STUDENT GUIDE

Main Partners of the IT4BI-DC Consortium

Université Libre de Bruxelles (ULB) (coordinating institution), Belgium

Aalborg Universitet (AAU), Denmark

Technische Universität Dresden (TUD), Germany

Universitat Politècnica de Catalunya (UPC), Spain

Poznan University of Technology (PUT), Poland
Contact Persons

- **Prof. Esteban Zimányi**, Department of Computer and Decision Engineering - IT4BI-DC Coordinator
  (estebanzimanyi@gmail.com, skypeID: ezimanyi, http://cs.ulb.ac.be/members/esteban/)

- **Charlotte Meurice**, International Welcome Desk - Local Administrative Manager
  (Charlotte.Meurice@ulb.ac.be)
STUDYING at the UNIVERSITÉ LIBRE de BRUXELLES

General information about Université Libre de Bruxelles:
http://www.ulb.ac.be/ulb/presentation/uk.html

Academic year schedule - overview

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Enrolment procedure for doctoral studies

In order to apply for PhD studies a candidate should provide the following documents

- Colour passport photo
- Photocopy of passport or ID card
- Covering letter*
- Full CV*
- Copy of all higher education/university degrees and certificates*
- Copies of all higher education transcripts of records*
- Past 5 years’ academic and work history*
- Research project*
- Thesis plan*

*The requested documents may be written in French, Dutch, German, Portuguese, English, Italian, or Spanish. If they are in another language, then you are asked to provide the original and a sworn translation into French or English.

VISA REQUIREMENTS

Needing a Visa or not depends on your nationality, on the duration and on the reason for which you stay in Belgium. As you will stay more than 3 months, unless you are citizen from the European Economic Area, or of Switzerland, you will need a Visa. After your arrival in Belgium, you will also need to register at the communal office as a temporary resident.

If, according to the above mentioned criteria, you need an entry visa, you will have to apply for a so-called "Student D-Visa" as you will stay more than 3 months.

As a general rule, in order to receive a visa you should prove that you have "sufficient" financial means in order to cover the expenses during your stay in Belgium. Always attach proof of your income to your visa
application. For Erasmus Mundus scholarship holders: include your scholarship certificate issued by the European Commission. If you are a self-funded student, you will have to prove your personal funds. The Embassy will also check that you are admitted to the ULB, for this reason we have provided you with an invitation letter. Some embassies demand further documentation, such as a return plane ticket, a police records check or a medical visit to a doctor in your country that is certified by the Belgian authorities, this should be checked with you nearest Embassy.

Where to apply for a visa
You have to apply at the Belgian embassy or Belgian consulate in your country or a neighbouring country. If you are a legal resident in another country you may apply there too. You will find a list of the Belgian consulates around the world here: [www.diplomatie.belgium.be](http://www.diplomatie.belgium.be)

Visa issue may be quite time consuming. In some cases you will receive your visa answer in 15 days but it may take as long as 2 months. You can submit your visa application at the earliest 3 months prior to the date of your planned stay. We strongly advise you to do so, especially if you intend to travel with dependents.

Residence permit
The residence permit - foreigner ID card is mandatory, even for EU citizens. You will need it in many cases and you have to carry it with you. A police officer is entitled to ask for it at any time. This card will replace the entry visa and enables you to travel around the Schengen area or enter the Schengen area (for example if you go home for holidays, you do not have to ask for a new visa in order to come back as long as your ID is valid).

Within 8 days after your arrival, you have to register at the foreigners' office of your town or district of residence, called "commune" or "office communal" in French.

However, the ULB’s Local Administrative Manager will guide you through this process and arrange an appointment with the commune. Your responsibility therefore is to make sure you fill in the forms, gather the correct documents (see below) and show up on time to the appointment. You will also be requested to pay a fee when registering (amount depending on the communal office: about 10-20€).

Registration requirement
You will need to fill in some forms and gather the requested documents detailed below (This list is not exhaustive and may vary according to your country of origin):

- a valid passport or identity card (with visa if applicable)
- five passport photographs
- your scholarship/contract certificate
- proof of your enrolment at the ULB
- proof of accommodation
- the registration fee
- in some cases, a birth certificate and/ or marriage certificate
Some documents have to be certified and/or translated by an officially appointed translator. Please contact the nearest Belgian consulate to check the list before leaving your country. Getting them translated in Belgium may cost considerably more than in your country of origin.

**Residency permit: Where to register?** Your Local Administrative Manager will supervise your registration at the commune in your area.

**GETTING TO BRUSSELS**

**By air**
Brussels is very well connected with the rest of the world. It is directly connected to European cities, including among others: Amsterdam, Athens, Barcelona, Berlin, Copenhagen, Edinburgh, Frankfurt, Istanbul, London, Madrid, Milan, Moscow, Paris, Rome, Stockholm, Vienna, Zurich, and to non-European cities including among others: Abu Dhabi, Antalya, Atlanta, Casablanca, Dakar, Delhi, Hurgada, Mumbai, New York, Philadelphia, Tunis, Tel Aviv, Toronto, Washington.

**By train**
All trains coming to Brussels stop at either Gare Centrale, Gare du Midi or Gare du Nord which are all located in the town centre.

**Internal Travel Agency**
For students receiving a category A grant, we can book the ticket for the student, in collaboration with our internal travel agency. The price of the tickets will be deducted from the first scholarship payment. Other categories also welcome to use this system but at their own cost. Please bear in mind that our internal travel agency doesn't book via low cost airlines.

The process for booking your flight via the internal agency is the following:

- fill in the form provided by your Local Administrative Manager and send it to: it4bi@cs.ulb.ac.be
- you will receive the proposal in the following days
- confirm if you accept or would like a different flight
- as soon as you confirm, the tickets will be booked (unless they are not available anymore, in which case you will receive a new proposal).

Some embassies may request to see your tickets before issuing your visa. If the Belgian embassy requires that you present a return ticket, in this case only, we will book the return flight for up to one year. Technically you will not take this flight, although if you know that you may have to use it because you need to go home at some point during this year, you can indicate it in the template, but bear in mind that you are then responsible for your return.

**First steps upon arrival in Brussels**
Please confirm with the LAM the itinerary regarding your arrival in Brussels, as soon as possible: day, time, flight number, destination, etc. We will arrange to either pick you up or send a taxi to transport you to your housing.

**ON THE ULB CAMPUS**
Your classes at the ULB will take place on the Solbosch Campus, located at 50 Avenue Franklin D. Roosevelt B-1050 Brussels. Solbosch is the University's main campus. It houses the University's administration departments and many facilities and services. Most faculties of human sciences are based here, as well as the Faculty of Applied Sciences, the Human Sciences Library and some of the ULB museums: the Zoology museum and the Contemporary Art Centre.

Getting to the Solbosch campus by public transport: bus (71), and tram (25, 94).

Library
The main library dedicated to Science and Technology is situated on the Solbosch Campus, building D. You will be asked to show your student card to borrow books.

University Sports and Cultural Infrastructure
Different sports activities are organised on Campus through the University’s Sports Association called ‘ULB-Sport’. You will find more information on: www.esprit-ulbsports.eu/programme. An annual membership card will give you access to collective sport lessons and a reduction on access to other sports facilities. Students are asked to pay a one-time annual registration fee of 60 EUR upon joining.

For more information on cultural activities on campus, please go to: http://www.ulb.ac.be/culture/culture.html

Your Local Administrative Manager will provide you with a welcome pack with useful information for foreigners coming to Belgium. You can also have a look at these websites: Brussels’ events: www.quefaire.be Tourist info for young travellers: www.use-it.be

University Restaurant
The main restaurant on Solbosch campus (building F1) offers a great variety of food and is open from 11.30 am to 2.15 pm. There are also restaurants on the Campus La Plaine and Erasme with similar opening schedules. In general, the three campuses and the areas surrounding the University have a wide selection of small restaurants and shops proposing cheap daily offers, sandwiches, fast food, drinks, etc.

Internet
You are free to use all the computer rooms situated within ULB campuses. As soon as you get your student card, just ask for the access to these rooms to your registrar’s office. WiFi is also available on campus and can be useful if you possess a notebook.
LIVING in BRUSSELS

Accommodation
In the context of the Erasmus Mundus programme we will provide you with at least one option of residency, however you are not obliged to accept our offer and are welcome to search for housing in the private sector.

Private Accommodation
The European Commission guidelines dictate that we must provide at least one acceptable offer of accommodation. If you refuse this offer, this is automatically taken as an agreement that you choose to make your own arrangements for accommodation. Also, students who do not confirm their decision in time will have to find accommodation in the private sector by themselves. A few things you should know about the private sector:

- On accommodation websites, you should bear in mind that rent prices shown often don’t include monthly charges, which could be anywhere between 100€ and 150€, not including insurance and other facilities. It is always best to read the small print.
- A typical rental contract is 3 years. For student purposes, some rents are for 10-12 months. Usually, you will have to pay 1-2 months’ rent as a deposit. If you want to terminate your contract early you may still have to pay a certain number of months’ rent, this should be clearly stated in the contract. On any grief that the landlord might have against you when you leave the tenancy (a broken item, a scratch on the wall, etc.), he is entitled to cover the repair costs from the deposit. Disputes on the restitution of the deposit are frequent and not always justified.
- The price of the rental market in Brussels is high, as any European capital. If you find an accommodation offer that seems too good to be true, this is usually because it is! Do not send money in advance.

Public transportation in Brussels
In Brussels, the public transport company is called ‘STIB’. It offers a large service of transports - buses, trams and subways. Website: www.stib.be A single ticket entitles you to a one-hour journey, with the possibility of changing between vehicles, within 60 minutes, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21). It is also valid on the urban networks of DE LIJN and TEC and on trains within Brussels. Tickets are sold at STIB points of sale (subway stations, at machines situated at major tram or bus stops, in supermarkets etc.). You can buy a one-journey ticket on the bus or tram, but the price is higher. There is the option of buying a personalized card from STIB outlets, called Mobib, on which you can charge multi-journey tickets or season tickets at a reduced price.

Example of travel costs:
- 10 journey public transport ticket 13.50 EUR
- Taxi (Normal Tariff) 1.66 EUR per kilometer (average)

Cost of living
In order to roughly estimate the cost of living in Brussels, we provide prices of selected products/services:
- Rent in a shared flat: 370-500 EUR/month
- Groceries: 200 EUR/month
- A meal in an inexpensive restaurant: 15 EUR on average
- A meal in a mid-range restaurant: 30 EUR on average
- Mobile service/month: 25 EUR/month
- Internet service/month: 35 EUR/month
- Bread (1 loaf): 1.70 EUR
- Milk (1 litre): 0.70 EUR
- Lunch at a canteen at the Campus: 4.75 EUR
- Coffee in a cafeteria: 2.50 EUR
- Cinema ticket: 9.20 EUR
- Water (1.5 liter bottle): 1.40€

Currency and exchange
Belgium’s currency is the **EURO** (EUR), 1 EUR = 100 EURO cents. There are 7 banknotes (500, 200, 100, 50, 20, 10 and 5) and 8 coins (2€, 1€, 50c, 20c, 10c, 5c, 2c, 1c) in circulation. Exchange rates are published daily by newspapers, banks and on various websites (www.xe.com).

Banks
For all your financial transactions, including receiving your monthly scholarship, paying your rent, utility bills and any other expenses, you must open a European bank account. Most Belgian banks will require a residency permit - or a proof that you have started the registration process before opening an account. They are also likely to ask you for proof of address in your home country. Standard bank accounts include:
- a checking & a savings account,
- a 'Maestro' bank card (a cash card NOT a credit card),
- basic banking insurance.

The standard bank card can be used in nearly all stores within the EU as well as at cash machines throughout Europe. Once you have opened an account you can request a visa or credit card with the same bank.

Stores
In Brussels, most of the stores are open from Monday to Saturday, 10.00 am to 6.00 pm. Supermarkets are usually open from 9.00 am to 8.00 pm. The most common supermarkets are Delhaize, Carrefour and Colruyt.

Emergency
- **On Campus Emergency**: Dial 7 from any fixed phone in all offices or buildings
- **Ambulances and Fire Brigade**: Dial 100
- **Pan European Emergency Call N°**: Dial 112
- **Police**: Dial 101

Health
ULB offers medical facilities. At the building M on campus Solbosch, there are several general doctors and specialists (i.e. dermatologist). “Aimer ? l’ULB” is the ULB’s family planning clinic.
At hospital: Having your SIS card with you; the basic costs will be covered by the mutuality and the rest by the EM Insurance. You will receive a bill at home some weeks after your hospital stay. If your stay at the hospital is planned in advance, you must inform your Mutualité (and private insurance, if relevant) beforehand. ULB owns several hospitals; the major one is ‘Hôpital Erasme’ on the Erasme campus. Note that your personal share may significantly vary according to the kind of room you choose (single, double or shared). We strongly advise you to take a shared room, as extra costs might be added to your bill if you stay in a private room which won't be refunded by the mutuality or the insurance.

Buying medicines: Medicines are only reimbursed if a doctor prescribes them. You must go to the pharmacy with your SIS Card and prescription and you will only have to pay your personal contribution rather than the full amount. You can choose the pharmacist freely. Some of the basic medicines (vitamins, paracetamol, etc) available without prescription are not reimbursed. To find the nearest pharmacy or a pharmacy open outside the normal working hours, you can go to: http://www.pharmacie.be/. Many medicines can only be purchased under prescription. Persons following a long term treatment are advised to plan for a few weeks delay before being able to buy their treatment in Belgium.

National holidays
Belgium has a series of public holidays spread throughout the year. The list of national holidays includes:

1st November (every year): All Saints' Day
25th December (every year): Christmas Day
26th December (every year): Boxing Day
1st January (every year): New Year's Day

Electricity

Climate
Some information about the climate in Belgium can be found at: http://www.climate-zone.com/climate/belgium/ and http://www.southtravels.com/europe/belgium/weather.html

Local time
Belgium is in the Central European (CET) time zone (GMT+1hr). For example, 3pm in Brussels means 2pm in London, 3pm in Paris and Berlin, and 10pm in Tokyo.
Contact Persons

- **Prof. Torben Bach Pedersen**, Department of Computer Science - IT4BI-DC Coordinator at AAU (tbp@cs.aau.dk, SkypeID: torben.bach.pedersen, http://people.cs.aau.dk/~tbp) (Scientific matters)

- **Helle Schroll**, Department of Computer Science - Local Administrative Manager (schroll@cs.aau.dk) (Practical and administrative matters)
  Contact Helle Schroll about administrative issues such as travels, salary, etc.

- **Christian Thomsen**, Department of Computer Science - Assistant Local Program Coordinator at AAU (chr@cs.aau.dk, SkypeID: ct_aau) (Ph.D. study program related matters)

- **Peter Axel Nielsen**, Department of Computer Science - Head of Doctoral Programme in Computer Science and Engineering at AAU (pan@cs.aau.dk, http://people.cs.aau.dk/~pan)
  Contact Peter Axel Nielsen only about high-level issues regarding the PhD education at AAU.

You will get further information about the division of daily tasks between the involved persons when you arrive at AAU.
PLANNING YOUR STAY IN AALBORG

Please send an email to the LAM (Ms. Helle Schroll schroll@cs.aau.dk) as soon as possible and inform us when you arrive (date, time of day, flight number etc.). She (or someone appointed by her) will then contact you such that you can get accommodation etc.

If you don’t know the exact arrival time yet, but only know that you will arrive “in the beginning of August”, do still contact the LAM with this information such that we can assist you in finding a place to live and getting a residence and work permit, if needed. The earlier you contact the LAM, the more likely it is that we can help you finding a good place to live.

STUDYING at AALBORG UNIVERSITY

General information about Aalborg University: http://www.en.aau.dk/about-aau
General information about PhD studies at Aalborg University: http://www.phd.teknat.aau.dk/

Academic year schedule

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Note that PhD courses do not follow this schedule. PhD courses can thus take place during the exam periods or during the summer break (typically not in July, though). Staff members (i.e., also “home PhD students” in IT4BI-DC) are required to take vacation between Christmas and New Year. Besides, staff members can take more vacation (up to six weeks in total). In the beginning of your employment, you will not get salary for the days you have vacation. Later on, you will get salary during your vacation.

Your first day at AAU

If you are a home student employed by AAU, you should start working on August the 15th (or the first Monday after that if the 15th is a Saturday or Sunday) at 9.00am. If you are a host student (employed by another partner than AAU), you can begin your stay at AAU on other dates.

At your first day, you will get introduced to the department, meet staff members, and get your keys, PC, etc. You will be placed in the “Database and Programming Technology (DPT) group”. The group manager Kurt Nørmark (or someone appointed by him) will welcome you, show you around and introduce you to other staff members.

Your daily tasks at AAU

As a PhD student you will do research. There are, however, also other tasks. See http://www.phd.teknat.aau.dk/current-students/ for details about chronology, rules & regulations, and
not least study plans (you must hand in your first study plan after two months and an updated one after 12 months).

If you are a home student, you will also be required to do teaching activities. The activities are assigned to you by the management and have to be performed. AAU uses “problem-based learning (PBL)” and the department offers a crash course on PBL to new employees in the beginning of September. We expect you to participate in that course.

PhD students are required to follow PhD courses (which are at a higher level than master courses). The courses at the PhD level are all graded with “Pass” or “No pass”. The courses offered by AAU can be seen here: https://phd.moodle.aau.dk/. You can also enroll courses from there. This can be done from 3 months before the course commences. It is free of charge to participate, but if you sign up without actually attending the course, there is a no-show fee of 5,000 DKK. Both home students and host students can follow courses. Note that home students also are expected to follow a Danish language course. This course is offered by the municipality and is free of charge.

Social conventions

Social conventions in Denmark are somewhat informal compared to many other countries. When you have met people, it is generally accepted that you use their first names (Torben, Helle, etc.) and not their titles (Professor, Dr, Mrs, etc.) when you talk or write to them. When you teach students, they will also use your first name. It is, however, considered very important to be respectful and polite to everybody no matter if they possess academic, administrative, or technical positions.

Punctuality is also important. If you have a meeting at 10.00, then you should be there at 10.00.

VISA REQUIREMENTS

If you are a citizen of a Nordic country, an EU/EEA country, or Switzerland, you have the right to work and live in Denmark (however, you must register yourself when you arrive – see below). If you are a citizen of any other country, you must apply for a residence and work permit (this is required both for home students employed by AAU and host students employed by another IC4BI-DC partner as well as self-funded students). AAU will help you in the process. You will be contacted by AAU’s International Staff Office (ISO) such that they can assist you. This will be initiated automatically if you are a home student employed by AAU. If you are a host student, you need to contact the LAM about your arrival such that we know that ISO should contact you. It takes time to get a residence and work permit and therefore you should inform us about your arrival three months in advance.

Registration requirement

When you have arrived to Aalborg, you must register yourself with the relevant authorities. The rules for doing so depend on your citizenship. See the current rules at http://www.iso.aau.dk/upon-arrival/. Note that some nationals are required to do the registration within 5 days!

You will need to register yourself with the municipality and get a so-called “CPR number” (which is similar to a social security number). When you register yourself, you also choose which general practitioner you want. Pay attention to this if you have preferences about the doctor’s gender.

You must also register yourself with the tax authorities and get a tax card.

Instead of going to different offices, you can go to the International Citizen Service (ICS) where you can meet all the relevant authorities. ICS can also help you with other matters, e.g., getting a Danish driver’s license, registering your car, etc. The ICS is located at Slotspladsen 1A in the center of Aalborg. Office
hours are Tuesday 11:00-15:00 and Thursday 13:00-17:00. More information is available at http://icitizen.dk

GETTING TO AALBORG

Note that the website http://rejseplanen.dk can provide you with details about all public transportation in Denmark. You only have to enter origin and destination (both can be high-level like “Aalborg Universitet” or full addresses like “Selma Lagerlöfs Vej 300, 9220 Aalborg Øst”) and when to travel. The system will then provide you with full details about which transportation to use, price, travel time, etc. Rejseplanen.dk is also available in English.

By air
Aalborg Airport (AAL) is very well connected with Copenhagen Airport (up to 16 daily flights). There are also several daily connections to other cities (incl. Amsterdam, Frankfurt, and Istanbul). The airport is located about 6 km from the city center. From the airport, bus lines 2E, 2G, 2H, and 2J run to the city center. These busses continue from the city center to the university main campus which is located around 6 km away from the city center.

By train
All trains coming to Aalborg stop at “Aalborg Station” in the city center. There are direct trains from Copenhagen Airport to Aalborg (the trip lasts around 5 hours and costs around 60€). From the city center and railway station, there are buses (incl. lines 2E, 2G, 2H, 2J, 2L, 2K) to the university main campus which is located around 6 km away from the city center.

ON THE AAU CAMPUS

You will get an office at AAU where there is a desk and a chair and some bookshelves. Generally, 3 PhD students will share one office, but each PhD student will be given his/her own chair and desk. Home-students also get a laptop with a docking station and a screen. Your office at AAU will be in the Cassiopeia building at Selma Lagerlöfs Vej 300, 9220 Aalborg Øst. The Cassiopeia building is located at the University’s main location 6 km away from the city center. All staff members from Dept. of Computer Science work in the Cassiopeia building. In the Cassiopeia building, there is a canteen where you can buy lunch (this canteen is closed during the summer break and other vacations). There is another canteen at Fibigerstræde 15 (1.5 km away from the Cassiopeia building) which is open from 8:00 to 19:30 Monday – Thursday and 8:00 to 14:00 Friday. There is a supermarket (“Føtex”) in walking distance from the Cassiopeia building.

Equipment for home-students
Home-students get a laptop from the department for their daily work. If the university has found your accommodation, it might already have an Internet connection. Otherwise, you can get an ADSL connection from around 200 DKK per month.

LIVING in AALBORG

For general information, see http://www.iso.aau.dk/living-in-denmark/
Accommodation
Once you have contacted the LAM about your arrival, you will be contacted by a staff member who can assist you in finding accommodation (and, obviously, it is thus very important that you start the process by contacting the LAM as early as possible). You will be asked about what kind of accommodation you wish, (area, size, price, etc.), but it is not guaranteed that all your wishes can be fulfilled. The rent is typically around 4,000 DKK per month for accommodation with a private kitchen and bathroom. You may also wish to share kitchen and bathroom in which case the rent could be lower. The accommodation is fully furnished incl. kitchen utensils. You only have to bring your own duvet, pillow, bed linen, and towels. If you wish so, you can also buy these things in a “start package” for around 600 DKK. Note that the accommodation most often is rented from the 1st in every month meaning that you might have to pay for a full month even though you do not arrive until the end of the month. Note also that a deposit (typically equal to the rent for one month) is required and that you pay the monthly rent in advance. You are also required to give three months notice if you want to terminate the contract. You can maximally live in accommodation found by the university for 36 months. More information is available at http://www.internationaloffice.aau.dk/international_accommodation_office/international-staff-phd-students/.

Private Accommodation
The European Commission requests from our service to present one acceptable offer. If you refuse this offer, you automatically notify that you opt for solving privately your accommodation. The students who would not confirm their stay will have to find an accommodation in the private sector by themselves. There are different ways to do so. It is recommended that you use AKU-Aalborg (http://aku-aalborg.dk) which can direct you to many types of accommodation. Some supermarkets (e.g., Netto and Fakta) have billboards where anyone can put posters to find roommates for sharing apartments etc. If you rent on the private market, you should always be careful. Some landlords will ask for a big deposit and will use the deposit to cover any damage (even very small ones) you make. You might thus lose your entire deposit.
In the long term, it is likely to be cheaper to become member of a non-profit housing association (“almennyttigt boligselskab” or “boligforening” in Danish) and rent an apartment through that. There is a list of such housing associations on http://aalborgbo.dk.
Accommodation found on the private market is typically not furnished at all.

Public transportation in Aalborg
In Aalborg (and the surrounding region), the public transport company is called "Nordjyllands Trafikselskab" or just “NT” for short. It offers busses and their tickets are also valid on trains within the region, but not outside the region. NT uses “zones” and it is your own responsibility that your ticket is valid for the zones you are travelling in (a Rejsekort is always valid). The city center is in “zone 1”, and AAU is in “zone 6” (but these two zones are neighbors so you do only need a ticket for two zones to travel from the city center to AAU). To get to the Cassiopeia building, you should go the “AAU busterterminal” and follow the walking path from there.
A normal ticket for two zones costs 22 DKK and entitles you to a one-hour journey, with the possibility to change between vehicles, within 60 minutes. Tickets are sold on the busses, but you must pay with cash. Use this option only if you travel by bus rarely. The alternatives are cheaper.
A personalized card, called Rejsekort (meaning “Travel Card”), can be ordered from http://rejsekort.dk. With such a card, you check in and out when you board and leave the bus, respectively. The system will then calculate the price and subtract it from your (prepaid) amount on the card. The more you use the
Rejsekort, the more discounts you will get. A Rejsekort is also valid in other regions of Denmark and you can also use it for all trains. Use this option if you use public transportation now and then. The third option is to buy a “Periodekort” from NT. This is a card that entitles you to an unlimited number of travels within certain zones. You can buy it at the bus terminal in the city center and in different supermarkets (incl. the Føtex close to the Cassiopeia building). Use this option if you use public transportation regularly. A Periodekort costs 378 DKK for 30 days and two zones. You can use http://rejseplanen.dk to plan your travel with public transportation between any two places in Denmark.

Note that it is very common to bike in Denmark. There are good and designated biking paths from the city center to the university. At the university, you will also find facilities for parking your bike. If you bike, you are by law required to use approved head and rear lights after dark. The bike must also have an approved lock. It is recommended, but not required, that you use a bike helmet as well.

Cost of living

In order to roughly estimate the cost of living in Aalborg, we provide prices (in Danish kroner) of selected products/services.

(1 Danish krone = 0.134 Euro):
- Rent in a shared flat: 2,500 – 3,500
- Food: 1,500/month
- A meal in an inexpensive restaurant: 100
- A meal in a mid-range restaurant: 200
- Mobile service/month: 100
- Bread (1 loaf): 25
- Milk (1 litre): 8
- Lunch at a canteen at the Campus: 40
- Coffee in a cafeteria: 20
- Cinema ticket: 75
- Beer in a bar: 40

Currency and exchange

The local currency is the Danish Krone (DKK): 1 krone = 100 øre and 1 krone ≈ 0.134 Euro and 1 Euro ≈ 7.5 krone. There are 5 banknotes in circulation: 50, 100, 200, 500, and 1000 DKK. There are 6 coins in circulation: 0.5, 1, 2, 5, 10, and 20 DKK. You can exchange money in banks and exchange offices. You might get bad exchange rates if you bring less commonly used currencies, so consider bringing Euros or alternatively US Dollars. Most shops also accept international payment cards such as Visa and MasterCard. Note that some shops charge you extra if you use credit cards and some shops charge you extra if you use foreign (non-Danish) cards. It is thus recommended that you get a “Dankort” which is a Danish debit card. You do not pay extra to use a Dankort in physical shops. All banks issue Dankort, but some banks will charge you for a Dankort while other banks will issue it for free if you have an account there.

Banks

For all your financial transactions - including receiving your monthly scholarship, paying your rent and utility bills and any other expenses – you must have a Danish bank account in a bank of your choice. When you open the bank account, ask the bank to make it your “Nemkonto” (you must have one and only one Nemkonto to get your salary payment if you are a home student employed by AAU). To open a bank account, you need to have a CPR number (see above for information about CPR numbers). Only few
banks offer home banking systems in English. Talk to your colleagues about which banks they can recommend.

Stores
In Aalborg, most supermarkets are open every day from early morning to late evening. Other kinds of shops often close around 5.30pm. and remain closed on Sundays, but there is no general rule as each shop independently can decide when to open and close.

Health
When you have a Danish CPR number, most health services (not including dentists) are free of charge. You will be assigned to a general practitioner (GP) and you must contact this GP for health-related issues (after the GP’s office hours, you can call “Lægevagten” at 70 150 300, though). The GP can redirect you to the relevant place (e.g., the hospital or a physiotherapist). Whenever you are in contact with the health authorities, you must bring your yellow “Sundhedskort” which will be sent to you when you have registered your address with the municipality. If you need to see a dentist (“tandlæge” in Danish), you can contact any dentist you like (and you should not contact your GP on beforehand).

Buying medicine. Some kinds of medicine (e.g., pain killers) can be bought from any pharmacy and most supermarkets. Stronger kinds of medicine can only be bought from pharmacies and you need a prescription which you get from your GP. You pay for your medicine when you pick it up. In Aalborg, there is a pharmacy (on the corner of Algade and Vesterbro) which is open 24 hours a day. There are many more pharmacies than this, but they are only open during daytime.

Emergency
In case of an emergency, dial 112. The emergency service can help you if you urgently need an ambulance, police, and/or the fire brigades. Do only use 112 for real emergencies! If you want to get in contact with the police for something that is not urgent, dial 114. If you need to go to the hospital’s emergency ward, you must call your general practitioner first. After your general practitioner closes, you can call “Lægevagten” at 70 150 300 instead.

National holidays
Denmark has a series of public holidays spread throughout the year. The list of national holidays includes:

- New Year’s Day: January 1st
- Holy Thursday: Different dates from year to year (e.g., March 24 in 2016)
- Good Friday: Different dates from year to year (e.g., March 25 in 2016)
- Easter Day: Different dates from year to year (e.g., March 27 in 2016)
- Easter Monday: Different dates from year to year (e.g., March 28 in 2016)
- Prayer Day: Different dates from year to year (e.g., April 22 in 2016)
- Ascension Day: Different dates from year to year (e.g., May 5 in 2016)
- Whit Sunday: Different dates from year to year (e.g., May 15 in 2016)
- Whit Monday: Different dates from year to year (e.g., May 16 in 2016)
- Constitution Day: June 5th (not an official holiday, but most shops and offices will be closed)
• Christmas Eve: December 24th (every year, not an official holiday, but nearly all offices are closed and most shops will close early if they don’t remain closed for the entire day)
• Christmas Day: December 25th (every year)
• Boxing Day: December 26th (every year)

On [http://ugenr.dk/kalender](http://ugenr.dk/kalender), you can see calendars showing the national holidays. Only small shops are allowed to be open on holidays (and many of them will be closed anyway).

**Electricity**

Electricity in Denmark is 230V, 50Hz AC. Plug sockets are round with two round-pin sockets. Note that most sockets found in Denmark are slightly different from those found in other European countries. The plugs are, however, compatible with, e.g., the common CEE 7/7 plug. See the article “[AC power plugs and sockets](https://en.wikipedia.org/wiki/AC_power_plugs_and_sockets)” on Wikipedia for illustrations.

**Water**

All over Denmark, the tap water is of high quality and perfectly drinkable. The water is of so high quality that no chlorine is added, so it even tastes well. Shops do sell bottled water, but it typically comes from the tap anyway.

**Climate**

Denmark has a temperate climate with relatively mild winters (typical day temperatures are slightly above the freezing point) and relatively cool summers (typical day temperatures around 20 degrees Celsius). The day length, i.e., the time between sunrise and sunset, varies a lot over the year. In the middle of the year, days are longer than 17 hours, but in the end of the year, days are shorter than 7 hours.

**Local time**

Denmark is in the Central European (CET) time zone (GMT+1hr). Danish Day Light Saving follows the European standard and lasts from 2 am on the last Sunday of March to 3 am on the last Sunday in October. Times are given in 24 hour format (e.g. 19.30). Dates are given in the DD-MM-YYYY format or – more rarely – the YYYY-MM-DD format.

**Addresses**

Addresses are given in the following form:

- FirstName FamilyName
- StreetName Number, Floor, Side
- ZipCode Town

For example:

<table>
<thead>
<tr>
<th>John Doe</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lillevej 20, 2., tv.</td>
<td>Storevej 5</td>
</tr>
<tr>
<td>9000 Aalborg</td>
<td>9400 Nørresundby</td>
</tr>
</tbody>
</table>

It is important always to give the full address, incl. floor and side if applicable. Mail will not be delivered if any parts of the address are missing. Note that the ground floor is called *stuen* (abbreviated *st.*) in Danish. The floor on top of that is called 1., the following 2., etc. For the side, “tv” means “til venstre” (to
the left), “mf” means “midtfor” (in the middle), and “th” means “til højre” (to the right). If there are more than these three possibilities, the doors have to be numbered.
Contact Persons

- Prof. Dr.-Ing Wolfgang Lehner
  Local IT4BI-DC coordinator
  +49 351-463-38383
  wolfgang.lehner@tu-dresden.de

- Dipl.-Inf. Hannes Voigt
  Local Administrative Manager
  +49 351-463-38589
  hannes.voigt@tu-dresden.de

- Dipl.-Ing. Ines Funke
  +49 351-463-38257
  ines.funke@tu-dresden.de

- Ulrike Schöbel, M.A.
  +49 351-463-38492
  Ulrike.schoebel1@tu-dresden.de
STUDYING at TECHNISCHE UNIVERSITÄT DRESDEN

Welcome Center
Location: Nürnberger Str. 31a, 01187 Dresden
Postal address: TU Dresden, Welcome Center, 01062 Dresden, GERMANY
Tel.: +49-351-463 34009; Fax.:+49-351-463 34023
Opening hours:
- Tuesday, Wednesday & Thursday 10-12 a.m.
- Wednesday 1-3 p.m.
- and on appointment:

Email: welcome.center@tu-dresden.de

Welcome Dresden
Dresden, the city of culture and art on the Elbe, welcome to the »City of Science« in the centre of Silicon Saxony welcomes its guests. The city provides a website with comprehensive information to make your life easier in the capital of Saxony.
Web: http://welcome.dresden.de/

Grading Scale
The grading scheme in courses and lectures in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given):
- "Sehr Gut" (1) = Very Good;
- "Gut" (2) = Good;
- "Befriedigend" (3) = Satisfactory;
- "Ausreichend" (4) = Sufficient;
- "Nicht ausreichend" (5) = Non Sufficient/Fail.
The minimum passing grade is "Ausreichend" (4).
Verbal designations of grades may vary in some cases and for doctoral degrees. The PhD thesis is rated according to the following scale:
- summa cum laude = with distinction, an achievement that is exceptionally good
- magna cum laude = very good, an achievement that has to be especially recognized
- cum laude = good, an achievement that is superior to the average
- rite = satisfactory, an achievement that meets average requirements
- non sufficit = not sufficient, an achievement that is not suitable
If the acceptance of the dissertation is rejected, it has to be evaluated as non sufficit.

**Academic year schedule**

Please check:

http://tu-dresden.de/studium/organisation/studienjahresablauf/

**Enrolment procedure for doctoral studies**

The application is mandatory for PhD students at TUD faculty of Computer Science. It has to be addressed in writing to the chair of the doctorate committee. You are required to register via an online system. Once you have filled it, you are requested to print and sign it.


Additionally you are required to provide the following documents:

1. the envisaged topic of the dissertation and the pursued academic degree,
2. the written declaration of a member or associate of the Fakultät, to be willing to supervise the applicant scientifically during the preparation of his dissertation, and a suggestion of a Fachreferent. Normally, supervisors and Fachreferenten are professors. In justified exceptional cases, at the written suggestion of a professor it is possible to appoint post-doctoral staff members of the Fakultät that have autonomous research responsibility as supervisors or Fachreferenten. The doctorate committee decides on this issue;
3. the certificate about the prerequisites for admission according to §6,
4. a tabular and personally signed curriculum vitae including a presentation of the scientific development, and including documentary certificates of passed additional studies or examinations in legally attested form,
5. if applicable, a written declaration about unsuccessful past doctoral graduation procedures,
6. a written declaration that these doctorate regulations are acknowledged,
7. the written declaration that a Führungszeugnis (police clearance certificate/certificate of good conduct) according to § 30 Abs. 5 Bundeszentralregistergesetz (BZRG), to be sent to the Fakultät, has been applied for at the responsible registration office.

If you wish you can additionally register as a PhD student with the TU Dresden. It is not mandatory, but has certain advantages, like cheaper food in the student’s canteen, free public transport. You register and apply also online and are required to pay a fee each semester (approx.. 250 €).

For registering as a PhD student with TU Dresden, please check:

http://tu-dresden.de/internationales/int_stud/postgraduate_studies/applic_postgraduate_studies/application
**Visa and Entry**

A valid passport is necessary when coming to Germany. EU citizens may enter Germany on their national identity card. Non-EU citizens usually need a visa and, for a longer stay, a residence permit. Depending on the duration and purpose of your stay you will need a Schengen Visa (research visit lasting up to three months) or a National Visa (research visit lasting more than three months or PhD studies).

Non-EU nationals have to apply for a visa at the German embassy or consulate while they are still in their own country or current country of residence. The application process takes about two or three months. Visas for family members travelling with you should be applied for at the same time.

Please make sure you apply for the correct visa: PhD students should apply for a National Visa for study purposes, employees for a National Visa for working purposes or a Researcher Visa (D-visa). As you will have an employment contract, you will have to apply for a Visa for working purposes or a Researcher Visa.

Note: Do not enter Germany on a Visitor or Tourist Visa (Schengen Visa/C-Visa), when you are planning to stay longer than three months. This type of visa cannot be extended or redesignated for other purposes.

Who does not need a visa? Citizens from the Member States of the European Union (EU), Switzerland, Iceland, Norway and Liechtenstein do not require a visa. Nationals from Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea and the USA do not require an entry visa.

Generally, a visa only entitles you to entry and residence of 90 days initially. If you are planning a longer stay, you have to apply for a residence permit shortly after arrival. For EU nationals, a ‘freedom of movement’ permit, instead of the residence permit, can be obtained relatively easily.

More information on entry requirements you may find on the webpage of the Federal Foreign Office. [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)

A pilot project of the State Ministry of the Interior of Saxony, the city of Dresden and other partners speeds up the administrative process for qualified professionals including researchers and PhD students in order to integrate them in the workflow as soon as possible. For more information on the project: AKZESS


**Extending Visa/Residence Permit**

**Non-EU citizens**

For foreigners, who have to enter on a visa, any stay exceeding the period validated by the visa must be authorised. In order to do this you have to have a residence permit. This also applies to foreigners who are eligible to enter the country without a visa for stays of one to three months (citizens of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea or the USA). The required procedure varies according to your country of origin.

We advise you to submit your application at the Department of State and Foreign Affairs (“Ausländerbehörde”) as soon as possible. If the application is made before the end of the current permit, the pre-existing conditions (i.e. permission to work) will be valid until the foreigner’s office reaches its decision.
The Immigration Office generally requires the following documents (originals and copies, if needed translations):

- filled-in application form for a residence permit (available from the immigration office)
- passport (please make sure your passport is valid for the planned duration of your research stay)
- required visa (D-visa)
- one biometric passport photo
- employment contract, hosting agreement or certificate of funding including the monthly salary or your grant to proof sufficient means of living
- proof of adequate health insurance
- confirmation of registration at the Residents’ Registration Office (Einwohnermeldeamt)
- for partners / children: marriage license, birth certificate

Please check additionally the list of needed documents, which will be attached to your invitation to the ImmigrationOffice!

Note: Please make an appointment before visiting the office by giving your first name, surname, date of birth, nationality and the reason of your stay to termin.austraenderbehoerde@dresden.de

With the date and time of your appointment you will get a list of the needed documents. If necessary, the Welcome Center will set an appointment for you.

A pilot project of the State Ministry of the Interior of Saxony, the city of Dresden and other partners speeds up the administrative process for qualified professionals including researchers and PhD students in order to integrate them in the workflow as soon as possible. For more information on the project: AKZESS


For further information see: Residence Permit
http://www.dresden.de/en/02/anliegen/Residence_permit.php

EU citizens

Citizens of the European Union as well as the European Economic Area (Iceland, Liechtenstein, Norway) and Switzerland do not require a permit for stays of a longer duration. If you are planning to spend a longer period of time in Germany (more than three months), the only thing you usually have to do is register at the Residents’ Registration Office and collect a freedom of movement certificate (“Freizügigkeitsbescheinigung”) from there.

For further information see: Freedom of Movement Certificate
http://www.dresden.de/en/02/anliegen/EU_and_Swiss_citizens.php?lastpage=to+list+of+results

More Information at the Welcome Center.

Local Registration

After moving to Germany everybody is obliged to register at the Resident’s Registration Office (“Bürgerbüro”) within one week. You will find the registration form at the Welcome Center or at the Registration Office. The Resident’s Registration Office is located in the city center on the Theaterstraße 11, room 008. If necessary a tutor will go with you. To register at the Resident’s Registration Office you need the following documents:
- your identity card/passport,
- your visa,
- your current address.

For your family members you need the same documents and birth and marriage certificates (if necessary translated).

At the Resident’s Registration Office you will be given
- your registration card ("Meldebescheinigung"), which confirms your registration. You will, for example, need official proof of registration if you wish to extend your visa or open a bank account,
- your tax ID ("Steueridentifikationsnummer"), which will be needed if you have an employment contract with a university and intend to draw a salary.

Any change of residence within the city or country has to be registered. Before you leave Germany you have to cancel the registration at Resident’s Registration Office.

More Information at the Welcome Center.

**Health Insurance in Germany**

Health insurance ("Krankenversicherung") in Germany is mandatory for all researchers and their families accompanying them. What has to be covered is medical treatment in the event of serious illness and accidents in Germany as well as early detection measures (e.g. preventive medical checkup, vaccination). Benefits available in the event of illness usually include medical and dental treatment, hospital treatment, drugs, dressings, complementary treatment, such as massages, and aids, such as hearing aids and wheelchairs. In order to issue a residence permit the local immigration authorities require proof that you are covered by this kind of insurance.

In IT4BI-DC, you are employed on the basis of an employment contract and as a matter of principle you are subject to compulsory German health insurance.

Up to a gross salary of 50,850 EUR (upper income limit for 2012) you must be insured by a statutory health insurance company. The general statutory health insurance rate is a standardised 15,5%.

The benefits of statutory health insurance are, for the most part, standardised. There are differences in customer service, additional benefits and optional premiums. You are free to choose your statutory health insurance company. A comparison of the different insurance benefits is therefore still worthwhile.

**EU-Citizens (an citizens of Iceland, Liechtenstein, Norway and Switzerland)**

If you are insured on a voluntary basis or by statutory insurance, you may use of the health services in other EU States. When you show your EHIC, you will receive treatment under the same conditions and at the same cost (free in some countries) as people insured in that country (Be aware that each country’s healthcare system is different. Services that cost you nothing in one country might NOT be free in another country). Please make sure, that your health insurance issues you the European Insurance Card (EHIC), which is valid:

- for temporary stays abroad
- for necessary medical services
- not for trips abroad specifically for the purpose of treatment
- not for the costs incurred in transporting an invalid home
For extended stays abroad within the European Union, as well as in Iceland, Liechtenstein, Norway and Switzerland, instead of the European Health Insurance Card, the following applies:

If you are entitled to statutory health insurance at home, then your domestic health insurance provider will issue Form E106 or S1 on request. Form E106 or S1 entitles you and your family members to register with a German health insurance scheme. The German health insurance scheme will then provide all the services that a German health insurance scheme member is entitled to. The German health insurance scheme will subsequently bill the domestic health insurance provider for their costs.

For more information on the German health insurance system you may have a look in the German Health System A Guide for Migrants: http://www.bkk-by-gesundheit.de/bkk-promig/fileadmin/template/download/Gesundheitswegweiser/Wegweiser_Englisch_2009.pdf

Health Insurance Companies

Please do not hesitate to contact the Welcome Center, if you need our assistance in taking out a health insurance.

GETTING TO DRESDEN

Dresden is major German city and capital of Saxony. It is a road, train and air transport hub in eastern Germany. Local and commuter transport services grant accessibility in the Dresden agglomeration. The city has a dense network of tram and bus lines. Dresden has two major train stations, an international airport and an inner harbour on the Elbe river waterway. Autobahns grant access to all cardinal directions. Dresden is the junction of two class-A European routes.

By air

North of the city, Dresden has a regional Airport (http://www.dresden-airport.de/) with connections to vacation destination and a handful of national and international destinations with major hub airports, such as Frankfurt, Munich, Barcelona, London, and Moscow.

It is also within the city limits and is only 20 minutes from the city centre if you travel on the S2 commuter railway line. The corresponding train station is inside the airport building at a lower level. The trains travel every 30 minutes between the airport and Dresden’s train stations. At the entrance to the airport there are bus stops for the busses 77, 97 and 425. Taxis take 30 minutes to get to the city centre and by public transport this journey lasts around 40 minutes.

If you cannot book a direct flight to Dresden you can fly to cities which are relatively close by:

- Berlin: The average distance between each of the 3 Berlin airports (Tegel, Tempelhof, Schönefeld) and Dresden city centre is 200 km. You can travel either by car or by train from Berlin.
- Leipzig: The distance between the Leipzig/Halle airport and Dresden city centre is 100 km. You can also travel by car or train from here.

The following airports are also possible:

- Frankfurt (distance: approx. 470 km),
- Munich (distance: approx. 460 km),
- Düsseldorf (distance: approx. 600 km),
- Hamburg (distance: approx. 525 km).
By train

If you travel to Dresden by train, you will arrive at one of the city's two centrally located train stations: on the south side is the Dresden Hauptbahnhof (main station) and on the north side is the Dresden-Neustadt station. Most trains stop in both stations. The university is well connected to both stations. However, Dresden Main Station is considerably closer to TUD.

Dresden has daily EuroCity (EC) trains to Hamburg, Berlin, Prague, and Budapest and multiple daily InterCityExpress (ICE) connection to Leipzig and Frankfurt. Trains are run by Deutsche Bahn (http://www.bahn.de). On their website, you can get connections, timetables and tickets. You can also buy tickets directly at the departure station. To purchase tickets you need either euros or a valid international credit card.

By Car

Three main motorways lead to Dresden: A4 (Frankfurt–Görlitz), A13 (Berlin), and A17 (Prague). The individual exits offer easy access to different districts in the north, west and south of the city. Many parts of the city can be easily reached from the ring road around the city.

First steps upon arrival

Please confirm to the LAM the useful details regarding your arrival in Brussels, once you know: day, time, flight number, place, etc. We will arrange to either pick you up or send a taxi to transport you to the residence. The Welcome Center or the LAM can also assist you with finding a first accommodation, for instance in the International Guesthouse (website: http://www.studentenwerk-dresden.de/english/wohnen/gaestehaus.html).

Once you have settle in your first accommodation and met with your LAM, you should visit the TUD Welcome Center. The Welcome Center can assist you with most administrative issues of daily life, such as finding permanent accommodation.

TUD Campus

The TUD Main Campus is located in the south of the city between Firtz-Förster-Platz and Münchner Platz. It houses the University's administration and many facilities and services. Most faculties are located here, too. Everything on and around the Main Campus is a walking distance of at most 15 Minutes.
Faculty of Computer Science

The Faculty of Computer Science (Fakultät Informatik) is located in a new building at the south edge of the Main Campus, at the Nöthnitzer Straße 46. (Google Maps: http://maps.google.de/maps?q=Nöthnitzer+Straße+46,+Dresden). You will have your office in this building, as well as most of your lectures.

University Restaurant

There are multiple University Restaurants (Mensa) and Cafeterias on the Main Campus. (Location and offers: http://www.studentenwerk-dresden.de/mensen/ - in German). The Alte Mensa is the closest to the Faculty of Computer Science. The food can be paid in cash or with a prepaid card called MensaCard Emeal. You can get a MensaCard in most of the Mensas and Cafeterias for a 5 EUR deposit. You can get a MensaCard as a TUD employee and as a student. Once you are registered as a student, you should get the student MensaCard for reduced meal prices.
LIVING in DRESDEN

Dresden is the capital city of the Free State of Saxony in Germany. It is situated in a valley on the River Elbe, near the Czech border. About 530 thousand people live in Dresden. Dresden is the 12th largest town in Germany by population and the fourth largest town in Germany by area. Dresden has a long history as the capital and royal residence for the Electors and Kings of Saxony, who for centuries furnished the city with cultural and artistic splendour. The city was known as the Jewel Box, because of its baroque and rococo city centre. A controversial Allied aerial bombing towards the end of World War II killed 25,000 civilians and destroyed the entire city centre. The impact of the bombing and 40 years of urban development during the East German communist era have considerably changed the face of the city. Some restoration work has helped to reconstruct parts of the historic inner city, including the Katholische Hofkirche, the Semper Oper and the Dresdner Frauenkirche. Since the German reunification in 1990, Dresden has regained importance as one of the cultural, educational, political and economic centres of Germany and Europe.

See also: http://www.dresden.de/ and http://de.wikipedia.org/wiki/Dresden

Local time

Germany is in the Central European (CET) time zone (GMT+1hr). For example, 12:00 in Dresden means 11:00 in London, 12:00 in Paris, and 19:00 in Tokyo. German summer time (GMT+2hrs) starts and ends on the last Sundays of March and October, respectively (compare: http://en.wikipedia.org/wiki/Daylight_saving_time).

Typically German

Every country has its own customs and conventions that it is best to know about in order to limit the initial culture shock and leave a good impression. We have therefore summarised some of the most important points.

Greetings

Germans value formality. It's usual for strangers to greet each other, for example, when they enter a store, lift or waiting room. The handshake is part of the greeting ritual especially among work colleagues and acquaintances. One of the most difficult things in everyday life in Germany is the use of the two forms of address »Du« and »Sie«. In general, when you meet a person for the first time, no matter how old he or she is, address him or her with »Sie«. The transition to »Du« is somewhat formal: the older or more important person offers »friendship« and from then on the two people use first names and address each other with »Du«.
Phoning
Whether you're at home or at work, when you answer the phone it's best to start by saying your surname. At work you also add the company name and in some cases the department.

Punctuality
Germans value punctuality very highly, not only at work, but also in private life.

Smoking
Smoking is prohibited on public transport and in public authorities. New laws ban smoking in restaurants and bars too.

Hospitality
Germans are very good hosts. They try very hard to make their guests feel at home. If you are asked if you'd like something to eat or drink, answer truthfully right away. Unlike other cultures, where guests answer "no" once or twice before saying "yes", in Germany the first answer is accepted and the offer won't be made again-or at least not until much later.

Paying
The usual methods of payment in Germany are cash and EC-cards (bank cards). Unlike other countries, credit cards are not accepted in many shops and restaurants. Cheques are becoming less and less common. Payment with EC cards or credit cards may require an additional form of identification.

Dogs
Don't be surprised to see dogs under the tables in restaurants. Dogs are very well trained and can be taken everywhere.

Rest periods
Rest periods are taken very seriously in Germany. They are normally Monday to Saturday between 1pm and 3pm and from 10pm to 7am and all day Sunday. During this periods you should avoid loud activities like mowing the grass, hammering or playing loud music.

Car washing
Car washing is prohibited by law on public streets and in public places to protect the environment. Many petrol stations have car washes, but these are not in operation on Sundays.

**Accommodation**

The Studentenwerk Dresden runs an International Guesthouse at the Main Campus ([http://www.studentenwerk-dresden.de/english/wohnen/gaestehaus.html](http://www.studentenwerk-dresden.de/english/wohnen/gaestehaus.html)) which is a good option for the first accommodation after arriving in Dresden. The Guesthouse offers rooms and apartments, which can be rented on a nightly basis. Prices range from 30–50 EUR per night or 250–450 EUR per month. Stays of more than one month get more expensive.


Many of Dresden Students live in privately rented, shared apartment together with fellow student. Monthly rent for a room in a shared apartment is 200–300EUR. Offering can be found at Internet Portal such as wg-gesucht.de ([for Dresden: http://www.wg-gesucht.de/en/wg-zimmer-in-Dresden.27.0.0.0.html](http://www.wg-gesucht.de/en/wg-zimmer-in-Dresden.27.0.0.0.html)).

You can also rent an apartment on your own. For further information, please check with the Welcome Center ([http://tu-dresden.de/internationales/intsc/welcome_center_ml/leben_in_dresden/accomodation/accomodation_startseite](http://tu-dresden.de/internationales/intsc/welcome_center_ml/leben_in_dresden/accomodation/accomodation_startseite)).

**Getting around**

Dresden has a very well-structured public transport system. It is possible to use trams, buses, commuter railways, ferries or taxis in Dresden. For longer trips there is also the railway system.

**Trams and buses**

Trams and buses are run within the city by the Dresden Public Transport Service and regionally by the Oberelbe Transport Network. On their websites the companies display the entire network, all timetables and connections. You can plan your journey according to your own individual requirements here. You can also find information about departure times at every bus or tram stop. You can buy tickets at the stops, on the trams or buses and at service points. You must then stamp your tickets in the machines on the vehicle. If you use public transport often, it is advisable to buy a multiple-trip ticket, a monthly ticket or a yearly ticket. Do not ride without a ticket as checks are often made. If you are caught without a valid ticket you'll have to pay a fine.


The student registration includes a student ticket for the public transportation. However, the conditions are currently reformed. Once you have register as a student you can ask for the current conditions at the student council ([Studentenrat, http://www.stura.tu-dresden.de/](http://www.stura.tu-dresden.de/)).
Railway

In Dresden and its surrounding area you can also travel by commuter rail. Connection information can be found at the above-mentioned sites and at Deutsche Bahn, where all of the longer connections of Deutsche Bahn (http://www.bahn.de) are also available, for example the Inter City Express (ICE), Intercity (IC), Eurocity (EC) and Interregio (IR) train lines.

Information is also available at the Reisecenter (Travel Centres) in the Dresden Hauptbahnhof (main station) and the Dresden Neustadt station, as well as on the hotline 0800 1 50 70 90.

Taxi

Another possible mode of personal transportation is the taxi. It's not usual to stop a taxi by motioning from the side of the street as it drives by, but rather to go to a taxi rank or stand, which are found all over the city. You can also call for a taxi using the hotline +49 (0351) 21 12 11 or order one online at Taxi Dresden. Taxi rates are comprised of a basic rate (2.50 EUR) plus the rate per kilometre (1.50 EUR per kilometre).

Driving licence

See http://tudresden.de/internationales/intsc/welcome_center_ml/formaliaeten_gastwissenschaftler/driving_licence for details.

Bicycles

Many streets in Dresden have cycle paths, which allow you to cycle easily through the city. The Elbe cycle path, which runs east to west through the entire city area from the source of the Elbe in the Czech Republic to Mündung near the North Sea, is especially popular.

Currency, exchange, and banks

The usual methods of payment in Germany are cash and EC-cards (bank cards). Unlike other countries, credit cards are not accepted in many shops and restaurants. Cheques are becoming less and less common. Payment with EC cards or credit cards may require an additional form of identification.

Germany’s currency is the EURO (EUR), 1 EUR = 100 EURO cents. There are 6 banknotes and 9 coins in circulation: banknotes of 5, 10, 20, 50, 100, 200, and 500 EUR; coins: 5 EUR, 2 EUR, 1 EUR, and 1, 2, 5, 10, 20, 50 EURO cents. Exchange rates are published daily by newspapers and banks, and on websites (such as http://www.xe.com/). ATM can be primarily found at banks, usually mark with “EC”. ATMs typically dispense banknotes of 10, 20, and 50 EUR.

For all your financial transactions – including receiving your monthly scholarship, paying your rent and utility bills and any other expenses – you are held to open a European banking account at the financial institution of your choice. The banking system in Germany includes four dominant national players (Deutsche Bank, Commerz Bank, Sparkasse, Volksbank); alongside a host of international and smaller institutions.

To open an account at a bank or the Sparkasse (national savings bank) you will need:

- Your passport or personal ID
- the confirmation of registration (Anmeldebestätigung) from the Resident’s Registration Office
- your university acceptance letter or enrolment certificate/draft of your employment contract.

The Welcome Center can help you with further information. See also: http://welcome.dresden.de/en/life/banking.php

**First aid**

Safe medical care is a basic principle in Germany. The city of Dresden has a university hospital and different urban hospitals. There are also doctors who speak foreign languages and there is an international pharmacy.

Emergency numbers
- Police: 110
- Fire department: 112
- Ambulance: 112
- Poison hotline: 0361 730730

Pharmacies with foreign language skills
- Saxonia Apotheke (International Pharmacy)
  Prager Straße 81 (http://maps.google.de/maps?q=Prager+Str+DFe+81,+Dresden)
  +49-351-490494

**Electricity**

Electricity in Germany is 220V, 50Hz AC. Wall sockets are Type F. Type C plugs (CEE 7–16 plugs and sockets, and CEE 7–17 plugs) are in use, too, but wall sockets are not produced (Type C plugs fit in Type F sockets). Many devices since early 1990’s sold with E+F plug (fits both French E and German F types); Type C (the flat CEE 7–17) wall sockets are extremely uncommon, and exist only in very old installations.

See also: http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets#CEE_7_standards_and_Europlug and http://en.wikipedia.org/wiki/Mains_electricity_by_country

**Mobile phones**

For mobile contracts you can choose between a fixed contract or a pre-paid contract.

**Fixed contracts**

Fixed contracts are usually for a minimum of 24 months and have a cancellation period of approximately 3 months. There are many different of rates in the mobile telephone market today. You can choose, for example, between rates where each telephone unit is charged individually or those where fixed number of telephone units are contained in a fixed price and additional units must be paid for separately. Further information is available directly from the mobile service providers or their websites. To apply for a fixed contract you need a valid identity card or passport and details of your German bank account. With these documents you can apply for and sign a contract directly with the provider of your choice. Normally 24-month contracts include a free or reduced mobile phone.
Pre-paid contracts

Pre-paid contracts have no minimum term. After signing a contract with a provider, you will receive your pre-paid card and the corresponding mobile phone. It takes only a few hours until the mobile phone is activated. Afterwards you can top up your pre-paid account as needed. To do this you can choose between cash cards, scratch cards, bying credit on the internet, by bank transfer, or topping up from your bank account by telephone. If your pre-paid account is empty you cannot make telephone calls or write SMS. You can usually still be reached, however. The pre-paid contract does not need to be cancelled because it is regulated by recharging the account. Normally the contract is valid for 6-12 months after the last payment. If the account is not topped up after this period, the contract ends automatically.

Note: Mobile phones with pre-paid contracts are usually provider-specific. This means that the phone functions only with the provider's SIM card. After the contract has ended it usually takes 6-24 months, depending on the provider, for the phone to be deactivated and open to all providers.

If you have a mobile phone supporting GSM-900 and GSM-1800 (http://en.wikipedia.org/wiki/GSM_frequency_bands) and accepting SIM cards (http://en.wikipedia.org/wiki/SIM_card), you can get a pure SIM card to reuse in your existing phone.

Leisure

Take time to get to know the best of Dresden. No other German city can combine unique art treasures and famous monuments with flashy or exclusive shopping districts, the most varied culinary pleasures and impressive natural sights in such an incomparable way, both in the city and its surroundings.

Art and culture

The former residential city of the Wettins is famous above all as a city of art and culture. Great historic buildings, numerous museums of international standing and concert venues and theatre companies with a rich theatrical and musical history are available to Dresden's visitors. In addition there are also numerous festivals, fairs and special events, particularly in summer.

Shopping

A shopping tour shopping tour in Dresden is always worthwhile! Attractive shopping centres in the heart of the city await you as well as the exclusive shops on the baroque Königstraße, unusual shops in the Neustadt area or the flea market on the banks of the Elbe – one of the biggest and nicest in Germany.

See also: http://welcome.dresden.de/en/life/shopping.php

Restaurants, bars, pubs

You should definitely enjoy some typical hearty Saxon cooking and the rare wines of the winemakers around Dresden. Choose one of the romantic spots on the "Elbhang" (the hillside along the river) for this. In the baroque palace in the inner Neustadt area you can taste the specialities of neighbouring Bohemia, and in fashionable locations in the outer part of Neustadt you can find culinary offerings from all over the world. Warm summer days are best to spend at one of the many beer gardens along the Elbe. Furthermore there is a multiplicity of disabled-friendly restaurants.
Enjoy the outdoors in Dresden and its surroundings

Dresden is one of the greenest cities in Europe. Numerous parks and gardens as well as the impressive Elbe valley which meanders through the middle of the city offer the opportunity to relax and unwind. How about a steamboat ride down the Elbe to see the romantic Elbe castles?

Ideal day-trip destinations – very close to the city – include the mountain ranges of the eastern Erzgebirge, the sandstone cliffs of the Sächsische Schweiz (Saxon Switzerland) and the range of hills of the Lusatia highlands.

Sport

Sport and exercise are very important in Dresden. A variety of sports facilities provide a healthy balance to work. From football to speed skating, swimming, shooting, climbing or cycling, everything’s possible. Disabled Dresdeners and visitors can also take part in many athletic activities.

For students and employees, the university sport centre (Universitätssportzentrum) of TU Dresden offers a kaleidoscope of sport opportunities. In total, the sport centre has courses in about 150 different kinds of sports, starting from A like Aerobic to Z like Zumba. Courses are offered per semester and course enrolment is at the beginning of each semester. Participants have to pay course fee upon enrolment. Fees vary from 20 EUR for basic sports like Basketball up to 80 EUR for expensive sport like tennis or wind surfing. Employees pay higher fees more. (More Information: http://tu-dresden.de/die_tu_dresden/zentrale_einrichtungen/usz, in German).
Visit Barcelona

CONTACT PERSONS

- **Prof. Alberto Abelló**, Department of Service Engineering and Information Systems, **IT4BI-DC coordinator** at UPC
  (aabello@essi.upc.edu, skypeID:alberto0723, http://www.essi.upc.edu/~aabello)

- Anna Ibáñez, Management Unit of the Department Service Engineering and Information Systems **Local Administrative Manager at UPC**
  (anai@ugdsi.upc.edu)

- Anna Fàbregas, Staff Mobility Unit **Local Mobility Manager at UPC**
  (anna.fabregas-punti@upc.edu)
STUDYING at UNIVERSITAT POLITÈCNICA DE CATALUNYA

General information about Universitat Politècnica de Catalunya: **UPC**

**Fixed public holidays**

1 November (every year)
25 December (every year)
26 December (every year)
1 May (every year)

**Admission**

The admission is open continuously. An admission has validity for the following three enrolment terms. The corresponding periods for the academic year are:

- Fall semester: Before the beginning of September
- Spring: Before the end of January

**Enrolment days (ESSI secretariat)**

- Fall: September
- Spring: February

**Thesis proposals**

- Fall:
  - Enrolment before mid December.
  - Documentation due: January.
  - Public presentation: to be decided (February).
- Spring:
  - Enrolment before May 31.
  - Documentation due: June.
  - Public presentation: July.

**Supervised research periods [studies adapted to EHEA]**

Documentation due: July.
Other activities will be announced on the web page.

INFORMATION YOU HAVE TO KNOW BEFORE YOUR TRAVEL TO SPAIN

We can help you with your VISA
If you are a student from countries not belonging to the European Union, we strongly recommend you to write us as soon as possible informing us the following questions about your specific situation, because there are different kinds of VISA and we can inform you which are the possibilities, and recommend you the easiest way to do it.

Please, send an e-mail to Anna Fàbregas (see contact section) with this information:

- Your nationality
- If you will have a contract or you will come as a student (without working contract)
- If you are living in any country belonging to the European Union, please tell which country is and what kind of residence permit you have
- If you have a family relationship in European Union, please tell what kind is (husband/wife…). In this case you will need to prove it with any document

**WORK VISA**

**Students from countries belonging to the European Union**

If your nationality is from a country belonging to the European Union you will not need to follow any international administrative procedure to become a UPC full time work. For stays longer than 3 months is only necessary to register as Communitarian in the Police Station Office (see registering as an EU resident).

If not, but you are a resident from a country belonging to the European Union, or you are married to an EU citizen, it is possible to be considered as a European resident.

**Students from countries not belonging to the European Union**

For your working contract you have to apply for a Scientific Visa, called in Spanish “autorización de residencia temporal y trabajo para investigación”. The student’s relatives have also the right to apply for a visa to come along with the EM student.

**STUDENT VISA**

If you come as a student (without working contract) you have to apply for a student visa. The student relatives can apply for a student family VISA.

**Students from countries belonging to the European Union**

If you are a citizen from a country belonging to the European Union you will not need to follow any administrative procedure to become a UPC-BARCELONATECH full time student.

**Students from countries not belonging to the European Union**

You must apply for a student visa at the Spanish embassy in your home country. Students’ relatives must apply for a student family visa.
Information about how to obtain your VISA

First, we have to inform you that in most embassies and consulates there are BIG DELAYS and administrative difficulties when applying for your student visa. DO NOT WAIT until a few days before your departure to apply for your visa; START NOW with all the procedures.

Each Spanish embassy/consulate in every country has its own procedures and requirements. Please contact the corresponding Spanish embassy or consulate in your home country in order to ask for your student visa.

Usual documents that are requested are:

- Application form
- Fee
- Pre-contract (UPC staff will contact you to provide it)
- Criminal records certificate from the countries where you have been living in the past 5 years.
- Some certificate or document stating that you have enough economic resources for your stay (UPC can provide it)
- Some certificate or document about your health and/or travel insurance
- Your accommodation in Spain (if you need it UPC will provide it)

Some of these may not be requested for your visa application, and others that are not on this list may be. That is why we tell you to contact DIRECTLY with the Spanish embassy/consulate

OTHER INFORMATION

The Staff Mobility Office in UPC will give you support in completing the bureaucratic formalities that will be required for your stay in Barcelona (VISA, NIE, Social Security...). Ms. Anna Fàbregas can help you, so please contact her if you have some question about any matter (see contact section).

The following information is just to inform you about these matters. If you want, when you arrive to Barcelona Anna Fàbregas can help you to do the formalities.

Health insurance

Students with a working contract
A personal health card or TSI (Targeta Sanitària Individual, TSI) is a document that provides access to the public health system. You must therefore have it with you whenever you contact a health centre. You will also need your card (and an official prescription issued by your doctor) in order to buy medicines from chemist's shops at subsidized prices.

Your TSI has a personal, non-transferable magnetic strip. The card guarantees the confidentiality of your personal data and is provided free of charge. Regardless of their age, each member of your family should have their own TSI.

You can get a TSI from your primary healthcare centre (Centre d'Atenció Primària, CAP). The only requisites are that you must have signed up for inclusion on the population register of the town or city in which you live and provide proof of your identity by means of your passport or foreigner ID document (NIE).

**How can I get a personal health card (TSI)?**

The way to obtain a TSI depends on the type of residency permit you have. If you have a residency and work permit, UPC will apply for your Social Security registration number (NASS)

**Where can I apply for a NASS?**

UPC will undertake the necessary procedures at the Social Security's General Treasury.

**What documents do I need to submit?**

- Personal identity document (passport or foreigner ID document, which is called a NIE in Catalan)
- Certificate of inclusion on the population register
- Family book (if you have one)
- Social Security registration card (Social Security book)
- A TSI for each of the people classed as beneficiaries of your Social Security book will be posted to your home. If your card does not arrive in the post, you will need to go and ask for it at your primary healthcare centre (CAP).

**More information at:** Ministry of Health ([Departament de Salut](https://www.deporla.cat)) of the Catalan government.

**Students without a working contract**

**Students from European Union countries (EU students)**

EU students have to obtain their EUROPEAN CARD FOR HEALTH INSURANCE, through their Students National Health Service in their country of origin before departure. In addition to EU countries, the EU health insurance card is valid for the following countries: Iceland, Luxembourg, Norway, Sweden, Finland and Liechtenstein. This card certifies the right to receive medical treatment in any EU country and must be presented in order to receive treatment. Social security medical centers provide medical treatment in Spain.

Note: depending on the agreements between the Spanish Social Security and the one in your home.
country, and the different medical coverages in each EU country, please check availability of services; especially if you receive a medical treatment.

**Students from non-European Union countries (non-EU students)**

Students from non-EU countries must check with the relevant authorities to see if any bilateral agreements exist that cover medical assistance in Spain. Bilateral agreements currently exist for Andorra, Brazil, Chile, Ecuador and Morocco. If there is no agreement, we strongly recommend that students purchase a private medical insurance.

And also, travel/medical insurance is required most of times for visa application at the Spanish embassy/consulate in the country of origin.

**NOTE:** If you want, you can purchase private health/travel insurance through the "[UPCEsports](#)" service of UPC-BARCELONATECH.

**General information about the compulsory student health insurance**

Spanish undergraduate students under 28, students working on their research projects and doctorate students are entitled to health insurance. International students from countries which hold specific agreements on health coverage with Spain are also entitled to this insurance. The premium is annual and mandatory (payment is made on enrollment). Students over 28 are not entitled to health insurance and therefore do not have to pay for premium insurance upon enrollment. Students enrolled at another institution (and therefore already covered) are not required to have additional coverage while enrolled at UPC-BARCELONATECH.

This insurance would only cover you for emergencies on-campus and while coming to/from your campus.

**NIE (ID DOCUMENT)**

![NIE ID Document]

Foreigner’s identity number, it is compulsory, and after the work visa, a very important document you will need to get the rest of official documents you will need in Spain.

**Once in Spain**, you will have to apply for your NIE (ID document) at the police Station Offices.

We recommend you to start the application process shortly after entering Spanish territory.

**Necessary documents:**
- Official form.
- Identity card or original passport and photocopy
• 3 pictures with a white background
• Original and copy of your visa with the stamp of your entrance in Spain or your travel ticket

CERTIFICATE OF INCLUSION ON THE POPULATION REGISTER

Where to go: City Hall where your apartment is sited

Documents:

• Official form which is an authorization from the landlord to get registered in the apartment
• Landlord should go with you, in case he is not able to do it, then you will need an official copy of his NIF (needs to have an official stamp, he can get it on the police station or notary)

REGISTERING AS AN EU RESIDENT

A European Union student who must remain in Spain more than three months must do this procedure and ask for this Certificate.

This procedure must be done during the first 90 days of your stay in Spain. So please try to do it before these 90 days, otherwise you could lose the possibility of registering as a European Union citizen living in Spain now.

UPC will help you with the document you need certifying that you are exchange or regular students and your course and the period in which you must remain in Spain because of your studies in UPC BarcelonaTech.

BANK ACCOUNT

To get a bank account you go to the bank you choose and you will need:

• NIE
• Certificate of inclusion on the population register

ACCOMMODATION

The universities of Barcelona have an agreement with Resa Housing, an accommodation service for students, researchers, and university professors that need a place to stay for academic purposes.

Students are advised to contact Resa Housing via Internet, e-mail or fax in order to determine the most suitable type of accommodation available (shared flat, rented apartment or university halls of residence), well in advance of their moving to Barcelona.

The staff at Resa Housing will inform you about the cost of each option. If you decide to use their services, they will ensure that you can go straight to your chosen place of residence when you arrive in Barcelona.
Resa Housing
Website: www.bcn-housing-students.com
E-mail: info@bcn-housing-students.com
Address: C/ Torrent de l'Olla, 219, 08012 Barcelona
Tel: +34 93 238 90 72
Fax: +34 93 228 92 59

Timetable:
• August: from Monday to Friday, from 8 a.m. to 3 p.m.
• Rest of the year: from Monday to Thursday, from 9.30 a.m. to 1.30 p.m. and from 3.30p.m. to 5.30 p.m. and Friday, from 9 a.m. to 2 p.m.

UPC also wants to warn you about an increasing number of alleged housing agencies that require PREVIOUS payment to present you with a list of available apartments.

TRAVEL TO CATALONIA AND THE UPC-BARCELONATECH CAMPUS

Arriving by Air Transport

Barcelona airport is situated 12 km from the city. There are several ways of getting from the airport to the centre of Barcelona.

Rail Transport. The Renfe commuter train leaves the airport every 30 minutes. The journey to the centre of Barcelona (Sants or Plaça Catalunya stations) takes 20 minutes. See tickets fares

Bus. The Aerobus leaves the airport every 12 minutes. The journey ends in Plaça Catalunya in the centre of Barcelona. See tickets fares

Taxi. From the airport, you can take one of Barcelona's typical black and yellow taxis. Taxis may not take more than four passengers. Unoccupied taxis display a green light and have a clearly visible sign showing LIBRE or LLIURE. See taxi fares

Arriving by train and bus

Barcelona has two international train stations: Sants and França. Bus companies have different points of arrival in different parts of the city. Maps of UPC-BARCELONATECH campuses

RECEPTION OFFICES

The Reception Offices provide information and practical guidance for foreign students. On arriving at UPC-BARCELONATECH, foreign students should first go to the Reception Office pertaining to their campus to begin the process of registering at the university.

There, you will be informed about the registration process, language courses, medical insurance and all the other services provided by the university. You will also be given directions to the department in which you are to study.

Barcelona International Students Office (ISO)
CATALAN LANGUAGE COURSES

The Language and Terminology Service offers you a range of services and products designed to help you to adapt to life in Barcelona, including Catalan language courses, a language exchange service, workshops on the Catalan way of life and cultural induction activities.

Servei de Llengües i Terminologia
C/ Jordi Girona, 31
Campus Nord, Edifici TG, 08034 Barcelona
Tel. 93 401 77 69
E-mail: didactica.slt@upc.edu
Web page: http://www.upc.edu/slt/reception/reception-programme

SPANISH LANGUAGE COURSES

The Language and Terminology Service of UPC (SLT) promotes and coordinates at UPC the "Language Program".
Merit School and UniCor Languages are collaborating private language schools which offer Spanish language courses.
Spanish courses cover all levels and are offered in intensive and extensive formats. There is also the possibility of preparing for official Spanish language examinations such as the DELE, which is awarded by the Spanish Ministry of Education.

Further information is available at:
Merit School
C/ Jordi Girona, 29
Edifici Nexus II, OB1, Campus Nord UPC
Tel. 34 93 413 79 20 / 34 902 11 14 15
Fax: 34 93 413 79 30
E-mail: merit.nexus@meritpost.com
www.meritschool.com

ORIENTATION WEEK FOR INTERNATIONAL STUDENTS

The Orientation Week includes activities to help you become familiar with UPC-BARCELONATECH and the way of life in Catalonia. It includes workshops, languages, a cookery course, wine tasting, and guided tours and sports activities. It is free of charge and is aimed at international students.
The Orientation Week for international exchange students will take place:
- in the first semester, between 5th and 9th September
- in the second semester, between 6th and 17th February

More information, oficina.mobilitat.internacional@upc.edu

► Barcelona University Centre
Poznan University of Technology (PUT)

Contact Persons


- **Agnieszka Sutherland**, Department of Continuous and International Education - **Local Administrative Manager** (Agnieszka.Sutherland@put.poznan.pl)

- **prof. Tadeusz Morzy**, Faculty of Computing - **head of doctoral studies** (Tadeusz.Morzy@cs.put.poznan.pl)

- **Monika Konieczna**, Faculty of Computing - **doctoral studies secretary** (Monika.b.Konieczna@put.poznan.pl)
STUDYING at POZNAN UNIVERSITY of TECHNOLOGY

General information about Poznan University of Technology: [http://www.put.edu.pl/](http://www.put.edu.pl/)

Grading system

<table>
<thead>
<tr>
<th>Polish grades</th>
<th>Meaning</th>
<th>ECTS grades</th>
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</thead>
<tbody>
<tr>
<td>5.0</td>
<td>very good</td>
<td>A</td>
</tr>
<tr>
<td>4.5</td>
<td>good plus</td>
<td>B</td>
</tr>
<tr>
<td>4.0</td>
<td>good</td>
<td>C</td>
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<tr>
<td>3.5</td>
<td>satisfactory plus</td>
<td>D</td>
</tr>
<tr>
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<td>E</td>
</tr>
<tr>
<td>2.0</td>
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Academic year schedule

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<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>winter semester</td>
<td>October-February</td>
</tr>
<tr>
<td>winter examination session</td>
<td>February</td>
</tr>
<tr>
<td>summer semester</td>
<td>March-June</td>
</tr>
<tr>
<td>summer examination session</td>
<td>June</td>
</tr>
<tr>
<td>summer holiday and internships</td>
<td>July-September</td>
</tr>
<tr>
<td>autumn examination session</td>
<td>September</td>
</tr>
</tbody>
</table>

Enrolment procedure for doctoral studies

In order to apply for the PhD studies a candidate should deliver the copies of the following documents:

1. Master diploma - a photocopy-diploma of completing 2nd cycle studies. It should be legalized* and translated by a sworn translator into English or Polish (the language version can be decided by a candidate).

   *Legalization is the process of certifying a document so that it will be recognized by the legal system of a foreign country. It can be obtained from Polish diplomatic outpost [http://mfa.gov.pl/en/travel_to_poland/polands_missions_abroad/polish_missions_abroad](http://mfa.gov.pl/en/travel_to_poland/polands_missions_abroad/polish_missions_abroad) (usually consulate) in the country where the document was issued or in the Ministry of Education or other appropriate government office.

2. Official statement from your University that your Master diploma entitles you to continue the study on a PhD level in the country where the diploma was issued.

3. Transcript of Records for Master studies (supplement) containing courses passed by a candidate during his/her studies, in particular including lectures, auditorium classes, laboratory classes, seminar classes, project classes together with obtained grades.

4. A certificate of the English knowledge at level C1. If the previous education was conducted in English then the document will be recognized as a proof of language command.
5. A photocopy of the valid passport (the page with the photo). Please, keep your original documents – you will need them in Poland.

Student organisations
PUT has a local section of **Erasmus Student Network** (ESN), which is a non-profit international student organisation. Its main mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.

The local section of ESN helps the incoming Erasmus and non-Erasmus students before and after their arrival to Poznań in the programme called „Mentor”. A student from PUT, a mentor, will help a foreign student upon his/her arrival, e.g., in getting from the Poznań airport to a dormitory, organise first days after arrival, organise various activities during the whole academic year. Students willing to have a mentor student are kindly asked to contact the ESN at the following email: poznan.mentor@esn.pl

**VISA REQUIREMENTS**

Students from the EU Countries
Students from the EU countries can enter Poland with a valid travel document or another document confirming their identity and citizenship. If a student intends to visit Poland’s neighboring countries (not all of them are the EU Member States), a passport is strongly recommended. For a stay up to three months no legalization of the stay is necessary. For a stay exceeding three months, an EU student has to register the residence. The registration document is issued for one year (with a possibility of extending it). The document is issued by the Department of Citizens Affairs of the Voivodeship Office (province administration, Urząd Wojewódzki).

Since December 2007 Poland is a member of the Schengen area so you can apply for the Schengen Visa in the Polish Consulate in your country. If you have a Schengen Visa you can freely travel around in the Schengen Area (Belgium, France, Germany, Luxembourg, the Netherlands, Portugal, Spain, Italy, Austria, Greece, Denmark, Finland, Sweden, Iceland, Norway, Switzerland, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, and Slovenia). We would like to remind you that United Kingdom and Ireland are the EU Member States but do not belong to the Schengen area. Cyprus, Bulgaria, and Romania are outside the Schengen area as well.

Students from countries outside the EU and EEA area
Students from countries outside the European Union (EU) and the European Economic Area (EEA) (which comprises the EU countries, Iceland, Liechtenstein, and Norway) can enter Poland on the basis of a valid travel document (passport) and visa (if required). A student of a non-EU country should generally file an application for visa at the Consulate of the Republic of Poland in his/her country of legal residence. The list of Polish missions abroad is available at:


A short-term visa entitles its holder to stay in Poland for up to three months, whereas a long-term visa - for up to one year. It is possible to extend a visa only in particularly justified cases. The visa can be extend only once. We recommend contacting the Polish Consulate in your country for a complete list of documents required for a visa application

 Upon applying for a Polish visa you will be asked to deliver:

- a valid travel document,
- completed and signed visa application form,
- 2 up-to-date photographs (Biometric photo),
- documents which confirm the purpose of entry (the candidates receive the final acceptance letter issued by Poznan University of Technology),
- possession of accommodation,
- visa fee (regardless of a visa type and period of its validity visa payments range from 10-80 EUR; in the case of visa applications being refused by a consulate no payments made will be returned),
- sufficient means of subsistence,
- health insurance.

The types and number of supplementary documents may differ depending on the consular office. In this respect, we advise you to contact the relevant consulate to obtain full information concerning the documents needed when submitting a visa application.

There are many countries whose citizens can visit Poland as tourists **without a visa**. These include all EU/EEA countries, Australia, United States, Canada, Japan, South Korea, Malaysia and Singapore. For the complete list, visit the website of the Ministry of Foreign Affairs: [http://mfa.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries](http://mfa.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries)

A visa is still required for a stay exceeding three months or when entering the country to take up paid employment. Detailed information on the rules covering entry and stay in Poland can be obtained from the Polish embassies and consular offices. For the complete information visit the website of the Ministry of Foreign Affairs: [www.msz.gov.pl](http://www.msz.gov.pl)

**Visa expires...**

Nationals of third-countries may stay in Poland for a period specified in their visa, typically 90 days. Those ones intending to extend their stay after the arrival to Poland are required to apply for one of the available residence permits **not later than 45 days** before the expiry date of their visa. Because of formal requirements, the most popular type of permit is a **residence permit for a specific period** which may be obtained from the Citizen and Foreigner Department (Wydział Spraw Obywatelskich i Cudzoziemców) of the Voivodship Office (urząd wojewodzki) in Poznań. An application for a permit should be accompanied, among others, by 4 copies of the relevant form, 4 photographs, a certificate confirming temporary registration, copy of the passport, certificate of admission to a degree programme and a document confirming the source of your regular income (e.g. a scholarship or grant). A student will first obtain a decision granting the residence permit for a specific period, and after 2 weeks will be issued with a **Residence Card**.
Registration requirement - ID number
Within 4 days of your arrival to Poland, you are required to register with the closest Commune Office (urząd gminy) or Municipal Office (urząd miasta). When you register your stay, the office automatically initiates the procedure to assign you ID number, called PESEL. PESEL is a personal identification number which you will need to complete most legal formalities in Poland, in particular in connection with social security and health insurance.

GETTING TO POZNAŃ

By air

Ławica Airport is located 7 km from the city centre where one can get to by means of regular bus line 59 or express line L, which go directly to the Poznań Main Railway Station. In line L the ticket price doubles and one can take one piece of luggage free of charge. The authorized taxi corporation RMI is serving the airport. Visitors are advised to use this corporation. Their cars have clearly displayed RMI logo at roofs and doors of cars. Their phone number is 61 8 219 219.

It is also possible to fly to Warsaw (the capital of Poland) and get to Poznań by a train or an airplane. The trip from Warsaw to Poznań by train lasts about 3 hours and costs about 25-30 EUR (2nd class ticket).

By train
All trains coming to Poznań stop at Poznań Main Railway Station (Poznań Główny). The station is located close to the city centre. One can get to the city center and PUT by a tram, bus or taxi. Tram, bus, and taxi stops are located next to the railway station. It is advisable to call radio taxi in a point located in the main hall of the railway station. A few radio taxi corporations are recommended, e.g., 61 8 219 219, 19622, 61 8 222 222, 61 8 519 519.

First steps upon arrival to Poznań
If you know the exact date of your arrival please send an e-mail to ESN section poznan.mentor@esn.pl
The mentor students will help you get from the airport or railway station to your dormitory. The route from the airport or the railway station to the dormitory, PUT, Faculty of Computing (Piotrowo 2 street) can be checked at http://poznan.jakdojade.pl/?locale=en

LIVING in POZNAŃ

Accommodation
Poznan University of Technology provides places in students dormitories, which are situated in a 2-3 minutes walking distance from the University. There are double rooms available with a bathroom and a shared kitchen. All dormitories are heated and furnished. Cooking utensils are not supplied. There is a laundry and a parking lot available as well. Full details about rents and conditions are available at PUT LLL& International Relations Office (study@put.poznan.pl; phone: tel.: + 48 61 665 35 44, fax.: +48 61
In order to book a room in the PUT dormitory you should send us the Accommodation Form along with other application documents http://www.put.edu.pl/sites/default/files/Accommodation%20Form_0.doc

A bed in a double room costs about 464 PLN (the Internet included). The deposit is also 464 PLN. A single room costs around 1600 PLN.

If you prefer to choose private accommodation we suggest you check on the following websites:


A student will be fully assisted in finding accommodation suiting his/her preferences. To this end he/she should contact the Local Administrative Manager.

**Public transportation in Poznań**

Poznań is covered by 20 tram routes (of which one runs at night), and 54 bus lines (21 at night) operating from 5am until 11pm. Trams and busses are running approximately every fifteen minutes. There are numerous possibilities of tram/bus tickets, as presented below.

**Time ticket** for normal and night tram/bus in A zone (1EUR=4.45PLN):
- up to 15 minutes - 2.60/1.30 PLN
- up to 30 minutes - 3.40/1.70 PLN
- up to 60 minutes - 4/2 PLN

**Time ticket** for normal and night tram/bus for B and C zones:
- up to 30 minutes - 3.60/1.80PLN
- up to 60 minutes - 4.20/2.10PLN
- up to 120 minutes - 6/3PLN

**24 hours ticket** for normal, night and express tram/bus valid for A and B zones - 12.80/6.40PLN. The same ticket with zone C added costs 21.40/10.70PLN.

**7 day ticket** for normal, night and express tram/bus valid in A and B zones -34.20/17.10PLN. The same ticket with zone C added costs 53.60/26.80PLN.

You can also buy long-term tickets, for 30 days and more that enable unlimited rides by means of trams and busses. The prices vary depending on a zone:
- 30 days: 52PLN-271 PLN
- 3 months: 153 PLN- 789 PLN
- 6 months: 302 PLN- 1531 PLN
- 9 months: 577 PLN-2975 PLN

Detailed price list can be found at http://www.ztm.poznan.pl/fares-tickets/fares-new/

Children under five and adults over 70 travel for free. Discounts are available for foreign students under age 26 in possession of an ISIC card. Tickets can be purchased from the newsagent kiosks around town, just ask for a 'bilet'.
It is extremely important that you remember to validate your ticket by punching it. There are punchers in a bus/tram. If you don’t have a valid ticket and find yourself nicked by a plain clothes inspector you will be fined 140PLN on the spot as well as the cost of the ticket you have not purchased/validated. It is possible to postpone the payment by 14 days in maximum.

Important information concerning the use of tickets:
- Time tickets are valid on the tram and bus network and enable transfers.
- Real time of the ride is counted.
- Combining tickets in order to obtain longer time ticket is forbidden.
- Single-ride tickets are valid only on the bus network and does not entitle to transfers.
- Combining reduced tickets in order to obtain normal-fare ticket is forbidden.
- Combining tickets for one zone in order to obtain ticket for more zones is forbidden.

Cost of living
Life in Poznań seems to be cheaper than in Barcelona, Brussels or Aalborg. Below, there are prices of selected products/services:
- Rent in a shared flat: 200-300 EUR/month
- Food: 200-400 EUR/month
- A meal in an inexpensive restaurant: 7-9 EUR in average
- A meal in a mid-range restaurant: 10-12 EUR in average
- Mobile service/month: 15-30 EUR/month
- Internet service/month: 15-30 EUR/month
- Bread (1 loaf): 0.8 EUR
- Milk (1 litre): 0.7 EUR
- Lunch at a canteen: 4-6 EUR
- Coffee in a cafeteria: 2.5 EUR
- Cinema ticket: 6 EUR
- Beer: 0.8-2 EUR
- Water (1.5 liter bottle): 0.70€ in average

Currency and exchange
Poland’s currency is the Polish zloty (PLN or zł), 1 PLN = 100 groszy. There are 5 banknotes and 9 coins in circulation: banknotes of 10, 20, 50, 100, and 200 PLN; coins: 1 PLN, 2 PLN, 5 PLN, and 1, 2, 10, 20, 50 groszy. Exchange rates are published daily by newspapers and banks (http://www.nbp.pl/Kursy/RatesA.html), and on various websites. Money can be exchanged in banks and hotels, as well as in so-called exchange offices (kantor) which usually offer better exchange rates.

Banks
Personal banking facilities are provided by a large number of Polish banks (e.g., Alior Bank, PKO BP, PKO SA, PBH, BGŻ) and several foreign banks with branches in Poland (e.g., CitiBank, BNP Paribas, Credit Agricole, Deutsche Bank). Internet banking services are standard in Poland. It is possible to open an account in either a Polish or foreign currency. To open an account foreign nationals will be required to show their passport and evidence of residence in Poland.

Normal banking hours are from 9 a.m. to 4 p.m. Mondays to Fridays, and 9 a.m. to 1 p.m. on Saturdays.
There are many ATM facilities in all cities and towns but credit and debit cards are widely accepted in Poland.

Emergency

On Campus Emergency: dial 4112 from any fixed phone in all offices or buildings
Police: dial 997
Fire Brigade: dial 998
Ambulance: dial 999
Pan European Emergency Call: dial 112

English speaking assistance is not necessarily guaranteed, and relies on the linguistic capabilities of the call operator.

However, between June 1st and September 30th English, German, and Russian speakers have the option of using a separate line specifically designed for foreigners in distress: 800 200 300 from a land-line or 608 599 999 from a mobile phone.

Health

PUT offers doctor facilities – OUTPATIENT CLINIC „POLIGRÓD”. At the dormitory building number 2, on campus Piotrowo, Jana Pawła II 26 street; phone: 61 665 25 20.

At hospital. Patients are admitted to hospital either through the emergency department or through a referral by their doctor. Once a patient is admitted, treatment is controlled by one of the hospital doctors. There are usually waiting lists for non-emergency treatments and services.

Buying medicines. Medicines in Poland are sold by pharmacies (Apteka in Polish). Most of the medicines can be prescribed only by physicians. However, there are numerous medicines that can be bought without a prescription (e.g., pain killers, aspirine).

National holidays

Poland has a series of public holidays spread throughout the year. These for the most part will fall on a precise date meaning you could find yourself here in the middle of an otherwise busy week to find the city bolted shut. While more restaurants and bars have appreciated the opportunities of staying open when the rest of the country is taking a free day, do not expect very much open on important religious holidays such as All Saints' Day (November 1) or Easter Sunday. The list of national holidays includes:

May 1 (every year) Labour Day
May 3 (every year) Constitution Day
August 15 (every year) Assumption of the Blessed Virgin Mary, also Polish Army Day
November 1 (every year) All Saints' Day
November 11 (every year) Independence Day
December 25 (every year) First Day of Christmas
December 26 (every year) Second Day of Christmas
January 1 (every year) New Year's Day
January 6 (every year) Three Kings
Electricity

Climate
Poznań has a temperate climate with hot summers and cold winters. Seasons tend to be more pronounced than in the west and temperatures can get down as low as -15C in winter and as high as +30C in summer. The coldest weather tends to hit around February although the last couple of winters have been fairly mild.

Local time
Poland is in the Central European (CET) time zone (GMT+1hr). For example, 12:00 in Poznań means 11:00 am in London, 12:00 in Paris and Berlin, and 19:00 pm in Tokyo. Polish summer time (GMT+2hrs) starts and ends on the last Sundays of March and October.