international students offered by the UdS International office; and, of course, an animated nightlife. Various pubs and bars are very crowded even during the week and many clubs and discos are located in the city centre. The city hosts two major cultural festivals: In winter, the international Max-Ophüls festival for German-language movies is hosted here and in the summer, the city organizes the French-German "Perspectives festival" for theatre, dance and music. As Saarbrücken is located in the three-border triangle close to France and Luxembourg, many of the concerts and shows are offered in a cross-cultural context in cities such as Metz, Forbach (France) or Luxemburg city. In general, travelling is easy in Europe and Saarbrücken has proven to be a very good starting

point.

In only two hours, you can reach Paris, Luxemburg city, Brussels, Frankfurt and many other German cities and you can even get to the international low-cost airport of Frankfurt Hahn within an hour and a half.

Registration in Saarbrücken

During your stay, you must be registered at the Bürgeramt of Saarbrücken, which is located in the city centre near the department store "Karstadt". You need to register there once you have found an accommodation. You have to bring your passport and the rental contract. Please note: if you move to a new address during your stay in Saarbrücken, you have to notify the Bürgeramt within a week.

After your arrival in Saarbrücken, you will be asked to provide proof of residence and that you have enrolled at the university. In registering with the immigration office ("Ausländerbehörde") you will be required to bring the following documents with you:

Documents from home:

- Your passport
- Proof of financial assistance ("Sperrkonto") (only for non-scholarship-holders)
- passport sized biometric photos
- Certificate of admission ("Zulassungsbestätigung")

Documents from Saarbrücken:

- Proof that you have paid for your semester ticket (upon arrival)
- Copy of your registration at local government ("Bürgeramt")

Bürgeramt City/ Einwohnermeldeamt Saarbrücken:

Gerberstraße 4

66111 Saarbrücken

Phone: +49 681 905-0

Mail: buergeramt@saarbruecken.de

Opening Hours:

Mo.	07.30 -15.00
Di.	07.30 -15.00
Mi.	07.30 -12.00
Do.	07.30-18.00
Fr.	07.30-12.00

For the second year in Germany, you can find the embassy addresses below:

Coming from LTU to UdS:

German Consulate, Sweden
Förbundsrepubliken Tysklands
ambassad

Box 27832, 115 93 Stockholm,
Schweden.

Phone: +46 8 670 15 00

Email: info@stockholm.diplo.de

Homepage:

<http://www.stockholm.diplo.de>

Coming from UL/EEIGM to UdS:

Ambassade de la République fédérale
d'Allemagne

Section juridique et consulaire

28 rue Marbeau

75116 Paris, France

Phone: +33 1 53 64 76 70

Coming from UPC to UdS:

Consulado General de Alemania

Torre Mapfre

Calle de la Marina, 16-18, 30a.

08005 Barcelona

Email: consalem_bcn@inicia.es

Insurance

For your registration at the Saarland University and in order to get a visa, you need a proof of public insurance. If you want to take out a private insurance, you need a certificate which states that you are exempted from the obligatory public insurance (see paragraphs below). Every student can take out the private insurance suggested by AMASE or take out a different German insurance (public/private). (See: Insurance p. 10) Due to the expectable reimbursement amounts, we recommend choosing a German insurance if you suffer from chronic diseases or other recurring medical issues.

EU students

EU students have the possibility to keep their pre-existing public insurance from their home country. In this case, they need to obtain an EHIC chip card from the insurance company in their home country and present it at any public insurance company in order to obtain the Suspension of student's public health insurance obligation (see paragraph below).

Suspension of student's public health insurance obligation

In order to obtain the certificate of exemption, you have to present your insurance certificate at any German public insurance company (AOK, Barmer-GEK, Techniker Krankenkasse, etc.). You can find the AOK and IKK offices on our campus.

Bank account and money

There are a lot of different banks where you can open an account for free or for very little charges (Sparkasse, Bank 1 Saar, Deutsche Bank, Commerz Bank AG, Santander etc.). Credit cards such as Master Card, VISA, Diners Club and American Express are also widely accepted in Germany.

Accommodation

There are two options for all exchange students: You can either rent a room in a student residence or you can find your own private accommodation. Student dormitories consist either of fully-furnished rooms with shared bathrooms and kitchens or of single/shared apartments with a bathroom and a small kitchenette.

Student Residence

If you intend to apply for a dorm in a student residence, please make sure that you send back the filled form by the due date.

"Kaution"
When you sign the contract you will be expected to pay the first month's rent in advance plus a security deposit ("Kaution"). You will get the "Kaution" back in case you leave the room as it was.

Application Deadline	15 th July
- Winter term - Summer Term	15 th December
Price Range	232€ - 301€
Security Deposit "Kaution"	The amount of the deposit is usually one month's rent.

Please note: These rooms fill up very fast. We recommend sending back your application early so that you may have a better chance of getting a room.

Private Dorm

These dorms are not administered by the university but by a private provider. That's why the interior size and furnishing is usually quite similar. Popular providers are e. g. SBT Immobilien Gruppe, Cusanus Haus, Immobilien Gruppe Saarbrücken.

Flat-Share: “Wohngemeinschaft” (WG)

People live together in one flat in order to reduce costs. Finding a suitable flat share will depend a lot on you, as the residents often have little “interviews” to find out if the person will fit in. You will need to contact them personally. The prices for private accommodation in Saarbrücken may range between 200€ -350€ per month, depending on how close you live to the city centre and on the number of roommates you have.

Youth Hostel

If you don't find a room before coming to Saarbrücken, you can stay at Saarbrücken's youth hostel, this gives you some time to search for accommodation on-site and e.g. introduce yourself in shared flats.

Links for accommodation

Student Residences:

Studentenwerk:

www.studentenwerk-saarland.de

Waldhaus:

www.waldhausweg7.de

Other:

SBT Immobilien Gruppe:

<http://www.studentenwohnungen-saarbruecken.de/>

Immobilien Gruppe Saarbrücken

<http://www.sib-saarbruecken.de/wohnen/wohngemeinschaften>

Cusanus Haus

<http://cusanustreff.de/>

Private accommodation offers:

WG-Welt: www.wg-welt.de

WG-Gesucht: www.wg-gesucht.de

Studenten WG: www.studenten-wg.de

Ebay- Kleinanzeigen:

<https://www.ebay-kleinanzeigen.de/>

Youth hostel in Saarbrücken:

Europa Jugendherberge Saarbrücken:

www.diejugendherbergen.de

Monthly living expenses

Depending on personal lifestyles, you will need **approximately 600€-650€/month** in Saarbrücken.

- Accommodation: Approx. 190 – 350€
- Food: Grocery shopping is relatively cheap in Germany, given the high amount of discount supermarkets, approx. 100 – 150€.
 - Lunch at university: 2,30€ - 4,00€
 - Eating out (Main course): < 10€ for fast food/bistro, 7 – max. 20€ regular restaurant.
 - There is an obligatory TV license fee (“Rundfunkbeitrag”) in Germany which is paid per residence. It’s currently 17,50€/month.
- Transport: A semester ticket for public transport within the Saarland is included in your registration fee.
- Leisure: about 100€ (cinema, going out, sports)
- Nightclub admission: 5-12€
- Don’t forget to include the costs of personal expenses such as cosmetics, clothes, phone, books etc.

Registration at Saarland University (UdS)

Online registration

After having received your letter of admission, you can register online at www.uni-saarland.de/immatrikulation. There is a guide to help you with this.

Proof of financial support (“Sperrkonto”)

For non-scholarship holders, we recommend you open a blocked account which you may easily use as proof of financial support. This is needed to obtain the visa for Germany. There is no need to send the bank account details in advance. For further information, please check:

https://www.study-in.de/en/plan-your-studies/requirements/8000-euros-for-one-year_27533.php

For your registration at UdS you will be asked to pay a registration fee for each semester. The registration fee will be 223€ for the winter semester 2017 at UdS. A ticket for all public transportation in Saarland is always included. Please be aware that the fee varies each semester. You can inform yourself on the website of the university (<http://www.uni-saarland.de/en/campus/study/application-and-enrolment/semester-fees.html>) or contact us.

Please wait five days after your payment and then present yourself at the International Office with the following documents:

1. A certified copy of your last diploma (in German, English, French or Spanish)
2. Proof of public insurance in Germany or a certificate of exemption
3. *Zulassungsbescheid* (Admission Letter from UdS)
4. Copy of transfer of participation and registration fees

Double Registration in 3rd Semester

During their studies at the Second University of the consortium, AMASE students (EU and non-EU students) who studied the first year in Saarbrücken will automatically stay registered in Saarbrücken during the 3rd semester (but do not need to pay the UdS semester fee). This is advantageous as the student will receive a certificate of registration from the International Office that allows her/him to keep the German bank account for free, as well as the public insurance in Germany (if applicable). However, please be aware that you have to register at your 2nd university.

Students who came back to Saarbrücken in January or February can use their UdS Card as a bus ticket until 31st March, if they paid the semester fees for that term. These semester fees will not be reimbursed by AMASE, but you can ask the students' union executive committee ("AStA") for a partial reimbursement because you didn't study at UdS for the whole semester.

Check: <https://asta.uni-saarland.de/index.php/semesterticket-rueckerstattung>

The academic year

The academic year consists of two terms: winter and summer semester. The winter term starts on 1st October and ends on 31st March. The Summer term starts on 1st April and ends on 30th September. On the homepage of the Saarland University you can find more information on the dates:

<http://www.uni-saarland.de/en/campus/study/administrative-information/semester-dates.html>

Introductory Meeting at Saarland University (UdS)

An introductory meeting will take place in the beginning of October during which you will be informed in detail about your studies, enrolment, etc. We will communicate the exact date in the near future. There, we will provide general information about the university, the courses and events. You will get to know the professors and tutors, and

you can get some help putting together your timetable.

German and other language courses

Every student who spends the first year or part of the second year at the Saarland University **has to achieve the German Language Certificate equivalent to the European Level B2** before starting the master's thesis.

The following certificates are accepted:

- DSH 2
- TestDaf (level 3/3/3 sufficient)
- The B2-Exam, which is offered twice a year (17th September and March) by the International Office
- Goethe-Zertifikat B2, C1, KDS, GDS, ZOP
- Telc-Zertifikate B2, C1 and higher
- DSD II

Intensive German Language Courses

Intensive **German Language Courses** can be attended before each semester in August and September at the **International Office**. The course offers various lessons and diverse free time activities. Please be aware of the application deadlines. It's also possible to attend **German Language Courses** during the semester at the international office.

You can attend language courses at the international office and at the Language Centre. At the Studienkolleg you can pass your DSH exam.

For students who are coming to Saarbrücken in the second year, it's possible to get a reimbursement for the intensive German language course offered by the international office in August and September (only one course, no housing and only for self-financing students). Therefore, you have to submit the reimbursement form including a proof of payment (for your language course) at the EUSMAT-Secretary.

The DSH 2 certificate can be achieved at the **Studienkolleg** at the Saarland University. A fee will be charged for the exam.

At the **Sprachenzentrum** students have the possibility to attend all kinds of language courses during the semester. The following languages are free of charge for AMASE students as they are part of the required Credit Points: **English, French, Catalan,**

Spanish and Swedish. Students who already have basic knowledge in these languages have to pass an entry-level test (*Einstufungstest*) before registration. Please be aware of the registration dates.

Find more information about the Sprachenzentrum: <https://www.szs.uni-saarland.de/>
The UoS offers also a free Tandem program so you can improve your language skills and cultural knowledge:

<http://www.uni-saarland.de/en/international/in/german-courses/tandem.html>

Study regulations at UoS

You can find all the necessary information about exam and study regulations in the "Prüfungsordnung" (AMASE hp, section downloads or link below). The following table gives you an overview on the regulations in the "Prüfungsordnung"

	Technical Courses		Language courses and intercultural skills	Graded
1. Semester	At least 25 CP - Structure and Properties of Materials (12 - 15 CP) - Materials Characterization (5 - 8 CP) - Materials Engineering and Processing Technologies (5 - 8 CP)	1. Year	7 – 9 CP	At least 40 CP
2. Semester	At least 53 CP in 1 of the 5 Tracks Track 1: Advanced metallic materials Track 2: Polymers and composites Track 3: High performing surfaces			
3. Semester	Track 4: Materials engineering and manufacturing technologies Track 5: Bio/Nano materials	2. Year	3 – 5 CP	At least 20 CP
4. Semester	30 CP for the Master thesis			

Master's Thesis

In general you have 6 months to work on your Master's Thesis and you get 30CP for it. If you are sick and you hand in a sick note at the Prüfungssekretariat, you will receive more time. In special cases, you can extend the period by up to two months. Once you have finished your Master's Thesis you have to hand in four copies of it, including a declaration that you worked on your own and didn't use any other aids other than the ones indicated. You can find the detailed information in the "Prüfungsordnung" §21.

Other useful information

Reimbursement of Semester Fees

In order to enrol at UdS, you will have to pay the semester fees. The money has to be transferred (separately from the participation fees) to the bank account of the university (You can find the bank details here: <http://www.uni-saarland.de/en/campus/study/application-and-enrolment/semester-fees.html>).

However, the participation fees for AMASE include the semester fees at UdS. You will therefore be reimbursed if you submit the reimbursement form including a proof of payment (of the semester fees) to EUSMAT Office. This costs can only be reimbursed for self-financing students.

You can download the reimbursement form on our website: www.amase-master.net

Marking System

	Insufficient; failure	Sufficient	Satisfactory	Good	Very Good	Excellent
General	< 4-	4-, 4, 4+	3-, 3, 3+	2-, 2, 2+	1-	1
	< 4	4, 5, 6,	7, 8, 9	10, 11, 12,	13, 14	15
Business	< 4	4; 3,7	3.3; 3; 2.7	2.3; 2, 1,7	1.3	1.0

ZiS - Centre for international students

The ZiS is a centre for all international students attending UdS. It organizes a wide range of events like excursions, city tours, cultural and culinary focus days in the

Mensa, cultural evenings in the student halls of residence, informal get-togethers and cultural events. You can find all the events in the ZiS Calendar of Events (see website below).

You can register or apply for any of these events in A4 4, Room 2.37 each weekday between 11 a.m. and 1 p.m.

<http://www.uni-saarland.de/global/welcome-center/interkulturelles-angebot/zis.html>

You might also be interested in joining the *you & me* buddy programme:

<http://www.uni-saarland.de/en/global/welcome-center/intercultural-life/you-me.html>

Handbook for overseas students (UdS):

http://www.uni-saarland.de/fileadmin/user_upload/global/weltweit/in/handbook.pdf

Sports

The university offers a range of sporting opportunities throughout the week:

<http://www.uni-saarland.de/hochschulsport>

You have the opportunity to join group fitness activities for free (for example ZUMBA) or pay a semester fee of approximately 28 € per course for any other courses. You also have the possibility to use the fitness centre with contract conditions of 3 months, 6 months or a year.

Contacts

Local Coordinator	Office
Flavio Soldera Phone: +49 681 302 70511 Email: f.soldera@matsci.uni-sb.de	Nadine Kreutz , Claudia Heß, Christine Danzer Phone: +49 681 302 70507 Email: office@eusmat.net

STUDYING IN LULEÅ



Guide for international Students:

<http://www.ltu.se/edu/Exchange-Studies/Practical-Guide-for-Exchange-Students?l=en>

The City

Luleå is the seat of the Norrbotten County Administration and has a population of about 72.000. The city centre is on a peninsula, so water plays an important part in the lives of Luleå's inhabitants. The Luleå archipelago has over 500 islands. The city has developed into a technological centre in the North of Sweden. The most important corner-stones of this development are metallurgy, education and research, as well as good communications, where Luleå University of Technology has played an important

role. The city of Luleå is home to the main campus of Luleå University of Technology – LTU.

Visa Issues and Residence Permit

If you would like to apply for a visa for Sweden in your home country, please have a look at the internet for the legal Swedish representation (Swedish embassy / consulate) in your country.

The application for the Swedish residence permit costs 110€. **For the second year (third semester) in Sweden, you can find the embassy addresses below:**

from UdS to LTU:

Schwedisches
Honorarkonsulat Frankfurt
am Main
Bockenheimer Landstr. 51-
53
60325 Frankfurt am Main,
Germany
Phone:+49 69 794 026 15
Mail
konsulat@msa.se

from UL to LTU:

Consulat Suédois,
Strasbourg
11, rue du Canal
67400 Illkirch-
Graffenstaden,
France
Phone:+33 3 88 39 06 06
Mail:
consulat.suede.strasbourg
g@wanadoo.fr

from UPC to LTU:

Consulado General de
Suecia
Calle Mallorca 279, 4-3a
08037 Barcelona
Spain
Phone:+34 93 488 3505
Mail:
gkbarcelona@terra.es

All Non-EU students are advised to apply directly for a **one-year Residence Permit** even if you are not planning on staying that long.

Insurance

It is **obligatory** to obtain sufficient health insurance (dental care included) in your home country because you **will not be able to do this in Sweden**.

EU/EEA citizens and citizens from certain countries, which have a mutual health insurance agreement with Sweden, do have the right to the same medical benefits, even though they are non-residents in Sweden. In order to be eligible you must be registered at a social insurance office in your home country and have the European health insurance card (EHIC-card).

Bank account and money

Currently, only Nordea Bank agrees to open bank accounts for international students. Therefore, getting an appointment at the bank and opening an account can take some time (costs: 5€/month). Please be aware of this fact and bring enough money with you for your first stay in order to avoid payment problems.

When arriving in Luleå, it is important to own a Visa or Master card with pin or chip, because paying in cash is not always possible (e.g. traveling by bus).

Accommodation

Finding a suitable accommodation is one of the major concerns for international students travelling abroad. In the case of Luleå it can be quite challenging to find a suitable place. That is why we recommend you sign up and apply as early as possible. To obtain housing you need to be accepted as a student at the university, but you can register and put yourself in line years in advance. Once you have been accepted you can start actively applying for accommodation.

It is also possible to sublease an apartment. You can find such offerings at [Blocket.se](https://blocket.se) and [Mystudentstore.se](https://mystudentstore.se). These websites are in Swedish, but you can use Google Translate to read them.

In Sweden it is hard to find housing in July or August due to the long summer vacations, so you better start looking as soon as possible.

Another recommendation is Fastigheter Lina, a landlord that specializes in furnished apartments for short term stays. See their website for more details: [Lägenhetshotell - Fastigheter Lina](https://lagenhetshotell.se).

More websites that list landlords and available apartments in Luleå:

[Hyrabostad.se](https://hyrabostad.se)

[Lägenhet.se](https://lagenhet.se)

[Kvalster.se](https://kvalster.se)

<http://gammelstadsgasthem.se/>

<http://www.ltu.se/edu/Exchange-Studies/Bostad?l=en>

Monthly living expenses

Count on using **approximately 7.600 – 8000 SEK per month**. But remember, personal lifestyles cause this to vary.

- Accommodation: Approx. 3.000 SEK
- Food: Grocery shopping is more expensive in Sweden. Keep in mind that eating out, even at fast food restaurants, is expensive. Approx. 2.500 SEK (less, if you eat lunch at home)
- Books: Approx. 400-600 SEK
- Leisure: 600 SEK and up

- Personal expenses: Don't forget to include the costs of personal expenses such as shampoo, tooth paste, etc.
- Telephone, TV, newspaper: Depends on the individual's use.

Studentbostadsservice

Studentbostadsservice offers student housing in single apartments (some of these have furniture) or two-room apartments (doublet with furniture and shared kitchen and bathroom).

To sign up for Studentbostadsservice, please fill in the application form on the web: <https://www.studentbostadsservice.se/registrera/>

Student housing areas in Luleå, for both Lulebo and Studentbostadsservice: Porsön, Björkskatan. In all cases, you will have to bring or buy your own bed linen. The cost of an apartment or dorm room is approximately the same. Heating and water are included in the rent, sometimes also the electricity.

Please note that the rent has to be paid for the entire period at the beginning of the Semester.

Registration at LTU

Upon arrival you will get information on the registration procedure. Information about the registration procedure will be given by the International Office at the introductory meeting.

In Luleå, students are not allowed to skip more than one course. Otherwise, you have to pay a fine.

Introductory Meeting

In September, there will be an official welcome meeting for new Master students.

Upon arrival you will receive the programme. At the International Office you will also get practical information about registration, how to use the LTU-web, how to find timetables, etc.

The **orientation period** for international students takes place at the beginning of the autumn semester. You can find more information here: <http://www.ltu.se/edu/nystudent/vecka1?l=en>

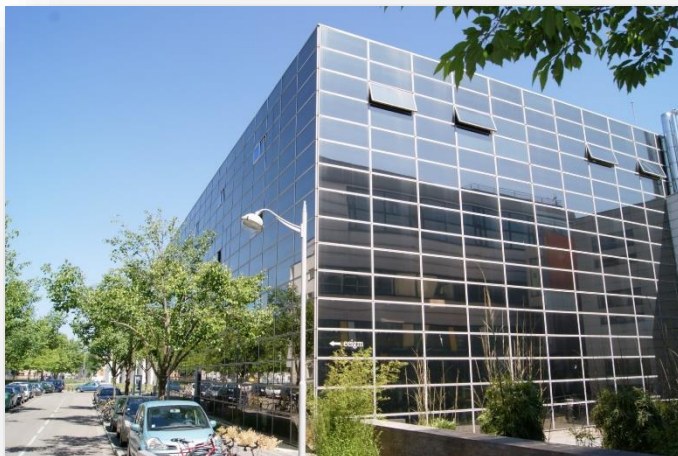
Swedish and other language courses

LTU offers language courses. The International Office will inform you about how to apply, fees, etc. at the introductory meeting.

Contacts:

Local Coordinator:	Student Counsellor:
Lennart Wallström Phone: +46(0)920493367 Email: Lennart.Wallstrom@ltu.se	Tove-Heidi Mortensen (for general questions about the studies and courses) Email: Tove-Heidi.mortensen@ltu.se
International Office:	Admission Office:
Marcus Skårman Email: marcus.skarman@ltu.se	Elisabeth Nyström Email: Elisabeth.Nystrom@ltu.se

STUDYING IN NANCY



The City

Nancy is a city of about 105.000 inhabitants in the old town and city centre and about 400.000 inhabitants in the urban area. More than 1 out of 5 inhabitants is a student, which makes Nancy the 5th largest city in France for student life. Although its roots lie in the 11th century, the city is full of liveliness and youthful spirit. Those seeking an interesting combination of student activities and cultural activities will enjoy visiting Nancy.

With its opera, museums, theatres, several famous music festivals (Nancy Jazz Pulsation, Au fond du jardin du Michel, Les nuits de stan ...), many houses for culture and youth presenting a large variety of activities, Nancy is ranked the best city in France (of 250.000 to 500.000 citizens) for cultural attractions.

Architecture is a striking feature of Nancy. Duke Stanislas redeveloped the area linking the old and new towns of Nancy, building his three famous squares ("places" in French) on the esplanade that had replaced part of the city's ramparts. From north to south they are the Place de la Carrière, Place Royale (today's Place Stanislas) and Place d'Alliance, the last two being raised in honour of King Louis XV, the son-in-law of Duke Stanislas, former King of Poland. The magnificent 18th century group of buildings in Nancy has been on the list of UNESCO World Heritage since December 1983 when it was chosen as being of "truly outstanding interest and representing universal values". In the late 19th and early 20th centuries Nancy developed the most beautiful ensemble of "art nouveau" and the style "École de Nancy" was recognised worldwide. The city is

still profoundly influenced by this period which can be appreciated in the surroundings of the School of Mines.

Visa issues

If you would like to apply for a French visa in your home country, please have a look at the homepage of the legal French representation (French embassy / consulate) in your country.

For the second year (third semester) in France, you can find the embassy addresses below:

Coming from LTU to UL:

Embassy of France in Sweden

Kommendörsgatan 13
Po.Box 5135
10243 Stockholm, Sweden
+46 8 45 95 300
Homepage: <http://www.ambafrance-se.org/Contact-7268>

Coming from UdS to UL:

French Consulate in Saarbrücken

Am Ludwigsplatz 10
D - 66117 Saarbrücken
+49 681 92799860
E-Mail: info@consulfrance-sarrebruck.org

Coming from UPC to UL:

French Consulate in Barcelona

Ronda Universitat, 22 Bis, 4
08007 Barcelona, Spain
+34 932 703 000
Homepage : <http://www.consulfrance-barcelone.org/Consulat>

Insurance

Health insurance is compulsory and must be proven when registering at the university. Upon registration at the university, you will be offered the possibility to take out a French student health insurance. In general, you can choose between 2 student health organizations: Mutuelle Générale des Étudiants de L'Est (MGEL) and Mutuelle des Étudiants (LMDE). Your choice may, however, depend on the profession of your parents or partner/spouse. The cost average of the health insurance is about 200 €/year. The University Service of Preventative Medicine and Health Promotion (SUMPPS) is at your disposal for any medical issues: consultations, vaccinations, etc. A social worker is also at your disposal.

It is **highly recommended to choose** the French student health insurance which has several advantages:

- In most cases you will not need to pay health expenses in advance.
- You will be registered at a national level and will be acknowledged by social institutions like Caisse d'Allocations Familiales or others more easily.

If you take out the French student health insurance you can be reimbursed for the costs of the AMASE private insurance package.

Nevertheless; EU-students can choose to keep their pre-existing public insurance or students can take out the AMASE insurance.

For detailed information see

Insurance, p. 11.

Bank account and money

In order to rent a flat in France, normally a French bank account is required. A lot of different banks offer accounts for free or for little charge (BNP, Crédit Lyonnais, Crédit mutuel, etc.).

Registration in Nancy


Upon arrival, the University of Lorraine provides an office to guide you in your administrative tasks. This office is called the "guichet unique". The guichet unique is located in the city centre at **34, cours Léopold, 54000 Nancy**. It is recommended that you visit the website, which is a sub-section of the website of the University of Lorraine:

<http://welcome.univ-lorraine.fr/fr/formations/accueil-des-etudiants>

Since the 1st of June 2009, the "visa de long séjour" (long-term resident's visa) for students acts as a "titre de séjour" (residence permit) for the duration of validity of that visa.

When entering France:

After your arrival in France all non-European students have to submit the "Déclaration d'Entrée sur le Territoire" (DET) at the airport, the train station or the first police station in France.



The form must be duly filled out and you must attach a photocopy of the passport pages containing your personal information as well as the dated stamp of your entry into France and your visa.

Within the first three months after your arrival:

You must send, by letter and with notice of receipt ("accusé de réception"), the form "demande d'attestation OFII", that was given to you by the consulate/embassy that issued your visa, to the following address:

L'Office Francais de l'immigration et de l'integration

Direction Territoriale de l'OFII
2, rue Lafayette
57000 Metz

Upon receiving these documents, the "direction territoriale de l'OFII" will send you a certificate of receipt of the form by ordinary letter within 3 months, you will be summoned by the OFII for the validation of your visa and a medical check-up, if you did not have one before arriving in France.

You have to provide:

- Your passport and a photocopy of the pages containing your personal information, the dated stamp of your entry into France and your visa
- Proof of address (rental contract, gas/water/electricity bill with your name on it, or certificate of accommodation)
- 3 ID photos of yourself, facing forward and with nothing covering your head;
- The medical certificate delivered by a doctor approved of the OFII- (if you had your check-up performed before travelling to France)
- 55 € of OFII stamps (having the name ANAEM or OMI) which is the fee for the first delivery of your "carte de séjour"
- Your certificate of enrolment at university
- Proof of your financial resources

- **If you lose your passport**

You must contact the consulate/embassy of your country of origin so that they can issue a replacement passport. Then, you have to go to the "préfecture" (French national police) to get your "carte de séjour".

- **If your address changes within the département (within Meurthe-et-Moselle)**

You must notify the "préfecture" of your change of address.

- **If your address changes to somewhere outside the département (no longer Meurthe-et-Moselle)**

You must notify the "préfecture" of your new département of your change of address.

- **When your long-term resident's visa expires**

Two months before your visa expires, you must fill out a request for a "titre de

séjour” at the “guichet unique” of the University of Lorraine.

Monthly living expenses

Count on using **approximately 650€ - 700€ in Nancy per month**. But remember, personal lifestyles cause this to vary.


- Accommodation: Approx. 200 – 350€ (with CAF 150€ - 300€)
- Food:
 - Grocery shopping approx. 200€
 - Lunch at university, Resto U: 3,20€
 - Eating out (Main course): <10€ for fast food, 10-15€ bistro, 10 – 30€ regular restaurant.
- Leisure: approx. 150€ (cinema, going out, sports), in France there are a lot of student discounts, e.g. for the train (Carte Jeune), sometimes museums are free.
- Don't forget to include the costs of personal expenses such as cosmetics, clothes, phone, books etc.

Accommodation in Nancy

CROUS student residences

CROUS is the “Centre Régional des Œuvres Universitaires et Scolaires”. CROUS student accommodation must be reserved as soon as possible.

The cheapest option is a “traditional room” but comfort standards are very basic. If you opt for this room, the “Saurupt” residence is the most convenient for easy access to the EEIGM by tramway. For students benefiting from Erasmus Mundus scholarships, only apartments from residences “Le Provençal” (T1 Bis) and “La battelière” (Studette) are available.



In France, just as in Sweden, it is hard to find housing in July or August due to the long summer vacations, so you better start looking as soon as possible.

The students staying in Nancy for the whole academic year commit themselves to staying in the residence and pay rent for 10 months (from September 1st to June 30th): there is no possibility to change accommodation during the year.

Private residences close to the EEIGM

There are 3 private residences close to the EEIGM:

- “Les Estudines” (2 minute walk):
48 avenue du XXième Corps in Nancy;
average price : 500 € per month (furnished studios; all service charges included)
<http://www.estudines.com/residence-logement-etudiant-nancy-9-28.html>
- “Les Grands Moulins” (10 minute walk):
45, rue de Châteaux-Salins à Nancy;
average price: 440 € all service charges including electricity and heating
<http://www.mgellogement.fr/residences-etudiantes/detail-NANCY-2.php>
- “Espace 88” (5 minute walk):
29, rue Henri Bazin in Nancy;
average price: 340 € including service charges but heating is extra

If you opt for one of these 3 residences, the EEIGM will make the reservations for you – if there are vacancies.

Private rooms, studios or individual/shared flats

These types of accommodation are relatively easy to find in Nancy, however, reservations in advance are not possible. There are a number of websites where you can find available accommodation:

- <http://www.leboncoin.fr>
- www.paruvendu.fr
- www.colocation.fr
- www.topannonces.fr

If you wish to share a flat with French students, we will transmit your request to the EEIGM student’s association, but we cannot guarantee a positive result.

Please note: For all types of accommodation, you will need a financial “guarantor”. The EEIGM Director of International Relations (isabel.keller@eeigm.univ-lorraine.fr) will be your personal guarantor.

You can find an interactive map of Nancy and a special student accommodation page on: www.toutnancy.com or <https://www.nancy.fr/>.

The accommodation service of **MGEL** (Mutuelle Générale des Étudiants de l'Est) has a large number of offers, too.

CAF – housing assistance

The **Caisse d'Allocations Familiales CAF** is responsible for housing assistance. You can apply online via the website <http://www.caf.fr/ma-caf/caf-de-meurthe-et-moselle/actualites> for financial aid for accommodation. To ensure you're receiving the maximum entitlement, you should apply as soon as you move in. However, be aware that the first month is not financed by CAF.

Students not benefiting from an Erasmus Mundus Scholarship can apply at the Caisse d'Allocations Familiales CAF for financial aid for accommodation. Please note that it is necessary to have the signed accommodation contract.

Find more information here: <http://www.caf.fr/ma-caf/caf-de-meurthe-et-moselle/actualites>

Introductory Meeting

The introductory meeting is held every year at EEIGM during the first or second week of September. Relevant information on EEIGM can be found at the following link: <http://www.eeigm.univ-lorraine.fr/vie-etudiante/guide-pratique-pour-letudiant>

At the start of each academic year the University of Lorraine organises a welcome day dedicated to foreign students so that they can get acquainted with the city and university.

Master's Thesis

Your master's thesis is going to be financed by the Nancy's laboratories (ca. 550€/month). You can find more information here: <https://www.service-public.fr/professionnels-entreprises/vosdroits/F32131>

French and other language courses

All scientific courses are given in French. As a European school, a specialty of EEIGM is being able to provide high-quality language courses in French, German and English. It is also possible to attend intensive French language courses in late August and early September.

Other useful Information

Registration at EEIGM

In France, AMASE is hosted by EEIGM, the École Européenne d'Ingénieurs en Génie des Matériaux. The school is well-situated in the city centre, approximately 300 meters from "Place Stanislas" and the city garden "La Pépinière" and just beside the school of architecture and Engineering school of industrial systems (ENSGSI). EEIGM is part of the newly founded University of Lorraine. The University of Lorraine (UL) is the result of the fusion of the following four universities:

Nancy-I, Nancy-II, Paul-Verlaine – Metz, and Institut National Polytechnique de Lorraine. The registration occurs after the introductory meeting. You are invited to contact the local coordinator or the secretariat before your arrival. You don't need to pay local registration fees, as these are directly transferred from the AMASE participation fees.

There is a university restaurant close to the EEIGM within 5 minutes walking distance (cost of a full meal: 3 €).

Student activities at EEIGM

The "Bureau des Elèves" (BDE) of EEIGM is an association that groups all the different student clubs together. It organizes and promotes many actions like the Gala, 24 hours of Stan, Aquacities, the Cabaret Night, etc. No doubt you will find a club that fits your interests.

You can find more information in the *Guide pratique EEIGM*: <http://www.eeigm.univ-lorraine.fr/vie-etudiante/guide-pratique-pour-letudiant>

Sports

Whether you are a sport lover or a seasoned athlete, numerous sporting activities are on offer.

- Service Inter-Universitaire des Activités Physiques (SIUAP) de Nancy
- Association sportive de l'INPL (AS INPL)
- Fédération Française du Sport Universitaire Nancy-Metz (FFSU)

Contacts

Local coordinator

David Horwat

Phone: +33 3 83 58 42 52

Email: david.horwat@univ-lorraine.fr

Secretary

Dominique Stirnemann

Email: dominique.stirnemann@univ-lorraine.fr

STUDYING IN BARCELONA



The City

Barcelona is the capital of Catalonia and with a population of about 1.620.000 citizens, the second largest city in Spain. Europe's largest metropolis on the Mediterranean coast is located between the mouths of the rivers Llobregat and Besòs and bounded to the west by the Serra de Collserola bridge.

Barcelona is a bilingual city: Catalan and Spanish are both official languages and widely spoken. Since the arrival of democracy, the Catalan culture (very much repressed during the dictatorship of Franco) has been promoted, both by artworks from the past and by stimulating the creation of new ones.

Barcelona has boomed since the early 1990s, when preparations for the Olympic Games wrenched it into modernity, and today it remains well in the vanguard of other Spanish cities. Nowadays, it is an important cultural centre and has a rich cultural heritage. Particularly renowned are architectural works of Antoni Gaudí (Sagrada Família, Parc Güell etc.) and Lluís Domènech i Montaner (Palau de la Música Catalana) that have been designated UNESCO World Heritage Sites.

Barcelona is the most popular tourist destination in Spain (with over 5 million tourists every year). In every way, Barcelona is worth staying for a while, as a tourist, a student or for work. It is a city full of interesting museums, expositions, beautiful architecture, venues for music and theatre as well as sports events. Especially in summer, life takes place outside, where creativity has no limits. As Barcelona is surrounded by beaches and mountains, there are many possibilities to spend some time outside the city and enjoy nature.

The Universitat Politècnica de Catalunya (UPC) is a university with a consolidated worldwide reputation and an international vision that generates technological innovation and attracts talent. The objectives of UPC are based on internationalization, as it is Spain's technical university with the highest number of international PhD students and the highest number of international Master's Degree students (more than 2.000 foreign students from all over the world enrolling each year).

An appealing range of educational programmes has positioned the University as a welcoming place for the exchange of knowledge: Science, technical fields, technology and architecture form the core of its personality.

Visa issues

Application for visa

Please contact your closest Spanish embassy or consulate and find out their requirements.

The following documents are usually requested:

- Document that states the AMASE Master participation fees
- Admission letter to the AMASE Master
- Criminal records certificate from your home country
- Some document stating that you have enough economic resources for your stay
- Some certificate or document about your health and/or travel insurance
- The address of your accommodation in Barcelona

Some of these might not be requested and others that are not in this list might be needed for your visa application. That is why we advise you to directly contact the Spanish embassy/consulate.

Confirmations

After being in contact with the Spanish consulate or embassy, send the following information to Ms Torné by e-mail:

- Have you already obtained your visa? ☐Yes ☐no


If your answer was no:

- 1) Did you already start the procedure to get your student visa? (yes/no)
 - 2) When did you go to the Embassy to process it? (date)
 - 3) Which is your visa application number? (reference number)
 - 4) When are you supposed to get your visa?
- When are you planning to come to Barcelona? Have you already booked your (flight?) ticket? (yes/no and date of arrival in Barcelona)

We kindly ask you to inform us REGULARLY after the different steps taken. This will help us know the status of your visa application. You can do so by e-mailing Ms Torné at: mobilitat.eebe@upc.edu

Legalization

Non-European students coming to Spain must legalize their home university certificate. Legalization is the process through which the Spanish authorities recognize international certificates as authentic and it is a requirement to study at higher education level. The length and difficulty of the legalization process depends on your home country. The requirements vary from one country to another. In any case, the procedure has two parts: one has to do



In most embassies and consulates there are delays and administrative difficulties when applying for student visas. So please start all the procedures as soon as possible.

with the national authorities in your home country and a second one depending on the Foreign Affairs Ministry in Spain. The instructions are the following:

In order to legalize education certificates issued in countries that have signed the Andrés Bello Agreement, you must get your diploma verified by ALL the following authorities:

- Education Ministry of the country where you completed your studies.
- Foreign Affairs Ministry of the country where you completed your studies.
- Embassy or consulate of Spain in the country where you completed your studies.

In order to legalize education certificates issued in countries that have signed the La Hague Accords, your diploma needs to be verified by the Ministry of Foreign Affairs in the country where you completed your studies. In this case, the Ministry of Foreign Affairs has to attach the La Hague Apostille to your diploma in order to get it legalized.

In order to legalize education certificates issued in countries that are not in the previous situations, you must complete the following steps:

Get your diploma verified by the local authority responsible for your country. You can find the list of countries and their complement authorities on the following website:

www.hcch.net/index_en.php?act=conventions.authorities&cid=41

Once this verification has been obtained, it needs to be validated by the embassy or consulate of Spain in your home country.

After you have completed the previous requirements, you must obtain the official Spanish legalization at the following authority: Spanish Ministry of Foreign Affairs in Madrid, Spain.

You can do so in person or you can send your original diploma with all the documents previously obtained by courier or certified mail to the legalization section of the Foreign Affairs Ministry of Spain. If you go there in person, you will need to fix an appointment first (we can help with this step because the website is only available in Spanish). In either case, the address of the legalization office is the following:

Ministerio de Asuntos Exteriores y de Cooperación
Sección de Legalizaciones

C/ Juan de Mena, N° 4
28071 Madrid, Spain

Please take into account that all documents issued in a language other than Spanish must be accompanied by an official translation into Spanish. You can obtain it through different means:

- The diplomatic or consular representation of Spain abroad.
- The diplomatic or consular representation in Spain of the applicant's or the document's country of origin.
- A legally authorized or registered translator in Spain (we can help with this, too).

For the second year (third semester) in Spain, you can find the embassy addresses below:

Coming from LTU to UPC:

Embassy of Spain in Stockholm

Stockholm o/y Djurgardsvagen, 21,
Sweden

Phone: +46 8 522 808 00

E-Mail: embespse@mail.mae.es

Coming from UL to UPC:

**Consulate-General of Spain in
Strasbourg**

13, Quai Kléber

67000 Strasbourg, France

Phone: +33 3 8832 6727

E-Mail: cog.estrasburgo@mae.es

Coming from UdS to UPC:

Consulate-General of Spain in Frankfurt

Nibelungenplatz, 3

60318 Frankfurt am Main, Germany

Phone: +49 (0)69 959 1660

E-Mail: cog.frankfort@maec.es

Insurance

Students must deliver a copy of the European Health Insurance Card or international medical insurance upon arrival.

Registration in Barcelona

At the beginning of your stay at UPC it is extremely important that you complete some legal requirements. These will be needed for a visa extension.

To help you with this, the staff of UPC International Students Office (ISO) offers information sessions for international students that you must attend. In these sessions, apart from the explanation of the legal procedures that you must complete, they will provide you with practical information on language courses and different

services offered by the university. The ISO (OMI in Catalan) will offer two sessions for non-European students scheduled in September. You can contact the ISO office to obtain more information.

Their address is the following:

UPC EEBE

Barcelona East School of Engineering. EEBE
Av. de l'Eduard Maristany, 16. Edifici A
08019 Barcelona

Accommodation in Barcelona

Accommodation is one of the key issues for international students travelling abroad. In the case of Barcelona, finding a suitable place in certain periods can be very hard. For most Spanish universities the academic year begins in September, so it becomes essential to book accommodation in advance.

As far as long-term accommodation is concerned, there are two main options in Barcelona:

- Staying at a residence hall.
- Staying in a shared flat with other students.

Finding accommodation in Barcelona can be very hard in certain periods of the year, so please start your search as soon as possible.

Some considerations about both options:

Residence hall:

- 😊 Advantage: More comfortable
- ☹ Disadvantage: Less independent than an apartment, rare to find, quite expensive
- 💡 Price: a single room with a kitchen costs 400 - 750 € per month.

Shared flats:

- 😊 Advantage: you can benefit from the experience of being with other students from different areas in Catalonia or from other countries. The flat can be closer to the city centre (depending on the area where you choose your apartment) and may be a little bit cheaper.

- ☹ Disadvantage: It is not as easy as booking a room in a residence, because you have to look for it on your own. This can be done through "Barcelona Housing Service for Students (BHSS)" (see contact details below).
- 👉 Price: depends on the area, flat conditions and the expenses that are included. The average price is around 300 – 400€ per month for a single room.

Here you can find a list of useful websites for both options:

Residence halls:

- www.resa.es → This company has a residence hall on the campus, which is called Torre Girona.
- www.mestralmar.com
- <http://cmsantjordi.ub.edu/eng>

Shared flats:

- Barcelona Housing Service for students
- www.bcn-housing-students.com
info@bcn-housing-students.com
C/ Torrent de l'Olla, 219
08012 Barcelona, Spain
Phone: +34 93 238 90 72
- www.easypiso.com

Monthly living expenses

Count on using **approximately 700-800€** in Barcelona per month. Remember, personal lifestyles cause this to vary.

- Accommodation: Approx. 350 – 500€ in a shared flat
- Food: Grocery shopping approx. 200€
 - Lunch at university: 8€
 - Lunch menu in the city centre: €12-20
- 10-trip bus and metro travel card: € 9.95 euro (1 zone)
- Cinema ticket: €9
- Don't forget to include the costs of personal expenses such as cosmetics, clothes, phone, books etc.

Registration at UPC

UPC has three campuses in Barcelona. We are located at Campus Diagonal Besòs, opened in the 2016-2017 academic year in an area of growth between Barcelona and Sant Adrià de Besòs.

UPC EEBE

Barcelona East School of Engineering. EEBE
Av. de l'Eduard Maristany, 16. Building A
08019 Barcelona

How to get to the city centre from the airport:

- By taxi: The ride from the airport costs around 24 € and the trip takes 10 to 20 minutes
- By train or metro: Trains leave the airport every 1/2 hour. The train terminal is located at the airport (at T2). Get off at Estació de Sants (Sants Station) and, once there, take the underground (line 3, green, direction Zona Universitària). Get off at Palau Reial station and then walk for about 1 min.
- By bus: You must take a blue bus called Aerobus right outside the terminal at the airport. Get off at Plaça de Catalunya (Catalonia Square) and then take the underground (line 3, green, direction Zona Universitària). Get off at Palau Reial and walk for about 1 min.

How to find us in the EEBE:

The Secretary of AMASE is located in the Administration Offices of EEBE on the left side of the main hall. The first thing you need to do at UPC is to register for the AMASE Programme. Please contact:

UPC EEBE

Barcelona East School of Engineering EEBE
Av. de l'Eduard Maristany, 16. Building A
08019 Barcelona

The Department of Materials Science and Engineering is located at Pavelló E, 1st Floor.

Introductory Meeting

The Introductory Meeting includes activities to help you become familiar with UPC-BarcelonaTech and the way of life in Catalonia. It includes the study structure, finding your way around the university and the answering of general questions.

This year the Introductory Meeting will take place the 13th of September 2018. You will be contacted again by the Department of Mobilitat EEBE.

Spanish and other language courses

Catalan language courses

Servei de Llengües i Terminologie

Campus Diagonal Nord, Edifici VX (Vèrtex). Pl. Eusebi Güell

6 08034 Barcelona

Phone +93 401 74 97

Homepage: <https://www.upc.edu/slt/en/contact>

These courses are provided by the Language and Terminology Service of UPC-BarcelonaTech. The aim is for students to quickly gain listening comprehension skills in Catalan so that they can follow lectures more easily. Students can later enrol in advanced level courses and obtain official certificates.

You can also learn Catalan via [parla.cat](http://www.parla.cat/pres_catalaenlinia/AppPHP/login/index.php), a collection of online resources for learning Catalan: http://www.parla.cat/pres_catalaenlinia/AppPHP/login/index.php

Catalan Courses can also be done at **Consorci per a la Normalització Lingüística (CPNL)**: <http://www.cpnl.cat/>. The initial levels of Catalan are free, advanced language courses are not.

Spanish language courses

Merit School is a language school offering Spanish language courses on campus. Spanish courses cover all levels and are offered in intensive and extensive formats. There is also the possibility of preparing for official Spanish language examinations such as the DELE, which is awarded by the Spanish Ministry of Education.

Further information is available at:

Merit School

UPC Campus Nord -

Plaça Telecos

Jordi Girona, 1-3

08034 Barcelona

Phone: +34 93 413 79 20

+34 902 11 14 15

E-Mail :

merit.nexus@meritpost.com

Homepage:

<http://www.meritschool.com/>

Other language courses

Please find below a list of language schools that provide courses during your stay.

- [Escola d'Idiomes Moderns \(UB\)](#)
- [Institut d'Estudis Nord-americans](#)
- [Institut Français](#)
- [British Institute](#)
- [Goethe Institut](#)

Other useful Information

Sports

Many sports and cultural activities are organized by UNIVERS. Please look at the web

UNIVERS of UPC	
C/ Jordi Girona, 3	E-Mail: info.univers@upc.edu
Building PE - Campus Nord	Homepage:
08034 Barcelona	www.univers.upc.edu
Phone: +34 93 401 17 16	

Basic tourist information

If you arrive in Barcelona before the Welcome Day and you have booked your accommodation, the first thing we recommend you do is to check the area where you will be living. Getting familiar with your neighbourhood is important in order to learn basic things such as the location of the closest metro and bus stops, bakeries, supermarkets, pharmacies and so on.

Once this is clear, you should get yourself a metro travel card and start exploring the city. Now, there are different kinds of travel cards, which vary in features and price, and which can be bought at any metro station. These are the most frequently used within the city of Barcelona:

- Single Ticket: Valid for a one-way trip by metro or bus. It costs 2 €.
- T-10: Valid for ten trips by bus or metro. You can switch from any bus to a different one or from the metro to any bus within 1 hour and 15 minutes while only paying once. It costs 9,95 €.
- T-50/30: Valid for 50 trips by metro or bus within 30 consecutive days. You can switch from any bus to a different one or from the metro to any bus within 1 hour and 15 minutes while paying only once. It costs 42,50 €.
- T-Mes: Valid for an unlimited number of trips by metro or bus within 30 consecutive days. It costs 52,75 €.

- T-Jove: Valid for unlimited number of trips by metro and bus within 90 consecutive days. Only students under 25 years old may buy it. The cost is 105 €.

The Barcelona Transportation website offers other travel cards as well: www.tmb.cat. You can also find metro and bus maps on the same website.

Contacts:

Local Coordinator:

Gemma Fragas Ribas

Phone: + 34 93 4137449

Email :gemma.fargas@upc.edu

Mobilitat EEBE

Mati Torné

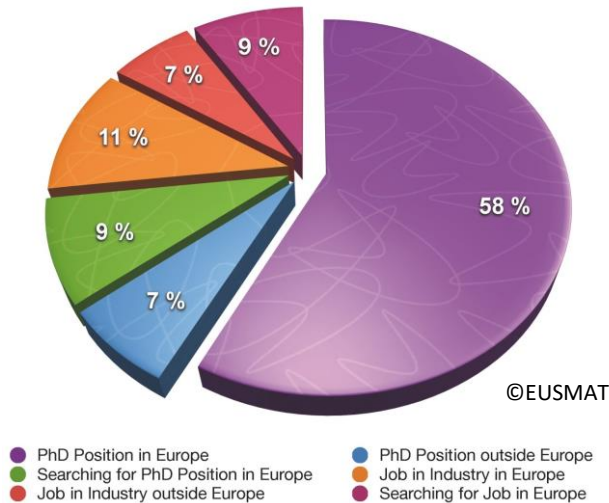
Phone: +34934137354

Email: mobilitat.eebe@upc.edu

YOUR FUTURE AFTER AMASE

Alumni statistics

The following diagram shows the broad spectrum of opportunities available to AMASE alumni in industry and university institutions. More than half of the alumni stay in Europe to complete a PhD.



DocMASE

European Joint Doctoral Programme in Materials Science and Engineering

The DocMASE Programme is the logical next step in the existing structures for international education in the framework of EUSMAT, and is jointly offered by:

- Universität des Saarlandes, Saarbrücken, Germany
- Université de Lorraine in Nancy, France
- Universitat Politècnica de Catalunya in Barcelona, Spain
- Luleå tekniska universitet in Luleå, Sweden
- Linköpings universitet in Linköping, Sweden.

Besides the five partners, 20 associated partners from academics, research and industry take part in the DocMASE programme.

DocMASE was selected in a very competitive process in the Erasmus Mundus programme. It was therefore able to deliver 37 Erasmus Mundus fellowships for the best applicants from EU and non-EU countries. However, as the Erasmus Mundus financing ran out, EUSMAT is currently searching for new scholarship possibilities.

The aim of DocMASE is to provide a high-level research structure for the best students from Europe and the rest of the world.

For further information, please visit our website: www.docmase.net.

Alumni Association of Saarland University (Universitätsgesellschaft)

AMASE is a program of the European School of Materials (EUSMAT) which aims to enhance contact and exchange between alumni and students currently enrolled in international study programs. EUSMAT is therefore part of the Chapter "Materials Science and Engineering" of the Alumni Association of Saarland University. This Association promotes joint activities such as conferences, trainings and recruitment measures and gives students, alumni and employees of materials science the possibility to expand their contacts.

All AMASE students are welcome to join this alumni association.

For further information please have a look on the official homepage:

<http://www.uni-saarland.de/page/unigesellschaft.html>

ANNEX

List of important documents

Remember, always keep all your important personal documents with you. Do not put them into the luggage you check in at the airport. It might get lost on your journey. Instead, keep your documents in your hand luggage.

Please make sure that you have access to these documents e. g. you should save them on a USB drive or cloud server.

For more specific information please check the regulations for the universities you chose.

Here is a short list of documents you should bring with you:

- Passport
- Proof of your financial resources
- Your certificate of enrolment at university
- AMASE Admission Letter
- Proof of health insurance
- Proof of address (rental contract, gas/water/electricity bill with your name on it, or certificate of accommodation)
- Visa Documents
- passport sized biometric photos (e. g for visa, enrolment or other administrative purposes)

Frequently Asked Questions (FAQ)

May I learn the second language at my Entrance University?

It is important that you start learning the language of your Second University as soon as possible, therefore you will have to organize yourself well. During the first year of the Master, we would highly recommend that you already participate in the language courses offered at your Entrance University which prepare you for your studies at the Second University. It might be necessary for you to participate in courses of the instruction language of the Entrance University as well.

What about the Visa Procedures?

European students do not need any visa. If you come from a non-EU-country ("third country student"), you will have to apply for a student visa.

How long does a usual visa procedure take?

The duration of the visa procedure depends on your home country and on the agreement between your country and the one you're going to study in. Some visa procedures can take up to six months in extreme cases. In our experience three to four months are quite common. Therefore, we advise you inform yourself about the visa procedure early on. That way, you will be ready to start the application as soon as you receive our documents.

How often do I have to ask for a visa during my AMASE studies?

At least twice: Once for your first trip to Europe and once more when you change to the

Second University. If you choose to write your master's thesis at your first university, you need a third visa to get back there. In any case, you will need a visa for two years from the beginning.

What does this mean for my personal organization?

Arriving at your first university, you have to find accommodation and organize your timetable. At the end of the first semester you should start applying for the visa for your next university. This gives you enough time to complete the procedure, should the embassies have any delays.

Find more information about the Visa procedures, click here:

<http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/08-Studentenvisum.html?nn=479790>Culture Shock

One can become homesick in a variety of ways. This includes struggling with:

- Adapting to a country with a different way of life
- Coping with a new language
- New food
- Trying to make new friends
- Dealing with extreme changes in the weather

To assist you in adapting to your new environment, here are just a few hints to make you feel more at home:

- Try and do the things you normally do, like watching TV, reading the newspaper; going to the gym or watching a movie.
- Try and meet people who are fluent in the language you need to learn, who also want to learn your native language. You can then pair up (tandem partners) and assist each other.
- Don't forget to contact home every once in a while to tell your friends and family what you have been doing.
- Talk to people about how you feel. Emotional support is important. Especially the first few months can be tough.
- Last, but not least have a positive attitude ☺



Advanced Materials Science
and Engineering

The AMASE Master Programme is funded by the European Commission within
Erasmus+ Erasmus Mundus



Erasmus+



Explore. Materials. Worldwide.

Find us on:

