



AMASE Student Guide 2021/22



Erasmus+

AMASE Contacts



UNIVERSITÄT
DES
SAARLANDES

EUSMAT Office

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



Prof. 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@ltu.se



UNIVERSITÉ
DE LORRAINE

Prof. 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

Prof. Dr. Gemma Fargas Ribas
Escola d'Enginyeria de Barcelona Est
(EEBE) Edifici 1
Planta 1 Despatx I 1.9 Av. Eduard
Martistany, 16
08019 Barcelona, Spain
+34 93 4137449
gemma.fargas@upc.edu



Prof. Dr. Raúl Bermejo
Department of Materials Science
Franz Josef-Straße 18
A- 8700 Leoben, Austria
+43 (0) 3842 – 402 4100
raul.bermejo@unileoben.ac.at



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Prof. Dr. Alessandro Martucci
Industrial Engineering Department
Via Marzolo, 9 –
35131 Padova, Italy
+39 049 8275506
alex.martucci@unipd.it

Please stay informed for upcoming updates.

Last update: April 2021

Dear AMASE Students,

On behalf of the European School of Materials (EUSMAT) I welcome you into our international 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 since 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 might 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

Contents

| | |
|--|----|
| What is AMASE? | 6 |
| Study Regulations for AMASE Students | 7 |
| Degree Certificates | 9 |
| Participation Fees | 11 |
| Insurance | 15 |
| Visa | 15 |
| Important Contacts Examination Offices | 16 |
| Important Links and Documents | 16 |
| Studying in Saarbrücken | 17 |
| Studying in Luleå | 29 |
| Studying in Nancy | 34 |
| Studying in Barcelona | 44 |
| Studying in Leoben | 53 |
| Studying in Padua | 61 |
| Your Future after AMASE | 70 |
| Annex | 71 |

WHAT IS AMASE?

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

- Universität des Saarlandes (Germany)
- Luleå Tekniska Universitet (Sweden)
- Université de Lorraine (France)
- Universitat Politècnica de Catalunya (Spain)
- Montanuniversität Leoben (Austria)
- Università degli Studi di Padova (Italy)

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 five 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, Leoben and Padua, 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 six 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

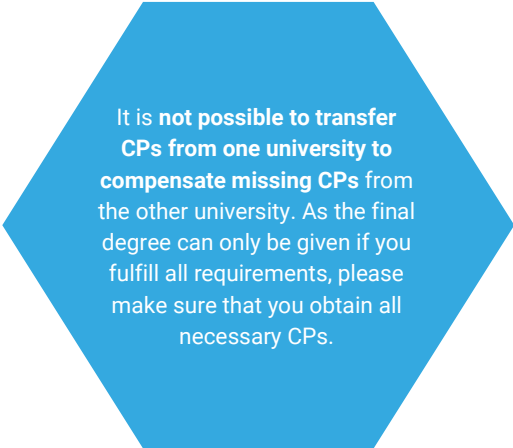
At the end of the course, the students obtain a double Master's Degree awarded by the two universities where they studied.

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 of 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 you can choose between the Entrance University and the Second University to write your master's thesis. 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, such as 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.



It is **not possible to transfer CPs from one university to compensate missing CPs** 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 CPs.

ATTENTION: Internship at UdS

Students studying at UdS for their first or second year must have completed a minimum 6-week materials science or materials science related internship/work experience at a company.

If this is done during your AMASE studies, you will be awarded 6 ECTS. If this was done during your Bachelor studies or you had a job in the field before starting AMASE, written proofs for these activities will suffice.

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
- Track 2: Polymers and composites
- Track 3: Smart surfaces and functional materials
- Track 4: Advanced processing technologies
- Track 5: Bio/Nano materials.

At least **25 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 25 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

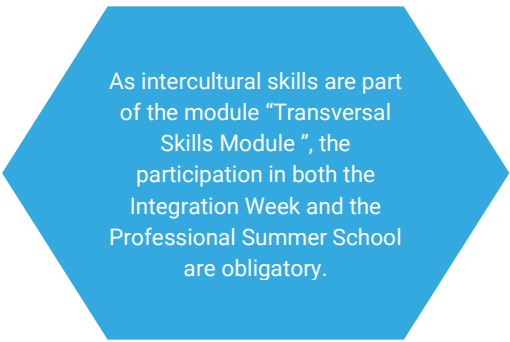
A certain amount of Credit Points has to be achieved in the field of language courses and intercultural skills. Several language courses can be chosen at the different universities to obtain CPs for this module. In the first year, you have to acquire at least 10 CPs and in the third semester 5 CPs. However, by the **end of the third semester at least 15 CPs** must have been earned for the module "Transversal skills".

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

Integration Week and Professional Summer School

Every year before the start of the semester, the EUSMAT-team organizes the Integration Week. All first-year-AMASE-Students will get to know each other and participate in the Integration Week. The programme was developed in close cooperation between the European School of Materials (EUSMAT) and the Chair of French Culture and Intercultural Communication in 2009. The aim of the event is to prepare EUSMAT students for intercultural situations and to enhance their soft skills for their studies in Europe.

Another part of our life-long learning programme is the Professional Summer School that focuses on job preparation, application training, career planning and networking



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

with the industry and is dedicated to students starting the second year of the programme. The PSS takes place every year by mid/end of August.

You will receive the exact date, the detailed programme and further information by email or you can find it on our homepage

<https://www.eusmat.net/international-studies/master/amase/about-amase/integration-week/>

DEGREE CERTIFICATES

Degrees of the Consortium

Upon successful completion of the course, 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

Luleå Technical University

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

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

Universitat Politècnica de Catalunya

1. Expedició de títols acadèmics
Expedición de títulos académicos;
Issue of Degree Certificate*
2. Expedició del Suplement Europeu al Títol
3. Transcript of Records

University of Padua

1. Degree certificate with Transcript of Records (Italian and English)
2. Diploma (Italian)
3. Diploma Supplement (Italian and English)

Montanuniversität Leoben

1. Zeugnis über den Studienabschluss (German, optional English)
2. Master-Urkunde (German)
3. Master's Degree Certificate (English)
4. Studienerfolgsnachweis (German)
5. Transcript of Records (English)
6. Diploma Supplement (German and English)

***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.**

After successfully passing all exams and the master thesis you can apply for the desired certificates at the examination offices of your chosen universities. You can find all contact details under section [Important Contacts Examination Offices](#) of the student guide.

AMASE General Master's Degree Certificate

The examination office at 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.

Examination office (Saarland university)
Heike-Eva Krieger
Phone: +49 681 3023853
E-mail: krieger@ps-mint.uni-saarland.de

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 to take a credit card from your home bank with you.

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

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 | 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. |

Reimbursement

Both scholarship holders and non-scholarship holders can have a number of paid benefits refunded.

For the **UdS**, the semester fees (registration fees) can be refunded when you are currently studying at UdS and you have to pay the registration fees to UdS.

For **all universities**, if the students do not wish to take the insurance offered by EUSMAT, the corresponding amount of the payment that EUSMAT pays for the insurance (currently 171 EUR per semester) can be refunded. The refund is only possible, if the student can present a corresponding invoice of the insurance, he/she has paid. The real incurred costs for the health insurance up to a maximum of (currently) 171 € can be reimbursed.

For self-financing students:

Travel costs for participating in the Integration Week and Professional Summer School:

The amount is calculated considering the distance to the partner, to which the student has to travel after the IW or PSS respectively:

To: LTU - Luleå Technical University, Sweden 200€

To: UPC - BarcelonaTech, Spain 100€

To: UL - University of Lorraine, France 30€

To: UdS - Saarland University, Germany **none**

To: MUL – Montanuniversität Leoben, Austria 100€

To: UNIPD - University of Padua, Italy 100€

Participation in a German intensive language course between the 2nd and 3rd semester is refunded if UdS is your Second University. We do not offer the reimbursement for UdS as Entrance University. Only the fee for the language course is refunded, not the accommodation!

Overview

| Self-financing students | |
|--|--|
| For all study places | <i>Health insurance</i> (max. 171 EUR per semester, upon presentation of corresponding invoices) <i>Travel costs</i> for participating in the IW and PSS (depending on the distance between partner universities and UdS) |
| UdS | <i>Registration Fees</i> , if you are currently studying at UdS <i>Participation Fees for one intensive German language course</i> , if UdS is your Second University |
| Students with Erasmus Mundus Scholarship | |
| For all study places | <i>Health insurance</i> (max. 171 EUR per semester) |
| UdS | <i>Registration Fees</i> , if you are currently studying at UdS |

Attention!

We can only refund corresponding amounts if a legible **proof of payment/receipt** (invoice/flight ticket/account statement) is attached. The reimbursement form can be found under: <https://www.eusmat.net/international-studies/master/amase/downloads-links/>

Reimbursement procedure

Fill in the reimbursement form, sign it and scan it. You can find it on the website: <https://www.eusmat.net/international-studies/master/amase/downloads-links/>

Attach a proof of payment.

Send the corresponding documents to office@eusmat.net

In case of delays finishing the programme

Fees for additional semesters: 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. The student must pay the full participation fees for the additional semester/s, except when only the credits of the Masters Thesis (or the internship for the UdS) remain.

The participation fees might be waived to the student in total or in parts, depending on the time when the last credit (with exception of the Master's Thesis and internship for the UdS) is finally earned. As the start of term varies for each university, deadlines concerning participation waivers are different for each one. These deadlines and rules apply for the university at which the student writes the Master's thesis. In case the student does not pay fees in the additional semester/s, he/she is not entitled to get reimbursement of semester fees in Saarbrücken and health insurance costs of the corresponding semester at all universities.

| | UdS | UL | UPC | LTU | MUL | UNIPD |
|------------------------------|--------------------------------|-------------------------|-------------------------|---|-------------------------|-------|
| Normal finishing date | Till 30.09 no need to pay more | | | | | |
| 1 st delay period | Till 31.10 no need to pay more | | | | | |
| 2 nd delay period | Till 10.01 pay 50 % | Till 31.03 pay 100 % | Till 15.02 pay 50 % | Till end of quarter 2 (mid- January) pay 50 % | Till 15.02 pay 50 % | |
| 3 rd delay period | Till 31.03 pay 100 % | | Till 31.03 pay 100 % | Till end of quarter 3 (till ~20.03) pay 100 % | Till 31.03 pay 100 % | |

The Participation fees have to be transferred to the AMASE account, which is held 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 (registration fees) at Saarland University:

<https://www.uni-saarland.de/en/study/organisation/fees/semester-fee.html>

Students coming to UdS at any time during their studies will be required to enroll at UdS for the entire duration of the programme, in order to be able to get the degree. However, you will have to pay the semester fees (registration fees) **only for the study period at UdS**. You can check your payment schedule on the second page of your admission letter of UdS, there you can find a table that indicates when you have to pay the registration fees at UdS.

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 a private Agency (for details about the reimbursements for health care and accidents see guidelines from provider). Students have the possibility to decide if they want to take the suggested insurance package or not. If a student is already insured in their home country and can attest that they are further insured in the different countries during the Master, it is not necessary to take our private insurance package.

Please be aware that if your alternative health insurance is free of charge for you, then we cannot reimburse the insurance costs included in the participation fees. For example, this applies to the national French insurance (free for students).

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 (with amount paid) of other valid insurance.

VISA

Please note: European students do not need a 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 to 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

Dominique Stirneman

Phone: +33 3 72 74 39 06

Email: dominique.stirnemann@eeigm.univ-lorraine.fr

UdS:

Heike-Eva Krieger

Email: krieger@ps-mint.uni-saarland.de

Phone: +49 681 302 3853

MUL:

Prof. Dr. Raúl Bermejo

Email: raul.bermejo@unileoben.ac.at

Phone: +43 (0) 3842 – 402 4100

UPC:

Carlos Oriol Gorjón

Phone: + 34 93 413 74 73

Email: carlos.oriol@upc.edu

LTU:

Ann-Sofie Andersson

Email: ann-sofie.andersson@ltu.se

Phone: +46 920 491500

UNIPD:

Elisa Zambon

Email: elisa.zambon@unipd.it

Phone: +39 049 827 5968

IMPORTANT LINKS AND DOCUMENTS

Course List and Tracks

<https://www.eusmat.net/international-studies/master/amase/about-amase/structure/>

Documents for Download

<https://www.eusmat.net/international-studies/master/amase/downloads-links/> /

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, a lively 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 proof 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 fees (upon arrival)
- ☐ Copy of your registration at local government ("Bürgeramt")

https://www.saarbruecken.de/rathaus/buergerservice/saarbruecker_buergeraemter

Bürgeramt City/ Einwohnermeldeamt Saarbrücken:

Gerberstraße 4

66111 Saarbrücken

Phone: +49 681 905-0

Mail: buergeramtsaarbruecken@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 |

***Corona-Prävention:** Eine Terminvereinbarung unter www.saarbruecken.de/terminebuchen oder telefonisch ist notwendig.

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

Coming from LTU to UdS:
German Consulate, Sweden
Föbundsrepubliken Tysklands
ambassad
Box 27832, 115 93 Stockholm, Schweden.
Phone: +46 8 670 15 00
Email: info@stockholm.diplo.de
Webpage: <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

Coming from MUL to UdS:
German Consulate in Austria
c/o Andriz AG, Statteggerstraße 18
8045 Graz, Austria
Phone: +43 316 694 970
Email: graz@hk-diplo.de

Coming from UNIPD to UdS:
German consulate in Venice
S. Croce 251 – Palazzo Condulmer
30135 Venice, Italy
Phone: + 39 41 523 7675
Email: venedig@hk-diplo.de

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 choose a private insurance, you need a certificate which states that you are exempted from the obligatory public insurance (see paragraphs below). Every student can choose the private insurance suggested by AMASE or choose a different German insurance (public/private). (See section: [Insurance](#)) 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, 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.

"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.

Student Residence

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

| Application Deadline | |
|-------------------------------|--|
| - Winter term | 15 th July |
| - Summer Term | 15 th December |
| Price Range | 232€ - 310€ |
| 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.

The Welcome Center at UdS will be aware of your arrival, as EUSMAT sends a list with all AMASE students coming to UdS before your arrival. You will be sent then information about local rent offers and about the student residence. If you do not receive this

information please inform us, so we can get in contact with the Welcome Center.

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 300 € – 450€ 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

Welcome Center at UdS

Geb. A4 4, Erdgeschoss

Durchwahl: 71122

welcome@uni-saarland.de

Student Residences:

Studentenwerk: www.studentenwerk-saarland.de

Waldhaus: www.waldhausweg7.de

Private accommodation offers:

WG-Welt: www.wg-welt.de

WG-Gesucht: www.wg-gesucht.de

Studenten WG: www.studenten-wg.de

Ebay- Kleinanzeigen: www.ebay-kleinanzeigen.de/

Other:

SBT Immobilien Gruppe:

www.studentenwohnungen-saarbruecken.de/

Immobilien Gruppe Saarbrücken: www.sib-saarbruecken.de/wohnen/wohngemeinschaft

Cusanus Haus

<http://cusanustreff.de/>

Youth hostel in Saarbrücken:

Europa Jugendherberge Saarbrücken:

www.diejugendherbergen.de

Monthly living expenses

Depending on personal lifestyles, you will need **approximately 800€-850€/month** in Saarbrücken.

- Accommodation: Approx. 300 – 450€
- 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 will need to register first a new UdS account at: <https://sim.uni-saarland.de/bewerbung#/Logon>. Then you will receive an email with your username and a link to activate the account and go to the enrolment site. Click on new application, choose the programme (AMASE) and answer all the questions.

* If you want to save your progress and continue later with your application use the “save and return” (*Sichern und zurück*) button. The submit button (*Absenden*) has to be used only when you are **completely** done with your enrolment.

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-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources_27533.php

For your registration at UdS you will be asked to pay a registration fee for each semester. The registration fee at UdS amounts to 286€ as to summer semester 2021 (the cost for the winter semester 2021/22 will be informed later on). 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 (<https://www.uni-saarland.de/en/study/organisation/fees/semester-fee.html>) or contact us.

For the online enrolment you will need to fill in some information and upload documents. Therefore, please have the following information at hand:

1. Valid passport or ID card [.pdf]
2. Passport picture (minimum size: 248 x 330 Pixel) [.jpg]
3. A certified copy of your last diploma (in German, English, French or Spanish) [.pdf]
4. Proof of public insurance in Germany or a certificate of exemption [.pdf]
5. *Zulassungsbescheid* (Admission Letter from UdS) [.pdf]
6. Receipt that you have paid the semester fee [.pdf]
7. Information about high school diploma (e.g., date when you finished) [.pdf]

* Please note: other documents may apply (proof of language, etc) [.pdf]

In case of questions, you can go to the following website: <https://www.uni-saarland.de/en/study/application/enrolment.html> and look at the application guide or contact the Welcome Center at UdS.

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/der-asta/semestertickettrueckerstattung/>

The academic year

The academic year consists of two terms: winter and summer semester. Each semester has a lecture period and a period for examinations. The winter term starts on 1st October and ends on 31st March. Classes usually take place from middle October to beginning of February, then the exams are planned for the rest of February and March. The summer term starts on 1st April and ends on 30th September. Classes are from middle April until the middle/end of July, after that, exams are planned for August and September. On the homepage of the Saarland University you can find more information on the dates:

<https://www.uni-saarland.de/en/unit/ls/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** as a condition for receiving the Master's Degree.

The following certificates are accepted:

- DSH 1
- TestDaf (level 3/3/3 sufficient)
- The B2-Exam, which is offered twice a year (September and March) by the International Office
- Goethe-Zertifikat B2, C1, KDS, GDS, ZOP
- Telc-Zertifikat B2, C1 and higher
- DSD I
- Intensive German Language Courses



You can attend
language courses at
the ISZ Saarland at
the Language Centre.
You can pass your
DSH exam at the ISZ

Intensive courses (<https://www.uni-saarland.de/en/institution/isz-saar.html>) can be attended before each semester in August and September at the Internationalen Studienzentrum Saar (ISZ Saar). The course offers various lessons and diverse free time activities. Please be aware of the application deadlines. It's also possible to attend <https://www.uni-saarland.de/en/institution/isz-saar.html> during the semester at the ISZ Saar.

* This year the intensive German language course will be held in digital format at least until September. For other intensive German courses in the winter term, please check the following website:

<https://www.uni-saarland.de/en/global/german-courses/erasmus/int-dates.html>

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 ISZ Saar (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 Office. The DSH 1 certificate can be achieved at the ISZ Saar 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. AMASE students obtain Credit Points for the following languages: **English, German, French, Catalan, Spanish, Swedish and Italian**. 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 **ISZ Saar**:

<https://www.uni-saarland.de/einrichtung/isz-saar.html>

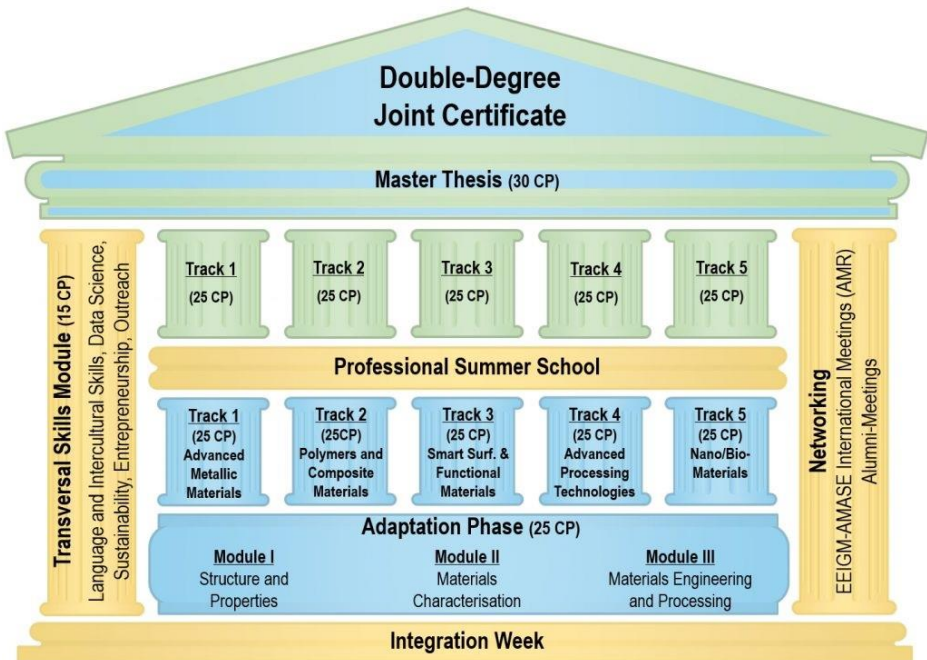
Find more information about the **Sprachenzentrum**: <https://www.szsb.uni-saarland.de/>

UdS also offers a free **Tandem programme** so you can improve your language skills and cultural knowledge:

<https://www.uni-saarland.de/global/deutschkurse/tandem.html>

Study regulations at UdS

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



Master's Thesis

In general, you have 6 months to work on your Master's Thesis and you get 30 CP for it. In special cases, e. g. if you are sick and you hand in a medical certificate at the Prüfungssekretariat, 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”.

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:

<https://www.uni-saarland.de/en/study/organisation/more/reregistration.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.

You can download the reimbursement form on our website:

<https://www.eusmat.net/international-studies/master/amase/about-amase/fees-and-scholarships/>

Marking System

| | Insufficient; failure | Sufficient | Satisfactory | Good | Very Good | Excellent |
|-----|--------------------------|------------|---------------|------------------|--------------|-----------|
| UdS | 5.0 | 4.0; 3.7 | 3.3; 3.0; 2.7 | 2.3; 2.0; 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).

Due to the current pandemic restrictions, all ZiS events will take place in online formats.

You can get in contact at kultur@uni-saarland.de

You can read more information about the intercultural student life on:

<https://www.uni-saarland.de/en/global/welcome-center/intercultural-life>

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>

Handbook for overseas students (UdS):

<https://www.uni-saarland.de/en/international/coming/study/exchange/outside-europe/forms.html>

Sports

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

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 gym with contract conditions of 3 months, 6 months or a year.

* Please make sure to read about the current online courses. As soon as the on-site outdoor sport programmes can take place, it will be informed on:

<https://www.uni-saarland.de/en/institution/sports.html>

Contacts

| Local Coordinator | EUSMAT Office |
|---|---|
| Dr.-Ing. Flavio Soldera Phone: +49 681 302 70511 Email: f.soldera@matsci.uni-sb.de | Claudia Heß, Manja König, Stephanie Barbian, Paulina Urueta Phone: +49 681 302 70507 Email: office@eusmat.net |

STUDYING IN LULEÅ



Guide for international Students:

<https://www.ltu.se/edu/nystudent/Pre-arrival-Information?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 150€. **For the second year (third semester) in Sweden, you can find the embassy addresses below:**

| from UdS to LTU: | from UL to LTU: | from UPC to LTU: |
|--|--|---|
| Schwedisches Honorarkonsulat Frankfurt am Main Bockenheimer Landstr. 51-53 60325 Frankfurt am Main, Germany Phone: +49 69 794 026 15 Email: konsulat@msa.se | Consulat Suédois, Strasbourg 11, rue du Canal 67400 Illkirch-Graffenstaden, France Phone: +33 3 88 39 06 06 Email: consulat.suede.strasbourg@wanadoo.fr | Consulado General de Suecia Calle Mallorca 279, 4-3a 08037 Barcelona Spain Phone: +34 93 488 3505 Email: gkbarcelona@terra.es |

All Non-EU students are advised to apply directly for a **one-year Residence Permit**. The second year Non-EU students apply for **one-semester Residence Permit** and if they are going to stay at LTU for the thesis they apply again for the 2nd semester when the thesis project is chosen.

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

According to recommendations of some students from the LTU the "Swedbank" would be a good and respectable bank for international students. You can inform about the current conditions in advance on the following website: <https://www.swedbank.com/>

Please note: Getting an appointment at the bank and opening an account can take some time and additional costs. 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 to sign up and to 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 DeepL Translate Service to read them.


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.

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/>
<https://www.ltu.se/edu/Exchange-Studies/Bostad/Housing-information-for-Erasmus-Mundus-1.145808?l=en>

In Facebook you can find new apartment - announcements in the group:

[Ge tak åt en student @ LTU](#)



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

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 some housing agencies require the rent 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?!=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: |
|---|--|
| Prof. Dr. 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: |
| Email: international.office@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>

Coming from MUL to UL:

French Consulate in Austria

Technikerstraße 2

1040 Vienna, Austria

+43 1 502 750

E-Mail: contact@ambafrance-at.org
Website: www.ambafrance-at.org

Coming from UNIPD to UL:

French Consulate in Italy

Via Cesate Mangili, 1

20121 Milan, Italy

Phone: +39-0265-59141

Email: cogefrmi@tin.it

Website: www.consulfrance-milan.org

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 and it is free for you, we cannot reimburse the costs for the AMASE insurance included in the participation fees. The reason being that we need a proof of payment with an amount paid to reimburse funds. A free insurance does not provide this information. If the insurance costs you money, we can reimburse it up to 171€.

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

For more detailed information, see section [Insurance](#).

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:

<https://welcome.univ-lorraine.fr/en/contacts/>

Since the June 1, 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.

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 Français de l’immigration et de l’intégration

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)
- Proof of your visa validation, which can be done online (<https://administration-etrangers-en-france.interieur.gouv.fr/>)
- 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.

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.

List of CROUS Residences in Nancy:

<http://www.crous-lorraine.fr/logements/carte-des-logement/>

Private residences close to the EEIGM

There are 3 private residences close to the EEIGM:

- “Les Estudines Stanislas” (2 minute walk):
48 avenue du XXième Corps in Nancy; average price : 500-600 € per month (furnished studios; all service charges included)
Or
„Les Estudines Saint Dizier” (14 minute walk)
11 rue St Jean in Nancy; average price : 500-600 € per month (furnished studios; all service charges included)
<http://www.estudines.com/residence-logement-etudiant-nancy-9-28>
“Les Grands Moulins” (10 minute walk):
45, rue de Châteaux-Salins in Nancy;
average price: 460 € all service charges including electricity and heating
<http://www.mgellogement.fr/residences-etudiantes/detail-NANCY-2.php>
- “Le Major” (30 minute walk):
92/94, Avenue du Général Leclerc in Nancy;
Average price: 470€ + electricity (electric heaters)

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

<https://www.mgellogement.fr/residences-etudiantes/detail-NANCY-1.php>

- "Carmes" (15 minute walk)
3 rue des Carmes in Nancy
Average price: 420€
<https://www.mgellogement.fr/residences-etudiantes/detail-NANCY-25.php>
- "Espace 88" (5 minute walk):
29, rue Henri Bazin in Nancy;
average price: 340 € including service charges but heating is extra.

Shared flats with seniors

- "Untoit2générations" in Nancy
untoit2generations.fr
E-mail: contact@untoit2generations.fr
Maison de l'Habitat et du Développement Durable
22-24Viaduc Kennedy-Esplanade Philippe Seguin-54000NANCY
Tél: 03.54.50.20.40
- "Ensemble2Générations"-Nancy
www.ensemble2generations.fr
E-mail: nancy@ensemble2generations.fr
Tél: 06.58.83.12.19

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
- <https://fr-fr.roomlala.com/>
- <http://www.bedandschool.com/index.php/locataire-accueil>

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 a lot of types of accommodation, you will need a financial “guarantor”. The EEIGM can be the personal guarantor for non-EU students living in a CROUS residence.

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

Caution

- Furnished apartment: maximum two monthly rents plus running costs
- unfurnished apartments: maximum one monthly rent plus running costs

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.

Find more information here:

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

Taxe d'habitation

The housing tax is a local tax to be paid, if you live in an apartment on January 1 of the current year. It is calculated according to income, location, accommodation, ... If you report your income, this relief is calculated from your personal income. It is to be paid in November.

Important

- Do not to pay before signing a “contrat de bail”.
- You do not have to pay to visit an apartment, nor to access an offer, ...
- The owner does not have the right to ask you for additional guarantees other than the security deposit provided for in the contract. Students have been asked for "extra" and "illegal" guarantees for the simple reason that they are not French, for the guarantee of furniture.....
- Beware of landlords who ask you to pay cash.

Free furniture

<http://www.toutdonner.com/dons/meubles/grand-est/meurthe-et-moselle/nancy/>

http://www.recupe.net/recherche_dons.php?code_reg=LOR

<https://donnons.org/annonces/Meurthe-et-Moselle>

<https://www.leboncoin.fr/>

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: 3,20 €).

Student activities at EEIGM

The "Bureau des Élèves" (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, Aquactivities, 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 | Secretary |
|---|--|
| Prof. Dr. David Horwat Phone: +33 3 83 58 42 52 Email: david.horwat@univ-lorraine.fr | 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.

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

Email: 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

Email: cog.estrasburgo@mae.es

Coming from UdS to UPC:

Consulate of Spain in Frankfurt

Nibelungenplatz, 3

60318 Frankfurt am Main, Germany

Phone: +49 (0)69 959 1660

Email: cog.frankfort@maec.es

Coming from MUL to UPC:

Consulate of Spain in Austria

Argentinierstrabe 34

1040 Vienna, Austria

Phone: +43-1-505-5788

Email: emb.viena@maec.es

Coming from UNIPD to UPC:

Consulate of Spain in Italy

Via Fatebenefratelli 26

20121 Milano, Italy

Phone: +39-2-6328831

Email: cog.milan@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:

International Student Office

Campus Nord, Building C-3, Telecom Square
Carrer Jordi Girona, 1-3
08034 Barcelona
Telephone: +34 934016937
Email: oficina.mobilitat.international@upc.edu

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 an on-campus residence hall.
- Staying in a shared flat with other students.

Some considerations about both options:

Residence hall:

😊 Advantage: Proximity and more comfortable

😞 Disadvantage: Less independent than an apartment, rare to find, quite expensive

👉 Price: a single room with a kitchen costs 600 - 750 € per month; a double room costs 800-950€ 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.

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

- ☹ 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 400–600€ per month for a single room.

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

Residence halls:

- <https://xiordiaagonalbesos.es/> → residence hall on campus. Opened in 2019.
- <https://residenciasuniversitariasbarcelona.es/en/>
- <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.uniplaces.com, www.housinganywhere.com, www.beroomers.com

Monthly living expenses

Count on using **approximately 900–1.000€** in Barcelona per month. Remember, personal lifestyles cause this to vary.

- Accommodation: Approx. 400 – 600€ 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: € 10 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 30 € and the trip takes 20 to 30 minutes
- By train or metro: Trains leave the airport every 1/2 hour. The train terminal is located at the airport (at T2). Train stops in Barcelona-Sants, Passeig de Gràcia, Barcelona Clot-Aragó. Coming to EEBE directly from the airport: take the train up to "Barcelona Clot-Aragó", and then the tram (line T4) up to "Campus Diagonal Besòs". Metro (Line 9) stops in Barcelona from the airport: Collblanc and Zona Universitària.
- 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).

How to find us at the EEBE:

The Office of AMASE is located in the Administration Offices of EEBE. 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
International Relations Office
Av. de l'Eduard Maristany, 16. Building A
08019 Barcelona
Email: mobilitat.eebe@upc.edu

The Department of Materials Science and Engineering is located at Building A.

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.

The date for this year's Introductory Meeting will be informed in the following weeks. 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:

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

It is possible to take Spanish courses at the university language schools. You will pay the same fees as their own members. 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:

Servei de Llengües i Terminologia

Campus Diagonal Nord, Edifici VX (Vèrtex). Pl. Eusebi Güell 6

08034 Barcelona

Phone: +34 93 401 74 97

Homepage: <https://www.upc.edu/slt/en/learn-spanish>

Other language courses

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

- [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 site of UNIVERS of UPC or just visit the UNIVERS Office:

ESPORTS UPC

C/ Jordi Girona, 3

Building PE - Campus Nord

08034 Barcelona

Phone: +34 93 401 17 16

E-Mail: info.esports@upc.edu

Homepage:

www.upc.edu/esports

Basic tourist information

If you arrive in Barcelona before the Welcome Day and you have booked your accommodation, the first thing we recommend you to 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 2.20 €.
- 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 10 €.

- 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 43.50 €.
- T-Mes: Valid for an unlimited number of trips by metro or bus within 30 consecutive days. It costs 54 €.
- T-Jove: Valid for unlimited number of trips by metro and bus within 90 consecutive days. Only students under 25 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: | Mobilitat EEBE |
|--|---|
| Prof. Dr. Gemma Fargas Ribas Phone: + 34 93 4137449 Email: gemma.fargas@upc.edu | Mati Torné Phone: +34934137407 / 345 Email: mobilitat.eebe@upc.edu Note: If you have further questions or doubts regarding registration at UPC Mrs Mati Torne remains to your disposal. |

STUDYING IN LEOBEN



The City

Leoben is a city in the state of Styria in central Austria. It is located on the Mur river and has a population of about 25,000. Walking around the beautiful city you can find numerous historic sites with medieval buildings reflecting its large history dating from 1263 as well as modern museums and contemporary restaurants. One of the most famous buildings in Leoben is the Schwammerlturm, which has stood for centuries in the heart of the city. Another symbol of the city is the Pestsaule monument located in the main town square, which stands as tribute to citizens who survived the plague during the Middle Ages. Museums, theatres and art galleries are also part of the best attractions in Leoben. One you shouldn't miss is the Gösser Braumuseum, which provides a great insight into the beer brewing world. And if you are a chocolate or coffee lover, you definitely should visit the beautiful Café Konditorei Steinscherer and take part in the famous and delicious Schokofest.

Even though Leoben is the hometown of many other great festivals, nightclubs and shopping passages; this city also portraits a beautiful landscape - forest, mountains, rivers. Take a break and go hiking or river rafting! Also explore the numerous bike routes in Leoben and enjoy riding your bicycle along the Mur river as sport or recreation. Leoben hosts the Montanuniversität Leoben, an international institution specialized on mining, metallurgy and materials. It is the home of approx. 4,000 students from all around the world.

Guide for international students

Find the official student guide book of MUL under the following link:

<https://starter.unileoben.ac.at/en/studying/prospective-students/prospective-international-students>

Visa issues

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

Important! You must prove to have sufficient funds in your bank account to get your visa approved. For the exact information please consult the following website: <https://oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d/#checklist>

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

Coming from UL to MUL:

Embassy of Austria in France

29, Avenue de la Paix
F-67000 Strassbourg, France
Phone: +33-3-883-51394
Email: strassburg-gk@bmeia.gv.at

Coming from UPC to MUL:

Austrian Consulate in Barcelona

Marià Cubí, 7, 1º, 2a
E-08006 Barcelona, Spain
Phone: +349-336-86003
Email: barcelona@consuladodeaustria.com

Coming from UdS to MUL:

Austrian Consulate in Saarbrücken

Bahnhofstrasse 1 (St. Johanner Markt)
D-66111 Saarbrücken, Germany
Phone: +49-68-195-81518
Email: konsulat@rathieri.de

Please inform the Welcome Center if you hold a Residence Permit-Student from another EU member state. The Welcome Center can support you in finding the right visa or residence title, please get in touch well in advance.

Insurance

Health insurance is compulsory and must be proven when registering at the university. EU/EEA citizens who have a national health insurance in their home country and who stay temporary in Austria can apply for the European Health Insurance Card (EHIC) with their national health insurance provider.

Students from third countries (non-EU/EEA citizens) will only get a residence title for staying for more than six months if they can provide proof of having a “health insurance covering all risks”. Travel health insurance policies are only sufficient for the period between entering Austria and taking out a “health insurance covering all risks”. In this case applicants have to provide proof of having taken out a travel health insurance (covering medical costs of more than 30,000 euros, including guarantee to cover possible recovery and repatriation costs, valid for at least three months) and they have to document the probability that they will take out a “health insurance covering all risks” after entering Austria.

Please contact the Welcome Center if you want to take out Austrian public health insurance after your arrival in Austria.

Alternatively, international students can also take out a private health insurance. Note though that a private health insurance must be equal to an Austrian compulsory insurance (gesetzliche Pflichtversicherung) to fulfill the residence title requirements.

Bank account and money

Students must provide proof of sufficient financial means to cover the living costs [as of 2021]:

- Students under 24 years of age: 552.53 Euro/month
- Students as of the age of 24: 1,000.48 Euro/month
- Couples: 1,578.36 Euro/month for both
- For each child an additional 154.37 Euro/month

You have to prove these funds for the planned duration of the visa. The funds have to be in a savings book or bank account that must bear the applicant's name and be accessible from Austria. An alternative possibility would be a declaration of guarantee (or an [Electronic Declaration of Guarantee](#)) of a legal entity or a person living in Austria, the purchase of traveller's cheques or a confirmation of the award of a scholarship.

If the costs for accommodation exceed 304.45 Euro/month (as of 2021), you have to prove additional funds.

You also have to prove sufficient funds for the necessary health insurance. Upon request of the residence authority you should be able to prove the origin of the funds (possibly also by means of appropriate evidence).

Registration in Leoben

Upon arrival, residents in Austria are required to register their place of residence with the authorities within three working days after their arrival.

Hotels or other providers of lodging are responsible for registering their guests.

Documents needed:

- Completed application form and your landlord's signature if you live in a rented flat.
- Valid passport or travel document

*Registration and change of registration are performed without charge.

After completing the registration process, you will be given a residence registration certificate for your place of residence (Auszug aus dem zentralen Melderegister), which is an important document for e.g. setting up a bank account or applying for a residence title. Please keep this document until the end of your stay. If you move to a new residence you need to change your registration.

Citizen Service Centre (Rathaus):

Erzherzog-Johann-Straße 2, 8700 Leoben

+43 3842 4062-450 | buergerservice@leoben.at | www.leoben.at

Office hours: Mon-Thu 8am-4pm, Fri 8am-12:30noon

Confirmation of Registration:

In addition to residence registration, EU/EEA nationals who plan to stay longer than three months in Austria must also apply for a confirmation of registration (Anmeldebescheinigung) with the municipal authority within 4 months. Attention: Non-compliance with this regulation can lead to a fine of up to 250 Euro!

Bezirkshauptmannschaft Leoben:

Peter-Turner-Straße 6, 8700 Leoben

+433842 45571-0 | bhln@stmk.gv.at | www.bh-leoben.steiermark.at

Office hours: Mon-Thu 8am-12.30 noon, as well as by appointment

Residence Title:

In most cases applicants still have to submit their application for a “Residence Permit – Student” at the competent Austrian representative authority in their country of residence and await the decision there. In case of a positive decision about your application by the residence authority in Austria you can apply for a Visa D at the representative authority to enter Austria. The representative authority will issue the Visa D for a validity period of four months. Subsequently, you can use your Visa D to enter Austria and collect your residence permit.

Students who are entitled to enter Austria without requiring a visa may also have to submit their application at the locally competent residence authority.

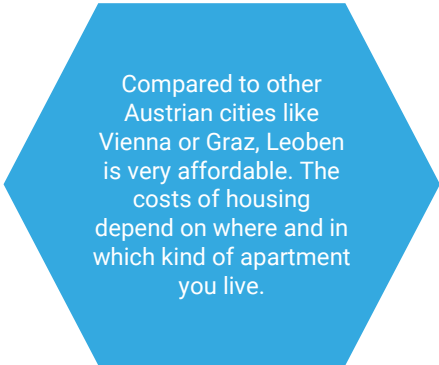
Extension of residence titles:

You have to apply for a renewal of your residence title before your current residence title expires (3 months before expiry at the earliest). Until a decision about your application for a renewal is taken you are considered to be lawfully resident in Austria, even if your current residence permit expires. Attention: This is not the same as a Schengen visa!

Only residence titles (residence permits and settlement permits) can be renewed in Austria – it is not possible to have a visa renewed.

Registration at MUL

When you are enrolled in an International Joint Master's Programme you might receive your payment information and student ID card from your coordinator. Please contact your study programme coordinator for further information.



Compared to other Austrian cities like Vienna or Graz, Leoben is very affordable. The costs of housing depend on where and in which kind of apartment you live.

Accommodation in Leoben and living costs

Leoben offers a wide range of housing possibilities. You can find apartments and rooms for rent by private parties or real estate agencies as well as rooms in student residences.

Most international students live in one of Leoben's student dormitories: the OeAD guesthouse Mineroom. More information under:

<https://www.oeadstudenthousing.at/en/accommodation/leoben/oead-guesthouse-mineroom/>

The following links include other student halls and accommodation facilities available for students in Leoben. It is recommended that applications are made in due time.

- Student Residences: <https://starter.unileoben.ac.at/en/studying/prospective-students/housing>
- Housing platform of the Austrian student union Leoben: <https://www.wohnen-leoben.at/>
- Hotels in Leoben: <https://buchen.tourismus-leoben.at/tourleoben/en/accommodation/list>
- Leoben provides a new digital service for offering and searching for real estate: <https://wohnen.leoben.at>
- General information on housing in Leoben: <https://www.leoben.at/buergerinnen/en/bauen-wohnen/>

A typical monthly budget in Leoben for one person might look like this:

- Approximate rent € 300-500
- Food (incl. occasional visits to restaurants) € 300
- Public Transport € 30-50

Total = € **650 – 1000** (excl. expenses for clothing, phone bills, hygiene articles, leisure activities...)

Other scholarships for international students

- **Adolf Feizlmayr scholarship:** Dipl.-Ing. Adolf Feizlmayr supports foreign students pursuing regular studies at Montanuniversität Leoben with his scholarships. The scholarships are advertised once or twice a year via the newsletter of Montanuniversität Leoben ("Ausschreibung von Stipendien für ausländische Studierende zur wirtschaftlichen Unterstützung"). The Rectorate decides on the award and the amount of the scholarships on the basis of proposals made by an advisory committee.
- **Scholarships for students from certain states and territories:** Montanuniversität Leoben supports foreign students from certain states and countries who are pursuing regular studies at Montanuniversität Leoben. These scholarships are advertised once or twice a year in the official newsletter („Ausschreibung von Stipendien an Studierende bestimmter ausländischer Staaten und Gebiete") and awarded by the Rectorate on the basis of proposals made by an advisory committee. Applications are ranked in ascending order of merit, which is calculated on the basis of academic success.

*Applications for these scholarships are to be submitted to Mrs. Stabler at the Rectorate office in accordance with the criteria published in the official newsletter.

- Other options for scholarships can be found in the following websites:
www.grants.at and <https://studyinaustria.at/de/tipps/fragen-und-antworten/stipendien/>

German and other languages

Although the language of study in the AMASE programme at MUL is English, the official language of Austria is German.

Each area of Austria has its own dialect - Styria of course, too! "Styrian" is different from "Hochdeutsch" mainly in pronunciation, but also in its slightly more relaxed approach to the difficult German grammatical rules. If you don't know German, we suggest that you make it a priority to at least learn the basics. It will make your time here much more enjoyable!

To acquire or further your German language skills, you can register for German classes at Montanuniversität Leoben at the Center for Language, Education and Culture.

The course offer encompasses semester courses that take place once or twice a week. They also offer other foreign language courses that could be of interest for you.

Center for Language, Education and Culture:

Mag. Phil. Leonore Peer

Peter-Tunner-Straße 15 / 1st floor, 8700 Leoben

+43 3842 402 6405 | zsbk@unileoben.ac.at | <https://zsbk.unileoben.ac.at/>

Office hours: Mon-Wed 12:30-3:30 pm, Thu 11am-2pm, Fri 8am-1pm, or by appointment.

Sports

The University Sports Institute (USI) offers many different courses (from yoga to canoeing) at a very low price for students and staff. Registration for these classes take place at the beginning of the semester.

Whether summer or winter, indoor or outdoor, Leoben offers numerous opportunities for sports activities. You can find an overview of all sports associations and facilities in the following links:

<https://www.leoben.at/en/service/sports-clubs/>,
<https://www.leoben.at/en/service/sports-facilities/>

As the mountains are very close to the city, there is a good offer for hiking tours, mountain biking, climbing and running. Further information can be found here:

<https://www.leoben.at/en/service/outdoor-sports/>

Basic tourist information

Public transport: different bus lines (Travel in the Leoben / Trofaiach area takes place in one fare zone, zone 102) and main railway station. Bicycles

In general, shops are open from Monday to Friday 9:00 – 18:00 and Saturday 9:00 – 12:00.

Some businesses and malls are open until 20:00. Note that apart from a few bakery stores, shops are closed on Sundays and public holidays. Supermarkets generally open at 07:30 and close at 19:00 or even 20:00 (18:00 on Saturdays). Outside these opening hours you can purchase food at the supermarkets in train stations and gas stations.

Life in Leoben: <https://www.leoben.at/en/welcome/life-in-leoben/>

Upcoming events in Leoben: <https://www.leoben.at/en/events-in-leoben/>

Cultural activities: <https://www.leoben.at/en/service/cultural-activities/>

Contacts

| Local Coordinator | MIRO-Welcome Center |
|--|--|
| Prof. Dr. Raúl Bermejo Department of Materials Science, Franz Josef-Straße 18, A- 8700 Leoben, Austria +43 (0) 3842 – 402 4100 raul.bermejo@unileoben.ac.at | Peter-Tunner-Strasse 15/3rd floor https://international.unileoben.ac.at/ international@unileoben.ac.at +43 3842 402 7238 Office hours: Mo-Fr 10am-12am, Tue 13-15, as well as by appointment |

STUDYING IN PADUA



The City

A city definable as truly student-friendly, Padua hosts over 60,000 students within a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis.

The student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, not to mention an abundance of cultural, musical and sporting events... all features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty, like the Botanical Garden where they can go free of charge.

Padua is also well-endowed with parks, green spaces and bicycle lanes (currently 170 km), allowing students to get from A to B quickly and easily, every day. And if the need arises, there is also a car-sharing scheme available, with 28 docking stations. Similarly,

people keen on sports are well catered for, with the University Sports Centre (CUS) offering a wide range of activities, individual and team alike.

There are always plenty of opportunities to hear good music, and many of the shops in the city accept the Studiare a Padova Card, which entitles university students and employees to price discounts.

Padua, thanks to its geographical position in the centre of the Veneto flatland, can be reached easily by the most common transportation routes; furthermore, the city provides a network of public services and various other means in order to get around.

The university promotes various initiatives in order to improve sustainable transport in urban areas, gathering ideas, opinions and proposals from its own community of staff and students. We aim to help the city to establish policies that favour more sustainable transport, seeking to reduce air pollution and the emission of greenhouse gases as well as lower energy consumption.

Padua is only one of the Veneto's seven provinces, each of which is home to beautiful natural scenery and internationally renowned works of art. Venice is 30-40 minutes away by train and so is within easy reach, making it the perfect destination for a day trip or even a special night out.

Webpage of reference for incoming double degree students:

<https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students-international-joint>

Visa and residence permit

Non-EU students residing in non-EU countries must apply for a visa before arriving in Italy if they want to be able to apply for an Italian residence permit (1-year duration, renewable, cost around €100).

Non-EU students residing in EU countries who hold a valid Residence Permit issued by an EU country may apply for the "Dichiarazione di presenza" instead (i.e. a procedure to inform the Police of your presence in Italy, 1-year duration maximum, not renewable, cost: €16.00).

For visas please refer to: <http://vistoperitalia.esteri.it/home/en>

Insurance

EU students may use pre-existing public insurance from their home country. In this case, they need to have the EHIC card.

Non-EU students residing outside EU need a private insurance valid for the visa application, thus submitting a valid insurance card/policy/certificate through the UNIPD application form is recommended.

If you need assistance on the choice of a health insurance valid for both the visa and the residence permit or if you do not have an insurance at the time of completing UNIPD application form, you can send it later by email to elisa.zambon@unipd.it.

A medical insurance for a Schengen visa must meet the following criteria:

- medical coverage of at least €30,000
- coverage of emergency medical evacuation and repatriation of remains

The medical insurance for the Italian residence permit must meet the following criteria:

- be valid for the whole mobility period (even if -for visa purposes- some Embassies/Consulates accept insurances covering only a short period)
- provide evidence of a national office based in Italy to be contacted in case of emergency.

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

Coming from UL to UNIPD:

Italian Consulate in France

7, Boulevard Clémenceau
57000 Metz, Moselle France
Phone: +333 873 85870

Email: consolato.metz@esteri.it

Website: www.consmetz.esteri.it

Coming from UdS to UNIPD:

Italian Consulate in Germany

Kettenhofweg, 1
D-60325 Frankfurt, Germany
Phone: + 490 697 531138,
+ 496 975 310

Email: segreteria.francoforte@esteri.it

Website: www.consfrancoforte.esteri.it

Coming from UPC to UNIPD:

Italian Consulate in Barcelona

Calle Mallorca, 270
08037 Barcellona, Spain
Phone: +349-020-50141

Email: segreteria.barcellona@esteri.it

Website: www.consbarcellona.esteri.it

Registration at UNIPD

Online registration at UNIPD: <https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students/your-arrival-doublejoint>

All students must fill out the mandatory Application form:

- 15 June for the first semester and the full academic year
- 15 November for the second semester

In order to be enrolled at UNIPD you will need to submit through the online Application form the previous study diplomas giving access to the degree course you are going to attend in Padova:

- Secondary School diploma
- Bachelor's degree diploma (or certificate) and full transcript of records

We accept diplomas and transcripts in Italian, English, Spanish, French and Portuguese.

Accommodation in Padua

UNIPD guarantees to all double degree students a place in the University dorms. Student can also decide to find a 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.

Filling out UNIPD accommodation form is mandatory for all students, even if they want to look for a private accommodation.

- Application:

First semester and Full Year – from 15th May to 30th June

Second semester – from 16th September to 15th November

Price range: 205-320 Euros

Security Deposit: 350 Euros

*In order to accept the accommodation offer, you will have to pay the deposit in advance. You will get the deposit back at your departure only if you leave the room as it was and you paid all the monthly rents.

Accommodation form: <https://www.esu.pd.it/en/sassa-service>

In order to complete the Accommodation form, first you must register in ESU portal first, then access the reserved area and click on "SASSA Accommodation form".

The service in charge of accommodation is:

ESU Padova – SASSA

Via Ospedale Civile, 19 – 35122 PADOVA (Italy)

Tel. +39 049 7927306

Fax +39 049 7800187

E-mail: sassa@esu.pd.it

Opening hours: Monday-Friday 9am-1pm; Monday and Wednesday also 3-6pm.

Monthly living expenses

Average living costs: €600-€700/month (including grocery shopping + accommodation and bills + personal extras)

- Accommodation in a dorm: €205 - €320/month
- Canteen: €4,60 - €5,70/meal
- Grocery shopping: around €60/week
- Residence permit: around €100/one time

Don't forget to include the costs of personal expenses such as cosmetics, clothes, phone, books etc. and costs for leisure (cinema, going out, sports, etc.)

Canteens

There are 16 University Canteens all around the city.

Price range for exchange students: € 4,60 - € 5,70 per meal

<https://www.esu.pd.it/en/our-main-activities/food-services-canteens>

Find out more about living costs in Padua here: <https://www.unipd.it/en/studying-padova/funding-and-fees/living-costs>

Italian and other languages

The University Language Centre (CLA) offers a free Italian course of 3 ECTS to all incoming students: <http://cla.unipd.it/en/courses/italian-courses/>

CLA offers biannual courses (starting in October and in March) to all exchange and double degree students. The diverse language courses cover levels A1 to C2 of the Council of Europe's Common European Framework of Reference for Languages.

Erasmus Mundus students can also attend the Communicative Italian courses held before the start of the semester (in September and in February).

The first Italian course is for free. The registration fee for further courses is EUR 102,00 per course.

All students are free to use the multimedia facilities and the language laboratory for self-learning; they can also have access to audio-visual and computerised resources.

CLA - Centro Linguistico di Ateneo

Via Venezia, 16 – Padova (Italy)

Tel. +39 049 827 6185

E-mail: didattica.cla@unipd.it

Website: <http://cla.unipd.it/en/>

Scholarships for self-funded students

The University of Padua, through the Veneto Region funding, supports low-income students (both Italian and international) enrolling in Bachelor's, Single-cycle or Master's degrees and PhD courses.

You can apply online, after you have been enrolled at UNIPD, by filling out the “Richiesta di agevolazioni - Application for benefits”, available on your personal Uniweb page.

- **Application window:** usually from mid-July to the end of September.
- **Amount of scholarship:** the amount of the scholarship varies according to your family income and other conditions specified in the Call. Since Erasmus Mundus students won't pay any tuition fee to UNIPD, they can only apply for the monthly allowance
- **Duration of scholarships:** scholarships will be offered for one academic year, provided that you meet certain conditions (academic achievements, number of credits etc.). The request must be renewed every academic year.

In the following website you will find some of the scholarships for self-funded students (only the “Regione Veneto” Scholarships): <https://www.unipd.it/en/scholarships>

*Please note that the next Call for applications (A.Y. 2021/22) will be published in June 2021.

Student Service Office

Tel. +39 049 8273131 (Call Centre)

E-mail: benefici.studenti@unipd.it

Other useful information

Academic year

The academic year consists of two terms: winter and summer semester.

- First (winter) Semester

Classes, 4th October 2021 – 15th January 2022

Exams, 17th January – 26th February 2022

- Second (spring) semester

Classes, 28th February – 11th June 2022

Exams, 14th June – 23rd July 2022

*For more information visit: <https://www.unipd.it/en/key-academic-dates>

Orientation activities usually take place before classes begin or during the first week of classes. Further information: <http://www.unipd.it/en/welcome-days>

Marking System

UNIPD uses the ECTS credit transfer system.

The grades for each exam successfully passed can range from 18 to 30. In case of exceptional performance, the grade is 30 cum laude. In some courses, the grade can be expressed instead as “fail”, “sufficient”, “satisfactory”, “good”, “very good” or “excellent”.

For other courses and activities, such as the Italian Language Laboratory for exchange students (3 ECTS), the positive assessment is not expressed in terms of a grade but simply as “Pass”.

The average/suggested amount for exchange students is 20-30 ECTS per semester (not mandatory for UNIPD). However, **the standard full-time semester load for degree seeking students amounts to 30 ECTS. (AMASE students at least 25)**

1 ECTS credit equals 25 hours of study, including contact hours and self-study.

Student services

| | |
|--------------|--|
| SAOS | Welcome Service for Foreign Guests This desk of the International Relations Division assists extra-EU students on immigration-related procedures upon their arrival. |
| SASSA | The SASSA Service desk from ESU (Regional Agency for the Right to Study) manages the accommodation in the student residence halls and the canteens. https://www.esu.pd.it/en/sassa-service |

Buddy Service

Students can request a tutor “Buddy” student before their arrival in Padua using our online form. Students will receive an email when the form is available (June-July and Nov-Dec).

The Buddy (i.e. a senior University student) will welcome and support exchange students during their stay. Extra-EU students and students with disabilities do not need to request this service: a Buddy is assigned to them automatically.

Students with disabilities or learning difficulties

The Student Services Office organises specific initiatives for students with disabilities who wish to participate in an exchange programme.

Students with disabilities or learning difficulties and vulnerable students can arrange for favourable conditions during their stay in Padua by informing the Student Services Office of their condition before they arrive.

Visit the following website: <https://www.unipd.it/en/inclusion-international-mobility>

Psychological and Psychiatric assistance

The Psychological Assistance Service and the Psychiatric Consultancy Service are a point of reference for any students who encounter psychological difficulties during their studies, personal problems or unease (anxiety, relationship problems, and academic performance).

Both services are completely free of charge for all students of the University of Padua.

If you want to know more about this, please consult: <https://www.unipd.it/en/healthcare>

University Sport Centre (CUS)

Sport (athletics, rugby, volleyball, basketball, boat races...) both at competitive and amateur levels; two sport facilities in Padua. For more information visit: <https://www.cuspadova.it/>

ESN - ERASMUS Student Network

The association of volunteer students who support exchange students during their international mobility in Padua.

ESN assists exchange students by answering their questions and helping them in dealing with any kind of issue they might have.

ESN also organises activities, trips and parties to promote Italian culture with the aim to create a positive environment where everybody can feel at ease and make new friends.

For more information visit: <https://padova.esn.it/>

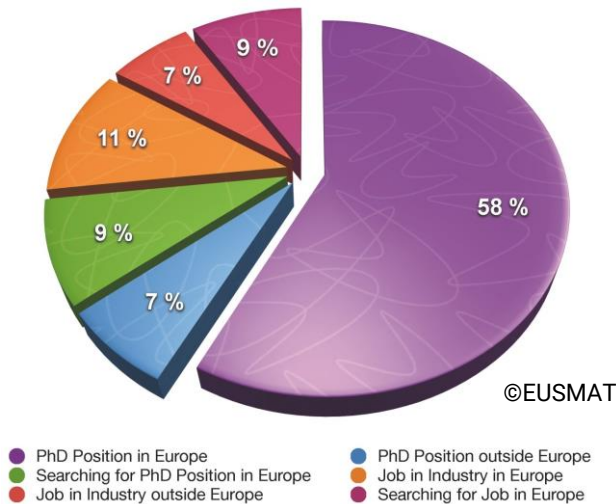
Contacts

| Local coordinator | Mobility Office |
|--|---|
| Prof. Dr. Alessandro Martucci Industrial Engineering Department, Via Marzolo, 9 – 35131 Padova, Italy Tel.: +39 049 8275506 Email: alex.martucci@unipd.it | Elisa Zambon Email: elisa.zambon@unipd.it Phone: +39 049 827 5968 |

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 and the partners are continuously searching for new scholarship possibilities. In case new scholarships are available, they are published in www.docmase.net.

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 organise 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 to inform yourself about the visa procedure as soon as possible. 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 organise 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:

<https://www.auswaertiges-amt.de/en/aamt/zugastimaa/buergerservice/faq/08-studentenvisum/606690>

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 to 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



Erasmus+



Explore. Materials. Worldwide.

Find us on:

