# Table of Contents

**Welcome**
A Word from the Coordinator

**Getting Started:**
Practical Information

- Some Useful Tips to Live and study in the European Union
- Higher Education System in the European Union
- Culture
- Everyday Life
- Papers You Need to Bring Along

**Overall Presentation of BDMA**

- Academic Programme
- Course Structure
- Mobility Scheme
- Academic Calendar
- Administrative Affairs

**Joining BDMA**

<table>
<thead>
<tr>
<th>Semester</th>
<th>University</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Université libre de Bruxelles</td>
<td>16</td>
</tr>
<tr>
<td>Second Semester</td>
<td>Universitat Politècnica de Catalunya</td>
<td>36</td>
</tr>
<tr>
<td>Intermediate Event</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Third Semester</td>
<td>Technische Universität Berlin</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Technical Universiteit Eindhoven</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Université François-Rabelais de Tours</td>
<td>88</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>Master’s Thesis Preparation &amp; Supervision</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Final Event</td>
<td></td>
</tr>
</tbody>
</table>

Willkommen!
Dear student of the Erasmus + Joint Master Degree in BDMA ...

It is our pleasure to welcome you in the near future to Brussels, Belgium, in the heart of Europe. We believe that this will be the start of an inspiring and fruitful experience that provides you the opportunity to interact with fellow students, professors, experts, and a thriving academic and research community strongly integrated with a wide network of industrial partners. We hope that in this endeavor you will make long-lasting friends and acquaintances and enjoy the European cultural diversity.

Arriving in a new country to live and study is always a challenge, let alone visiting several countries with different languages and cultures as it is the case for the Erasmus + Master BDMA. For this reason we have carefully prepared this guide for you. Our goal is to help make sure that your studies will bring you fine memories and future success. We have a dedicated team willing and ready to provide you with the necessary support during your stay.

We are looking forward to meeting you in Brussels.

Sincerely yours,

Prof. Esteban Zimányi
BDMA Coordinator
Some Useful Tips to Live and Study in the European Union

Higher Education System in the European Union

Europe gathers many higher education institutions – lots of them are internationally renowned as centers of excellence.

Traditionally designed for national purposes, European education systems tend to converge for several years, notably thanks to the Bologna Process initiated in 1999. Its aim is to make European higher education systems more compatible and comparable, and to reinforce the role of Europe as a competitive and attractive place for education.

Within this framework a series of measures have been initiated:
- Implementation of a three cycle system: Bachelor, Master, Doctorate;
- Cooperation for quality assurance;
- Recognition of qualifications and study periods, thanks to the European Credit Transfer and Accumulation System – ECTS. For instance, a two-year Master’s programme is credited with 120 ECTS – 1 credit standing for ca. 30 working hours (including lectures/seminars, reading & independent study, research, academic writing, exams,...).

At present, 47 countries have implemented the Bologna Process and have thus reviewed their education systems according to these measures.

The harmonization of education systems has led to an increase in student exchanges - within and outside Europe, which contributes to the internationalization of universities.

The Erasmus+ programme stems from this context and is designed to build European centers of excellence in order to attract the best students from all over the world.
European population makes up for 7% of the world’s population.

The European Union is composed of 28 member states (Croatia from July 2013), which have their own culture and history; even if some roots are common, a wide range of cultures and languages coexist. In some countries, even regionalisms are still very present. Therefore, the concept of “common culture” is complex.

You will find more information regarding each host country in the following pages. We also advise you to consult specialized Websites and books.

### Language

There are 24 official languages in the European Union: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish and Croatian.

Some countries also have semi-official languages and minority languages. Please note that language skills may vary: depending on countries, some people are proficient in the national language and in another language (English, for instance), whereas some others only speak the national language. You have to keep this in mind when staying in your host countries.
Some Useful Tips to Live and Study in the European Union

**Currency**

Within the European Union, two currency systems are used:

- Euro is the official currency of the Eurozone, and is therefore used in 17 out of the 28 member states (Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, The Netherlands, Portugal, Slovakia, Slovenia and Spain), their oversea territories (The Azores, The Canaries, Ceuta and Melilla, French Guiana, Guadeloupe, Madeira, Martinique, Mayotte, Reunion Island, and Saint Pierre et Miquelon), as well as in the following countries: Andorra, Kosovo, Montenegro, Monaco, San Marino, and Vatican City.

- National currencies are used in all the other member states: Bulgaria, The Czech Republic, Denmark, Hungary, Latvia, Lithuania, Poland, Romania, Sweden, the United Kingdom and Croatia.

Euro notes are identical in all countries; however, coins are issued by each country: they have one common side and one representing a national emblem.

**Electricity**

In Europe electricity is generally supplied at 220V-240V/50 Hz.

Plug adapters can be purchased in airports or in specialized stores: please note that these devices simply change the shape of the plug to fit each socket.

**Post**

As mail services vary from one country to another more details are given in this guide under the section relating to each country you will visit.

**Telephone**

European phone numbers have different sections; you have to know their meaning before dialing:

<table>
<thead>
<tr>
<th>Country</th>
<th>Country code</th>
<th>City code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>32</td>
<td>Brussels: 2</td>
</tr>
<tr>
<td>France</td>
<td>33</td>
<td>Blois: 2 54</td>
</tr>
<tr>
<td>Germany</td>
<td>49</td>
<td>Berlin: 30</td>
</tr>
<tr>
<td>Netherlands</td>
<td>31</td>
<td>Eindhoven: 40</td>
</tr>
<tr>
<td>Spain</td>
<td>34</td>
<td>Barcelona: 93</td>
</tr>
</tbody>
</table>
Papers you need to bring along

A few things you need to do before you leave, just to be on the safe side. You will certainly have a lot of things on your mind. However, remember to bring your official documents!

It might be a good idea to make a copy of all your important documents (passport, ID card, driver’s license if needed, and so on) so as to have a copy if need be.

You can also scan these documents and send them to your email address (you will then be able to print them wherever you are). If you misplace your documents or if they are stolen, you will then be able to prove who you are.

Should you be coming from inside or outside the European Union, please have with you:

- Copy of diplomas
- Health record or vaccination certificates
- Birth certificate translated into French and/or English
- Passport or ID card
- Health insurance certificate, if you intend to use your home country’s health coverage (form E128, or Health Insurance European card)
- Approximately ten passport-size photos

REMINDER

- **In case of emergency:** one single European number: 112 (free of charge);

- **Rights:** for free information on your rights within the European Union, contact Europe Direct service from anywhere in Europe by phone on 00 800 6 7 8 9 10 11 (all European languages are spoken) or by E-mail via the Europe Direct Website: http://europa.eu/europedirect/
BDMA is a two-year Master's programme (4 semesters, 120 ECTS) offered by 5 higher education institutions:

- Université libre de Bruxelles (ULB) in Belgium,
- Universitat Politècnica de Catalunya (UPC) in Spain,
- Technische Universität Berlin (TUB) in Germany,
- Technical Universiteit Eindhoven (TUE) in Netherlands and
- Université François Rabelais Tours (UFRT) in France

Scholars from academic partners around the world and partners from leading industries in BI, private R&D companies, service companies, public research institutes, and public authorities contribute to the programme by training students, providing computers, software, course material, job placement or internship perspectives, as well as financial support.

Students must visit 3 different countries during the three first semesters, and have then the opportunity to choose where they wish to do their Master’s thesis during the fourth semester.

The first year is devoted to fundamentals: the first semester is offered at ULB and the second at UPC.

After this first year, all students participate in the European Business Intelligence Summer School (eBISS), which will be hosted and organized annually by one partner institution.

For the third semester, students choose a specialization among three offered in the programme and move to the partner offering this specialization:

- Large-Scale Data Analytics (TUB).
- Business Process Analytics (TU/e);
- Content and Usage Analytics (UFRT);

The fourth semester is dedicated to the Master’s Thesis and can be carried out at any full or associated partner institution.

Eventually, all students are gathered in the event "Master’s Theses Defences and Graduation Ceremony", which will be organized annually by one partner institution.
Academic Calendar

Check at the updated academic calendar for 2016-2017 on the BDMA website: bdma.univ-tours.fr/bdma/
Enrolment

After the selection process, applicants will be notified immediately of the final acceptance by the coordinator. After confirmation, an administrative registration will be prepared at ULB. Students will pay the tuition fees to ULB, which will centralize the financial procedure and proceed to the distribution to partners.

Tuition Fees

Annual tuition fees are set to €9,000 for partner country students and to €4,500 for programme country students (i.e. EU, Iceland, Liechtenstein, Norway, Turkey, and Former Yugoslav Republic of Macedonia). They include national enrolment fees and the insurance cost.

Scholarships

The Erasmus+ programme provides EU-funded scholarships to students who have been selected by the consortia. Two categories of scholarships are available.

The scholarship for students from Programme Country (i.e. EU, Iceland, Liechtenstein, Norway, Turkey, and Former Yugoslav Republic of Macedonia) comprises:

- Participation costs: 4,000 euros per year
- Travel costs: 1,000 euros per year
- Contribution to subsistence costs: 1,000 euros per month for the entire duration of the IT4BI programme (24 months maximum).

The scholarship for students from Partner Country comprises:

- Participation costs: 8,000 euros per year
- Travel costs: 2,000 or 3,000 euros per year depending on whether the student is resident of a country whose location is, respectively, less than or more than 4,000 km away from Brussels, the coordinating institution of the IT4BI programme.
- Installation costs: 1,000 euros
- Contribution to subsistence costs: 1,000 euros per month for the entire duration of the IT4BI programme (24 months maximum).

To know your category:

BDMA website
Residence Permit for EU citizens

Students who are EU-citizens need to apply for a residence permit in each of the countries in which they will be studying, as their stay there will exceed 90 days.

Visa and Residence Permit for non-EU citizens

All students who are non-EU citizens need to apply for a Student Visa for Belgium before joining the programme. Detailed information about the administrative formalities is available in the section “Joining BDMA – First Semester”.

REMEMBER

To initiate the visa request, you will need at least:
- A valid passport (we advise you to have a passport valid at least for 2 or 3 years before you enroll in the BDMA programme; thus you will avoid having to renew it during your stay in Europe);
- A letter of admission from the Consortium;
- Any document proving how you will finance your studies (for instance the scholarship confirmation letter from the European Commission).

For more information on moving within the European Union, please visit the Website of the European Commission regarding Home Affairs: http://ec.europa.eu/home-affairs/

⚠️ Please, always check the informations on your visa as soon as you get it, to provide from any mistakes that may compromise your arrival.
You have to attend all examinations required by the BDMA programme.

Local regulations will apply regarding examinations and students’ evaluation.

The consortium will use grading scales of each partner country, and conversion to ECTS will be done subsequently using local conversion rules. Upon completion of the programme, grades will be translated into the ECTS grading scheme.

If you fail an examination, you will have the opportunity to resit it. This resit examination will be organized at least 2 weeks after the first session. If you are already in the HEI of the next mobility period, this HEI will provide conditions (room, invigilating) to allow you to resit the examination according to the host HEI material and will be responsible for returning the completed material for proofreading.

If you fail the exam again, the Executive Board will decide on a case-by-case basis whether you can be accepted into the second year or obtain the diploma (depending on whether the course belongs to the first or second year). If this is not the case, you will have to abandon the programme.
Grading

Joint examination will rely partly on mutual recognition of the quality of the partners. Thus, the consortium will incorporate the features of existing courses and local regulations will apply for students’ evaluation and student-teacher conflict resolution.

Nevertheless, an effort has been made to establish a procedure as uniform as possible for examination and assessment of student’s achievements:

Regarding the courses:
- During the first and second semesters, for delivering fundamentals, all students are together in the same institution, and therefore no coordination or harmonization for the evaluation results is necessary. Nevertheless, the contents and objectives of these courses have been coordinated with those in the other institutions.
- A dedicated joint examination method will be organized for the course implemented jointly at UPC. In case of failure of a module, a resit session will be organized for the student for a time at least two weeks after the original examination.
- Local marking will be used throughout the student tracking. Conversion to ECTS will be done subsequently using local conversion rules.
- At the end of each semester, the list of courses validated by each student will be drawn up with a mark and the number of ECTS credits associated with each.
- At the end of each year, the BDMA Executive Board reviews and discusses the students’ results, compare it to minimum criteria (i.e., passing all courses, or all but one and compensating this with excellence in the others), and decide on a case-by-case basis whether a student can be accepted into the second year or obtain the diploma (depending on whether the course belongs to the first or second year). As stated in the Student’s Agreement, students who did not reach minimum criteria will have to abandon the programme.
- To obtain the Master’s degree, it is necessary to obtain 90 ECTS from courses, plus 30 ECTS from the Master’s Thesis.
- Upon completion of the programme, students’ grades will be issued in the ECTS grading scheme.

More information regarding the evaluation of the Master’s thesis is given under the section Master’s Thesis Evaluation, included in “Fourth Semester”.
All students are provided with medical insurance that meets the insurance requirements of the Erasmus+ programme for Joint Master Degrees. Once your registration for BDMA has been finalized, the Coordination Office will enroll you for medical insurance for the full duration of the programme. You will benefit from Expat&Co “Global Student Insurance” Basic+ cover (= Basic cover with additional dental cover) and Expat&Co will email you a document confirming your insurance cover and the general terms and conditions.

Detailed information about the Global Student Insurance can be found in the following links:


On Page 7 of the brochure, you will find a summary of the cover provided by the BDMA programme (=Basic cover with additional dental cover). The figures in the table correspond to the maximum cover per person per annum/trip.

Your medical insurance is valid throughout the world (but limited in your country of origin, so check the terms and conditions very carefully).

Pre-existing medical conditions (eg. diabetes, asthma…) are not covered by the Expat&Co Global student insurance. If you have a pre-existing medical condition, you will need to register with the national health insurance system in each of the countries in which you study (Belgium, France, Germany, Holland, Spain). You will then be able to get reimbursed for your medical expenses and obtain a European Health Insurance Card which will cover you when travelling in Europe. Please inform the BDMA Local Administrative Manager prior to arrival in Belgium if you need to register with the national health insurance system.

Further information is available in each partner’s section of this guide.
Joining BDMA

Semester 1

Facts & Figures  p. 18
Getting to Brussels  p. 20
Accommodation  p. 26
Facilities  p. 27
Everyday Life in Brussels  p. 28
Preparing for Next Semester  p. 34
BRUSSELS

Brussels is the capital of a federal state comprising 3 different language communities: Flemish, French, and German-speaking.

In the heart of Europe, just 1h20 by train from Paris, 1h30 from Amsterdam, and 1h50 from London and Cologne, Brussels offers all the advantages of a capital city and the quality of life of a large and lively town.

Brussels is home to several major European institutions since 1957. It is home to one of the EU’s official headquarter and many other political and economic decision-making entities, and boasts a growing number of businesses, organisations and international experts.

The long tradition of hospitality and exchange in this Europe’s capital means visitors and residents alike can enjoy a broad mix of world food and music, while culture vultures can choose from a host of museums and shows.

Located in the middle of the city, the Université libre de Bruxelles or ULB also offers many cultural, festive and sports activities. The university campuses and surrounding areas are extremely attractive, providing just the right mix between study and leisure.

BRUSSELS IN SHORT

- Population: 1 125 728 inhabitants
- People living in Brussels are named «Bruxellois»
- Special features:
  - home to more than 120 international institutions (among which the European Parliament, Council of the European Union, European Commission), 159 ambassies and hosts about 2500 diplomats.
  - This is the second worldwide pole of diplomatic relations, right after New York;
  - is considered as a high place of the European comic books.

Bienvenue à Bruxelles !
With its 24,000 students, 32% of whom come from abroad, and its cosmopolitan staff, the ULB is open to Europe and the world.

The ULB is a founding member of UNICA, a network of excellence of major universities from the capital cities of Europe that plays a leading role in international R&D and mobility programmes.

The ULB, with its 11 faculties, one graduate school and the Institute for European Studies, is not just multicultural but also a comprehensive university covering all disciplines and all study cycles.

With its five Nobel Prizes (four Scientific Nobel Prizes, one Peace Nobel Prize), one Fields Medal, one Abel Prize, three Wolf Prizes, two Marie Curie Awards and 29% of all Franqui Prizes awarded, the ULB is also a major research university of worldwide standing in the academic community.

It meets up to its social, societal and scientific responsibilities with great commitment, combining broadbased teaching with very high-level research.

It is committed to playing a key role in the economic development of the regions in which it is based (Brussels and Wallonia). The ULB also has a teaching hospital (the Erasme Hospital), a cancer institute (the Bordet Institute), and an extensive hospital network.

As a government recognised publicly funded university, ULB is largely subsidied by public authorities.

Founded on the principle of free inquiry (libre examen), a principle based on independent judgment and the rejection of all dogma, the ULB has remained true to its original ideals: to be an institution that does not have supervisory constraints, committed to the defence of democratic and humanistic values (as seen in its own system of governance).
Getting to Brussels

Université libre de Bruxelles
ULB

We advise you to arrive from the 1st September and at the latest on the 15th.

Arrival

Please confirm to the LAM the useful details regarding your arrival in Brussels, once you know: day, time, flight number, place, etc.

The residence will be informed of your arrival. Unless a different process is arranged by ULB of which the LAM will inform you ahead, you must at that moment provide your passport, the first month rent and one month warranty. You will receive the keys and the contract.

In your bedroom, there will be a check list that you must fill in and give back to the reception.
Once in Brussels, how to reach ULB?

Your classes at ULB will take place in the Solbosch Campus, located:

Avenue Franklin D. Roosevelt 50
B-1050 Brussels.

The Solbosch Campus is the University’s main location. It houses the University’s administration 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 among the ULB museums: the Zoology museum and the Contemporary Art Centre.
Getting to the Solbosch campus by public transport: bus (B), subway (M) and tram (T).

Getting to Brussels

Université libre de Bruxelles
ULB
Joining BDMA - Semester 1

Visa & Residency permit

All students who are not citizens of a country in the European Economic Area or Switzerland need to obtain a long stay student visa D before coming to Belgium. On arrival in Belgium, all students (both EU or non-EU) need to register at the town hall of their municipality of residence and apply for a Belgian residence permit.

Visas application

Students who have an Erasmus Mundus scholarship are exempted from payment of both the visa handling fee (currently 180 euros) and the administrative fee (160 euros). The BDMA Local Administrative Manager will send you a letter confirming your exemption from payment of the administrative fee, which you will need to include in your visa application file. Self-funded Erasmus Mundus students need to pay the administrative fee, but are exempted from payment of the visa handling fee. If the Belgian consulate has outsourced the visa service to a company such as VFS, you may need to pay an additional administrative fee.

As a general rule, in order to receive a visa you have to be able to prove that you have “sufficient means of subsistence” to cover all your expenses during your stay in Belgium. You therefore need to include in your visa application proof of your financial resources. Erasmus Mundus scholarship holders should include their scholarship certificate.

If you do not have an Erasmus Mundus scholarship, you need to have a scholarship from an institution in our own country or a sponsor approved by the Belgian consulate. Full details about the requirements to be met by the sponsor can be found at: https://dofi.ibz.be/sites/dvzoen/EN/Application-guides/Pages/The_commitment_that_charge_will_be_taken_Annex_32.aspx The Belgian consulate also needs to check that you have been admitted to ULB. You therefore need to include your ULB Admission letter in your visa application.

When applying for your visa, you will also need to submit:
- a police clearance certificate covering the past 12 months (and issued by the authorities of the country/countries you have been living in during that period)
- a medical certificate issued by a doctor approved by the Belgian consulate.

It sometimes happens that consulates request additional documents, such as a return plane ticket.

If you have any questions about your visa application or encounter any problems, please contact the BDMA Local Administrative Manager immediately.
Where should I apply for my student visa?

You need to apply for your Student Visa at the Belgian consulate in your home country or in a neighbouring country (if there is no Belgian consulate in your home country) OR in the country in which you're currently an official resident. The list of the Belgian consulates that can process long stay visa applications can be found at: [http://diplomatie.belgium.be/sites/default/files/visumbevoegdheidenvreelandgenwoordigingfr_20160901_1.pdf](http://diplomatie.belgium.be/sites/default/files/visumbevoegdheidenvreelandgenwoordigingfr_20160901_1.pdf)

How long does it take to obtain a Visa?

The Visa application process is often time-consuming. In some cases, visa applications are processed within 15 days but in other cases it may take as long as 2 months (particularly if you do not have an Erasmus Mundus scholarship). At the earliest, you can submit your visa application 3 months before your expected date of travel. We strongly advise you to submit your visa application as early as possible. Students should inform the ULB Local Administrative Manager if they wish to travel to Belgium with dependents (spouse, children), in order to receive additional information about family reunion visas. Please note, however, that such visas are difficult to obtain (particularly for dependents of self-funded students).

How to Obtain your Residency Permit

Within 8 days of arrival in Belgium, you have to register at the foreigners' office (“Bureau des Etrangers”) at the town hall of the municipality (“commune”) in which you live. The ULB Local Administrative manager will guide you through the procedure. If you decide to live in 1050 Ixelles or 1000 Brussels, the ULB Local Administrative Manager will be able to arrange an appointment at the town hall for you.

When you go to your appointment at the town hall, you need to take with you the items listed below. Make sure you arrive well in time for your appointment. You will need to pay between 20 and 40 euros for your...
residence permit (depending on the municipality).

Documents Needed

Please note that this list is not exhaustive and may vary according to your country of origin and personal situation.
- A valid passport (with via, if applicable) or identity card (for EU citizens only)
- Five passport photographs
- The letter confirming your scholarship
- Proof of enrolment at ULB
- Rental contract
- 20-40 euros
- In some cases, a birth certificate and/or marriage certificate.

Some documents may need to be certified by the authorities and the Belgian consulate in your home country and/or translated by a sworn translator.
Please contact your local Belgian consulate in order to check the list before leaving your country. If you have to get documents translated in Belgium, the cost may be considerably higher than in your country of origin.

RESIDENCY PERMIT: WHERE TO REGISTER?
Your Local Administrative Manager will supervise your registration at the commune below:

IXELLES COMMUNE
125 Chaussée d’Ixelles - 1050 Brussels
Bureau des étrangers: 02.515.66.03
You will have to present yourself at the communal office.
Opening hours:
Monday to Friday: 8.00am - 1.30pm

Example of a Belgian residency permit
What the ULB proposes to you...

In order to help BDMA students with their accommodation installment as they arrive in Brussels, the Université libre de Bruxelles (ULB) proposes them accommodation in a university residence close to the campus at an affordable price. This residence generally offers single bedrooms. The facilities, such as showers, toilets, kitchen facilities, etc., can be either shared or private. An Internet connection is available in the residence and students have the possibility to do laundries (usually, considering some additional fees). The residence is generally close or well connected to the campus by public transportation. The renting fees of the rooms vary between 300€ and 400€ (all charges included) per month according to the size of the room. Of course, students are free to look for accommodation on the private market by themselves. For those of you who go for this option, you hereby agree to take full responsibility for finding your own accommodation and understand that ULB will no longer intervene in this matter.

Should you search for an accommodation in the private sector...

Here are a few things you should know: There are various websites offering accommodation and house shares. When consulting these websites, please bear in mind that the prices shown may not always include charges such as electricity, water or insurance. These charges could eventually be between 50 and 150€ per month. A typical rental contract is 3 years and landlords usually ask for a deposit of two months’ rent in advance. Students can sometimes find contracts for 10-12 months but you may find that your deposit will be higher. If you leave earlier than your contract stipulates, the landlord is entitled to keep the deposit. For any damage to the property upon your departure, the landlord may not give you back your full deposit. To avoid future disputes over the rental deposit, it is common practice in Belgium to open a blocked account between you and your landlord at your bank and to put the money for the deposit in there. Prices for housing in Brussels vary but can be roughly 340-500€ for a room in a shared house or 500-800€ for a single studio. Be very wary of any offers that seem too good to be true and never wire any money from abroad before seeing the apartment and signing a contract.
Library

The main library dedicated to Sciences and Technics is situated on the Solbosch Campus, building D.

You will only be asked to show your student card so as to borrow books.

Sport & Culture

... University Sports Infrastructure

Different sport 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 to sport infrastructures. Members of the ‘University Community’ are asked to pay a one-time annual registration fee of 40 € upon joining.

... University Cultural Infrastructure

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

... Activities within the Broader City

Your Local Administrative Manager will provide you with a welcome pack full of interesting information on things to do in Brussels and information for foreigners living in Brussels.

You can also have a look at these websites:
Brussels’ events: www.quefaire.be
Tourist info for young travellers: www.use-it.be

Facilities

Universitary 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 area of the University is plentiful of small restaurants and snacks 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 at your registrar’s office.

Wifi is also available on the ULB campuses and can be useful if you possess a notebook.

Copies

Six photocopiers are available in the F1 building of the Solbosch campus.
Everyday Life in Brussels

■ Public Transport

In Brussels, the public transport company is called « STIB ». It offers a large service of transports - buses, tramways, and subways.
Website: www.stib.be

A single ticket entitles you to a one-hour journey, with the possibility of changing between tram, metro and bus lines during a 60 minute period, 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 the trains inside of Brussels.

Tickets are sold STIB sales points (subway stations, vending machines at major bus and tram stops or in supermarkets). You can buy a one-journey ticket on the bus or tram, but the price is higher.

A personalized card, called Mobib, on which you may charge tickets or season tickets can be purchased. The price is the lowest if you use a Mobib card. You can buy it in a STIB shop.

■ Phone & Internet

There are 3 main mobile phone networks in Belgium, all of them accessible with monthly subscription or pay-as-you-go systems.

Beware: monthly subscriptions are often for a fixed period – one or two years.

If you are not a heavy mobile user you may find it better to start with a pay-as-you-go card. You may keep your mobile number when you change between tax plans and operators.

Proximus http://www.proximus.be
Mobistar http://www.mobistar.be
Base http://www.base.be

■ Post Services

Here are the post offices closest to ULB:
- Chaussée de Boondael 55, 1050 Ixelles
- Square du Vieux Tilleul 6, 1050 Ixelles
- Place Eugène Keym 50, 1170 Watermael-Boitsfort

These post offices are basically opened from Monday to Friday, 9.00am - 5.00pm.
On Saturdays, post offices are only open from 9.00am to 12.00am and are closed on Sundays.
Banking in Belgium

The ULB Local Administrative Manager will assist you with opening a bank account in Belgium.

BANK ACCOUNT

To open a bank account, you must provide:
- proof of identity (passport, ID card...),
- proof of registration at ULB
- proof of residence (e.g. rental contract),
- and, in some cases, proof of registration at the town hall in Belgium.

When you open a bank account, you will receive a ‘Maestro’ card (a cash card NOT a credit card);
You can use the Maestro card to withdraw money from cash machines and to pay in most shops in Belgium and elsewhere in the European Union.
Once you have opened an account, you can ask the bank for a credit card, but banks are often reluctant to issue credit cards for students.

ULB BANK PARTNER

Students are free to open an account at the bank of their choice. The ULB Local Administrative Manager can facilitate the opening of accounts at the ING branch on the ULB Solbosch campus:
Address: Avenue Paul Héger, 1050 Brussels.
Phone: 02 627 55 60
Opening hours:
Monday, Tuesday, Wednesday and Friday: 09:00–12:00 & 13:00–16:00
Thursday: 10:00–2:00 & 13:00–18:00
Medical problems

... Doctor’s appointment, Hospital stay and buying medicines

There is a medical centre on the ULB Solbosch Campus (building M, with several general practitioners and specialists
At «Aimer à l’ULB» you will find gynecologists and psycho-social support.

At the Hospital:
You will receive a bill at home some weeks after your hospital stay. If your hospitalization is planned in advance, you must inform Expat&Co beforehand.
ULB has several hospitals. The biggest is the Hopital Erasme on Erasme campus.

Note that your personal share of the hospital bill will vary significantly depending on the kind of room you choose (private or shared).
We strongly advise you to opt for a shared room, as extra costs will be charged if you stay in a private room and these will not be covered by your medical insurance.
If a hospitalization is planned, ask your doctor to give you an idea of the cost.

Buying Medication:

Medicines are reimbursed only if they have been prescribed by a doctor. If the doctor has prescribed medicine for you, you need to go to the chemist with your Belgian residence permit and your prescription. You will have to pay only your personal share of the cost. You can go to any chemist. Basic medicines available without prescription (eg. vitamins, paracetamol, aspirin) are not reimbursed.

You can find the nearest chemist or a chemist open outside normal working hours at www.pharmacie.be.

Note that many medicines can only be purchased if you have a doctor’s prescription.
Medication for pre-existing medical conditions (eg. diabetes, asthma...) is not covered by the Expat&Co Global student insurance. If you have a pre-existing medical condition, you will need to register with the national health insurance system in each of the countries in which you study. Please inform the BDMA Local Administrative Manager prior to arrival in Belgium if you need to register with the national health insurance system.
EMERGENCY NUMBERS

On Campus Emergency:
Dial 7 from any landline in all offices or buildings

Ambulances and Fire Brigade:
Dial 100

Pan European Emergency Call No:
Dial 112

Police: Dial 101

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.

Leisure, Food, Nightlife...

The Local Administrative Manager will provide you with the «Expat guide» (in English), including directories for entertainments, restaurants, music clubs, useful addresses, and an entertaining map of Brussels.

Cost of Living

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A bread</td>
<td>about 1.90€</td>
</tr>
<tr>
<td>A meal in an inexpensive restaurant</td>
<td>15€ in average</td>
</tr>
<tr>
<td>A meal in a mid-range restaurant</td>
<td>30€ in average</td>
</tr>
<tr>
<td>A lunch at the Campus</td>
<td>4.30€</td>
</tr>
<tr>
<td>Domestic Beer (0.5 liter draught)</td>
<td>3.65 € in average</td>
</tr>
<tr>
<td>Water (1.5 liter bottle)</td>
<td>1.40€ in average</td>
</tr>
<tr>
<td>Pack of Cigarettes</td>
<td>4.80€ in average</td>
</tr>
<tr>
<td>10 travels public transport ticket</td>
<td>13€</td>
</tr>
<tr>
<td>Taxi 1km (Normal Tariff)</td>
<td>1.57 € in average</td>
</tr>
<tr>
<td>A cinema ticket</td>
<td>9.20 € in average</td>
</tr>
</tbody>
</table>
Preparing for Next Semester

From Brussels to Barcelona

... By Train

Train is not the easiest way to go to Barcelona, moreover it is more expensive than plane. The trip lasts around 9 hours and costs about 150€. You first have to reach “Brussels – South” railways station and take a Thalys to “Paris Nord”. Then you will have to reach the station “Paris Gare de Lyon”. You can already purchase your tickets for RER at the international desks at Brussels Midi. Take the RER line D (to Corbeille- Essonnes /Melun/ Malesherbes) to “Paris Gare de Lyon” to catch a train to Barcelona.

... By Plane

You can book a plane ticket to go directly from Brussels International Airport (BRU) airport to Barcelona (BCN). The ticket costs about 50€ and the trip lasts 2 hours (Vueling, Ryanair, Iberia, etc.). To reach Zaventem International Airport, take the STIB Airport Line: called bus 12 during week days and bus 21 during week-ends. You can take this bus at “Diamant” stop or “Schuman” stop, it depends on where is your residence located. “Diamant” is reachable by tram 7 or tram 25. “Schuman” can be reached by metro 1 or 5 and buses 22, 36, 60 or 79. You can use your STIB membership card.
Visa Request for Spain

Before moving to Spain, non-EU students will have to apply for a Spanish student Visa.

Maximum three months before your departure to Barcelona, your LAM will guide you to apply for the Spanish Visa, through the Spanish Consulate in Brussels.

Spanish Consulate
Rue Ducale 85-87,
1000 Brussels

YOUR CONTACTS AT ULB

ESTEBAN ZIMANYI, Programme coordinator

CHARLOTTE MEURICE, Local Administrative Manager
bdma@cs.ulb.ac.be
Universitat Politècnica de Catalunya
Barcelona is the capital of Catalonia and the second largest city in Spain, after Madrid, with a population of 1,620,943 within its administrative limits on a land area of 101.4 km.

The urban area of Barcelona extends beyond the administrative city limits with a population of around 4.5 million within an area of 803 km², being the sixth-most populous urban area in the European Union after Paris, London, the Ruhr, Madrid and Milan.

About 5 million people live in the Barcelona metropolitan area. It is also the largest metropolis on the Mediterranean Sea. It is located on the Mediterranean coast between the mouths of the rivers Llobregat and Besòs and is bounded to the west by the Serra de Collserola ridge (512 meters).

**BARCELONA IN SHORT**

- Official languages: Spanish and Catalan
- Barcelona’s name is sometimes abbreviated as ‘Barna’ or ‘BCN’
- Mediterranean climate: with mild, humid winters and warm, dry summers
- The work of architect Antoni Gaudi can be seen throughout the city; his best-known work is the immense but still unfinished church of the Sagrada Familia,
- Calling code: 93

Barcelona is a major cultural and economic centre in southwestern Europe (Iberian Peninsula), 24th in the world (after Zurich, before Frankfurt) and a growing financial centre (Diagonal Mar and Gran Via).
WHO IS UPC?

- Students
  28,258 bachelor's, first- and second-cycle students
  2,423 master's degree students
  2,447 doctoral degree students

- Staff
  2,547 teaching and research staff members
  1,480 administrative and service staff members

- Campuses and schools
  22 schools in 7 Catalan cities

- Departments, institutes and research centres
  42 departments
  10 research institutes
  201 research groups
  17 specific research centres

WHAT DOES UPC DO?

- Courses
  68 bachelor's degrees (2013-14)
  21 double degrees
  65 master's programmes (2013-2014) (13 Erasmus Mundus and 26 taught in English)
  51 doctoral programmes (2013-2014) (7 Erasmus Mundus and 25 with an excellence award)
  202 continuing education programmes (UPC-specific master's degrees and postgraduate courses)

- Research
  1,230 new agreements and research projects
  2,385 articles published in scientific journals
  68 patents

Bienvenidos a Barcelona!
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:

... By rail transport: The Renfe commuter train leaves the airport every 30 minutes from 6.13 a.m. to 11.40 p.m. Tickets cost €2.20 and the journey to the centre of Barcelona (Sants or Plaça Catalunya stations) takes 20 minutes.

... By bus: The Aerobus leaves the airport every 12 minutes, from 6.00 a.m. to 24.00, Monday to Friday, and from 6.30 a.m. to 24.00 on Saturdays, Sundays and public holidays. Tickets cost €3.30 and the journey ends in Plaça Catalunya in the centre of Barcelona.

... By 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. The trip to Sants train station costs approximately €16 and trips to other destinations in the city cost approximately €18.

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

Students are advised to contact BHSS 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 Barcelona Housing Service for Students 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.

Barcelona Housing Service for Students
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 Friday, from 10 a.m. to 1.30 p.m.
and from 3.30 to 5.45 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.
1. **Address yourself to your school/faculty**

There you will be informed about academic questions (subjects, timetables, registration dates, etc). The card that will identify you as UPC students will be generated by means of the data you will be required in your registration. You will receive it in some days/weeks at your school/department.

2. **Visit the Reception Office nearest to your Campus**

There you will receive some welcome material and important information about procedures you must do in order to be legal in Spain.

   International Students Office (ISO)
   Campus Nord, Building BIB (Library)
   C. Jordi Girona, 1-3
   08034 Barcelona
   Tel. 93 401 69 37
   E-mail: oficina.mobilitat.internacional@upc.edu

3. **Orientation week**

The Orientation Week includes activities to help you become familiar with UPC and the way of life in Catalonia. It includes workshops, languages, a cookery course, wine tasting, guided tours and sports activities. It is free of charge and is aimed at international students.

The Orientation Week for international exchange students always takes place the first week of the autumn semester. Typically, the second week of September.

You can find information about the next one in our website from one to two months before it starts: www.upc.edu/sri
STUDENT EVALUATION REGULATION - MASTER'S DEGREE

Marks are given from 0 to 10.

- Suspès[0, 5): means failed.
- Aprovat[5, 7): means passed.
- Notable[7, 9): means passed with honours.
- Excellent[9, 10): means passed with high honours.
- Matriculad'honor[10]: means cum laude.

There is no compensation rule.

All courses must be passed on an individual basis (including the JAW and language course).

Facilities

The Universitat Politècnica de Catalunya BarcelonaTech is an institution that seeks to share interests and experiences, to experiment with new forms of communication, based on an open-minded, critical and pluralistic view of society.

It is also a place to learn outside the classroom and laboratories, a place to share sports and cultural interests, to participate, to join, to organise, to cooperate and to enjoy.

Please visit see the following website for detailed maps on the schools, departments, institutes, research centers and facilities of its campuses: http://maps.upc.edu/?lang=en

Please have a look at this one for information on its sports activities: http://www.univers.upc.edu/instalacions
There are many things that make Barcelona a very attractive city to study and live in: its historical and architectural heritage, its cultural activities, its cosmopolitan nature, its privileged location by the Mediterranean Sea,...

**Getting there & around:**

--- **Taxi**

Taxis charge €1.75 flagfall (€1.85 from 9pm to 7am weekdays and all day Saturday, Sunday and holidays) plus meter charges of €0.78 per kilometre (€1 at night and on weekends). A further €3 is added for all trips to/from the airport, and €0.90 for luggage bigger than 55cm x 35cm x 35cm.

The trip from Estació Sants to Plaça de Catalunya, about 3km, costs about €8 to €10. You can call a taxi (93 225 00 00, 93 300 11 00, 93 303 30 33, 93 322 22 22, 704 101112) or flag them down in the streets.

The call-out charge is €3.09 (€3.86 at night and on weekends). In many taxis it is possible to pay with credit card and, if you have a local telephone number, you can join the T033 Ràdio taxi service for booking taxis online (www.radiotaxi033.com, in Spanish). You can also book online at www.catalunyataxi.com.

General information is available on 010.

--- **Fono Taxi** (93 300 11 00) is one of several taxi companies with taxis adapted for those with disabilities. Taxi Amic (93 420 80 88; www.terra.es/personal/taxiamic, in Spanish) is a special taxi service for people with disabilities or difficult situations (such as transport of big objects). Book at least 24 hours in advance if possible.

--- **Bus**

Transports Metropolitans de Barcelona (TMB: 010; www.tmb.cat) buses run along most city routes every few minutes from 5am or 6am to 10pm or 11pm. Many routes pass through Plaça de Catalunya and/or Plaça de la Universitat. After 11pm a reduced network of yellow nitbusos (night buses) runs until 3am or 5am. All nitbus routes pass through Plaça de Catalunya and most run every 30 to 45 minutes.
**... Tram**

TMB (902 193275; www.trambcn.com) runs three tram lines (T1, T2 and T3) into the suburbs of greater Barcelona from Plaça de Francesc Macià and are of limited interest to visitors. The T4 line runs from behind the zoo (near the Ciutadella Vila Olímpica Metro stop) to Sant Adrià via Glòries and the Fòrum. The T5 line runs from Glòries to Badalona. All standard transport passes are valid.

**... Train**

TMB runs a Metro system with seven colour-coded lines which operates from 5am to midnight Sunday to Thursday, from 5am to 2am on Friday and days immediately before main holidays, and 24 hours on Saturday.

The FGC (www.fgc.net) suburban rail network is handy for trips from Plaça de Catalunya to scattered attractions such as Tibidabo and Pedralbes. It operates on a similar schedule to the Metro.

Train is also the most convenient overland option for reaching Barcelona from major Spanish centres like Madrid and Valencia. It can be a long haul from other parts of Europe.

For travel within Spain, information is available at train stations or travel agents. A network of rodalies/cercanías serves towns around Barcelona (and the airport). Contact Renfe (902 240202; www.renfe.es) for information on these services.

The high-speed Tren de Alta Velocidad Española (AVE) between Madrid and Barcelona began operating in 2008. Seventeen trains per day run in each direction, seven of them non-stop (two hours, 40 minutes). One-way prices range from around €40 (on the condition that they are purchased online at least 15 days before travel) to €163 (for an open ticket valid for a year).

Another high-speed AVE train, known as Euromed, runs on standard, wide-gauge Spanish tracks, and connects Barcelona with Valencia and Alicante.

Most long-distance (largo recorrido or Grandes Líneas) trains have 1st and 2nd classes (known as preferente and turista). After the AVE, Euromed and several other similarly modern trains, the most common long-distance trains are the Tren Articulado Ligero Goicoechea Oriol (Talgo). They are cheaper, slower and tend to stop at all stations en route.

A trenhotel is a sleeping-car train with up to three classes: turista (for those sitting or in a couchette), preferente (sleeping car) and gran clase.
Everyday Life in Barcelona

- Getting there & around:

  ... Bicycle

Bike lanes have been laid out along quite a few main roads (including Gran Via de les Corts Catalanes, Avinguda Diagonal, Carrer d’Aragó, Avinguda de la Meridiana and Carrer de la Marina) and a growing, if ad hoc, network of secondary streets, so it is possible to get around on two environmentally friendly wheels. A waterfront path runs northeast from Port Olímpic towards Riu Besòs. Scenic itineraries are mapped for cyclists in the Collserola parkland, and the ronda verde, a 72km cycling path that extends right around the city’s outskirts, is about 60% complete.

City laws make it illegal for cyclists to use bus lanes and footpaths, meaning that, where bike lanes are not present, the cyclist is condemned to a fair amount of traffic-dodging. Barcelona has a long way to go before becoming a seriously bike-friendly town.

You can transport your bicycle on the Metro on weekdays (except between 6.30am and 9.30am or 4.30pm and 8.30pm). On weekends and holidays, and during July and August, there are no restrictions. You can use FGC trains to carry your bike at any time and Renfe’s rodalies trains from 10am to 3pm on weekdays and all day on weekends and holidays.

Bicing (www.bicing.com, in Catalan/Spanish) is a resident-only public bicycle system. Folks pay an annual fee and ride these red and white bikes from one stop (scattered all over town, including near many Metro stations) to another – effectively an alternative system of public transport.
Money:

**Banks** abound in Barcelona, many with ATMs.

**Changing money**
You can change cash or travellers’ cheques in most major currencies without problems at virtually any bank or bureau de change (usually indicated by the word canvi/cambio).

**Credit cards**
Major cards such as Visa, MasterCard, Maestro and Cirrus are accepted throughout Spain. They can be used in many hotels, restaurants and shops. Credit cards can also be used in ATMs displaying the appropriate sign. Check charges with your bank.

**Taxes**
Value-added tax, or VAT, is otherwise known as IVA (impuesto sobre el valor añadido, pronounced ‘EE-ba’). IVA is 7% on accommodation and restaurant prices and is usually – but not always – included in quoted prices. On retail goods the IVA is 16%. IVA-free shopping is available in duty-free shops at all airports for people travelling between EU countries.

**Some Cultural Tips**
In the following link you will find a guide talking about some of the habits and customs of Catalan society we hope it will be useful to get a first insight into it:

Preparing for next semester

Travelling from Barcelona to Berlin
...By plane
TBA
...By train
TBA

Travelling from Barcelona to Blois
...By plane
TBA
...By train
TBA
Travelling from Barcelona to Eindhoven

...By plane
TBA
...By train
TBA

REMINDER

Visa: depending on your next host country, you have to apply for a visa. Consulates of France, Netherlands and Germany are located in Barcelona. Don’t hesitate to discuss the matter with your LAM. Never forget to check your visa when received, to prevent from any mistake.

Change in address: upon arrival in the next host country, provide the local programme coordinator / local administrative manager with your new address.

YOUR CONTACTS AT UPC

OSCAR ROMERO, Local Programme Coordinator

MARIBEL GUTIÉRREZ DELGADO, Local Administrative Manager
maribel@fib.upc.edu
After their first year in BDMA, all students participate in the European Business Intelligence Summer School (eBISS), which will be hosted and organized annually by one partner of the consortium.

This Summer School, presented by leading researchers in the field, represents an opportunity for postgraduate students to equip themselves with the theoretical, practical, and collaboration skills necessary for developing challenging Business Intelligence applications.

Furthermore, industrial presentations will allow participants to gain a deep understanding of current product offer. The summer school will provide a stimulating and enjoyable environment in which participants will benefit not only from the formal and practical sessions but also from informal and social interactions with established researchers and the other participants in the school.

To further facilitate communication and feedback, all attendees will be asked to prepare and present a poster on their own research.

You will find more information on this website: http://cs.ulb.ac.be/conferences/ebiss
Joining BDMA

Semester 3

Facts & Figures p.54
Getting to TU Berlin p.56
Accommodation p.57
Upon arrival p.58
Facilities p.60
Everyday Life in Berlin p.64
Technische Universität Berlin
Berlin is the capital city of Germany and one of the 16 states of Germany. Located in northeastern Germany on the River Spree, it is the center of the Berlin-Brandenburg Metropolitan Region, which has about 4½ million residents from over 180 nations. Due to its location in the European Plain, Berlin is influenced by a temperate seasonal climate. Around one third of the city's area is composed of forests, parks, gardens, rivers and lakes.

Berlin is a world city of culture, politics, media, and science. Its economy is primarily based on high-tech industries and the service sector, encompassing a diverse range of creative industries, research facilities, media corporations, and convention venues. Berlin also serves as a continental hub for air and rail transport and is a popular tourist destination. Significant industries include IT, pharmaceuticals, biomedical engineering, biotechnology, electronics, traffic engineering, and renewable energy.

Berlin is home to renowned universities, research institutes, orchestras, museums, and celebrities and is host to many sporting events. Its urban setting and historical legacy have made it a popular location for international film productions. The city is well known for its festivals, diverse architecture, nightlife, contemporary arts, public transportation networks, and a high quality of living.

### BERLIN IN SHORT

- Population: 3.5 million people
- Folk etymology connects the name «Berlin» to the German Bär, a bear
- Special features:
  - Germany’s largest city
  - famous for its currywurst and its doner kebab (brought by the Turkish and Arab immigrants)
  - The movies «Walkyrie» and «The Bourne Supremacy» were shot in Berlin

Willkommen in Berlin!
The internationally renowned Technische Universität Berlin is located in Germany’s capital city at the heart of Europe. Its academic activities are focused on achieving sharply-defined goals: building a distinctive profile for our university, ensuring exceptional performance in research and teaching, providing its graduates with excellent qualifications and a modern approach to university administration.

The TU Berlin strives to promote the dissemination of knowledge and to facilitate technological progress through adherence to the core principles of excellence and quality. Strong regional, national and international networking with partners in science and industry are an important aspect in these endeavors.

Founded in 1879 and, with nearly 30,000 students and 7,500 employees, TU Berlin is one of the largest technical universities in Germany. It has the highest proportion of foreign students in Germany, with about 21%. The university alumni and professor list include National Academies elections, two National Medal of Science laureates and ten Nobel Prize winners.

Its research and teaching endeavors can be characterized by a broad spectrum of academic disciplines, ranging from engineering science to natural science, planning science and economics, as well as the humanities and social sciences.

THE UNIVERSITY AT A GLANCE

- 32,508 students, including 6,611 students from other countries
- 4,988 teaching and research staff
- 2,399 technical and administrative staff
- 7 faculties

The TU Berlin’s School IV, Electrical Engineering and Computer Science, was established in 2001. With around 60 professors, including 12 special professors, 4 endowed professorships, and more than 500 scientific staff members, School IV is one the leading faculties of its kind in Germany.

Currently, approximately 3,500 students are enrolled in the faculty, of which about 1,200 are from abroad. All benefit from a broad range of cutting-edge courses.
As stated in section 16 Paragraph 6 of the residence act (§16.6 AufenthG) it is possible to get a residence permit for the purpose of studying without having to hold an entrance visa for Germany. You can find the requirements in the law text below, quoted from https://dejure.org/gesetze/AufenthG/16.html:

«(6) A foreigner to whom another Member State of the European Union has issued a residence title for study purposes which falls within the ambit of Council Directive 2004/114/EC of 13 December 2004 on the conditions of admission of third-country nationals for the purposes of studies, pupil exchange, unremunerated training or voluntary service (Official EU Journal no. L 375, p. 12) shall be granted a residence permit for the same purpose where he or she

1. wishes to carry out part of his or her studies at an educational establishment in the federal territory because he or she is obliged under the terms of reference for the course of studies to carry out part of his or her studies at an educational establishment of another Member State of the European Union or

2. fulfils the conditions pursuant to sub-section 1 and wishes to continue in the federal territory part of a course of study commenced in another Member State or to supplement such a course of study in the federal territory and

   a) is participating in an exchange programme between the Member States of the European Union or in an exchange programme of the European Union or

   b) has been admitted to a course of study for a period of at least two years in the other Member State of the European Union.»
Once in Berlin, how can I get my residence permit?

Residence registration at Bürgeramt
Everyone living in Germany has to be registered in the city they live in within 140 days upon arrival. You will receive a registration confirmation «Polizeiliche Anmeldebestätigung» which you will need for your residence permit if you are a non UE citizen.

On the website of the “Bürgeramt” you can make an (online) appointment in order to avoid unnecessary waiting time. Unfortunately, this page is only available in German. Please contact your LAM in Berlin in case you need some help.

The closest «Bürgeramt» to TUB is
Bürgeramt im Rathaus Charlottenburg
Otto-Suhr-Allee 100
10585 Berlin (Charlottenburg)
(U7-Bahnhof Richard-Wagner-Platz / Bus 145)

The closest “Bürgeramt” to the International Student Center Max-Kade Haus is
Bürgeramt Heerstraße
Heerstr. 12
14052 Berlin
(U2-Bahnhof Theodor-Heuss-Platz)

German Residence Permit
After arriving in Berlin the students can apply for their German residence permit either through INternationall Office at TUB or at the foreign office directly. In both cases you need to submit following documents:

- passport and a valid residence permit from france (original and photocopy)
- enrollment certificate of TU-Berlin
- confirmation letter from the Erasmus or joint degree program stating the duration of studies at the TU-Berlin
- a document «Bescheinigung über innergemeinschaftliche mobile Studenten». This has to be filled out and signed by the responsible supervisor of the Erasmus + Joint Master Degree program at the TU-Berlin.
- police registration of your residence in Berlin from the «Bürgeramt» (original and photocopy)
- health insurance (original and photocopy): In case the health insurance is not a public German insurance, a waiver of statutory health insurance («Befreiung der staatlichen Versicherungspflicht») is also required. You can get this at a statutory insurance company, such as the AOK or TK.
- financial proof:
  - you can hand in a proof of a scholarship stating, that you get more than 670€ a month.
  - alternatively you can open a blocked account. More information about that can be found here
- 1 biometric photo: it has to be a new picture, that is not already used in your passport
- 50 € or 60 € fee in cash (depending on how long you want to stay in Germany)

A very good information source regarding your arrival in Berlin is the international office of the TU Berlin. Please contact binstud@auslandsamt.tu-berlin.de for any further questions
Once in Berlin, how to reach TU Berlin?

... Bus and subway stations near the central campus
U-Bahn: Station Ernst-Reuter-Platz, line U2 (red Line)
Bus: Stop Ernst-Reuter-Platz, lines M45, 245 and X9
Stop Steinplatz, lines M45 und 245
S-Bahn: Station Zoologischer Garten, Lines S5, S7, S75
Station Tiergarten, lines S5, S7, S75

... From the airport
Airport Berlin-Tegel:
Bus: Line X9 to Ernst-Reuter-Platz (travel time: about 15 minutes).

Airport Berlin-Schönefeld
From the station Airport Berlin-Schönefeld take the Regional Express train RE7 (direction Dessau) or the S-Bahn line U9 (direction Pankow and change at Ostkreuz direction Zoologischer Garten). Get out at Zoologischer Garten station and from there either take subway line U2 (direction Ruhleben) and get off at Ernst-Reuter-Platz (next stop) or go by bus M45, 245 or X9 to Ernst-Reuter-Platz (total travel time: about 1 hour).

... From Berlin Central Railway Station:
From the Central Railway Station take the local train or the S-Bahn (the lines in direction Charlottenburg, Westkreuz, Potsdam and Spandau) to station Zoologischer Garten. From there either take subway line U2 (direction Ruhleben) and get off at Ernst-Reuter-Platz (next stop) or go by bus M45, 245 or X9 to Ernst-Reuter-Platz (total travel time: about 15 minutes). Alternatively, travel to station Tiergarten and walk 10 minutes to TU Berlin.

Your courses take place at Database Systems and Information Management Group (DIMA), Department of Software Engineering and Theoretical Computer Science. The DIMA office is on the 7th floor of the building E-N (Elektrotechnische Institute, Neubau) on the main campus.
Please note, that TU Berlin does not have own accommodation resources. All students and guests have to apply by their own.

Looking for suitable and reasonably priced accommodation is not always easy but you have many different possibilities to find one. Finding a suitable and furnished apartment in the city center can be tough. Therefore, we recommend you to start with your search as early as possible, a few months before you come to Berlin and to search not only in an area around TU Berlin.

There are many districts in Berlin with high quality of living, affordability and a liberal atmosphere for students. If you get an apartment near to S-Bahn or underground station your way to TU Berlin will not take too much time because the university is in the center of Berlin. It is quite normal for most of our students to plan 30 to 50 minutes traveling time.

The LAM endeavors to make a reservation for the students, for example in the Intenational Student Center in Berlin (ISB), a special residence hall of “Studentenwerk”. Studentenwerk is an organization that provides social, economic and cultural support services to Berlin’s students through a mandate of the German Federal State of Berlin. If the proposal doesn’t suit you, you can also apply for an apartment or room in one of the other residence halls of Studentenwerk. Further information and the form for the application can be found on their website. (https://www.studentenwerk-berlin.de/wohnen/wohnheimportal/index.html).

Please note that
• BDMA students are not exchange students and not program students in the stated - on the website of Studentenwerk- sense and have no priority. The LAM or school IV cannot apply for the students in this case.
• There is a very much higher demand for those apartments than there is capacity.
• To apply for a room the semester fee for the expected term must be payed in advance.

A very common form of housing in Berlin is to share a private apartment with other students. Each student gets an actual link list of alternative housing possibilities immediately after they are nominated as incomings. The LAM granted all necessary assistance in apartment-hunting.
For all classes you must register within the TU Berlin examination protocol system (QISPOS), in order to be admitted for the exam.

Exams can be written, oral or portfolio exams – the mostly chosen form is that of portfolio exams, i.e. a collection of portfolio points for defined tasks (e.g. seminar presentation, homework, test, or: software implementation and documentation) over the running term with a given percentage, summing up to 100%. The final grades are given on the German scale of 1.0 (the best), 1.3, 1.7, 2.0, ..., 3.7, 4.0 (minimum passing grade) and 5.0 (failed), corresponding to the resp. EU grading systems by the translation table:

<table>
<thead>
<tr>
<th>ECTS</th>
<th>Definition</th>
<th>US</th>
<th>BE, FR</th>
<th>ES</th>
<th>DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent: outstanding performance with only minor errors</td>
<td>A</td>
<td>18-20</td>
<td>9.5-10</td>
<td>1.0-1.3</td>
</tr>
<tr>
<td>B</td>
<td>Very Good: above the average standard but with some errors</td>
<td>B+</td>
<td>16-18</td>
<td>8.5-9.5</td>
<td>1.7-2.0</td>
</tr>
<tr>
<td>C</td>
<td>Good: generally sound work with a number of notable errors</td>
<td>B</td>
<td>14-16</td>
<td>7.5-8.5</td>
<td>2.3-2.7</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory: fair but with significant shortcomings</td>
<td>C+</td>
<td>12-14</td>
<td>6-7</td>
<td>3.0-3.3</td>
</tr>
<tr>
<td>E</td>
<td>Sufficient: performance meets the minimum criteria</td>
<td>C</td>
<td>10-12</td>
<td>5-6</td>
<td>3.7-4.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail: considerable further work is required</td>
<td>F</td>
<td>0-10</td>
<td>0.5</td>
<td>5.0</td>
</tr>
</tbody>
</table>

For an oral or written exam, there is an examination period at the end of the term, or within the first two weeks after the end of the lecture period (i.e. two weeks end of February for the winter term, two weeks end of July for the summer term), to be announced by the teacher.

For the portfolio exam, the parts of the portfolio are examined during the running class, and for special cases like a written report, or software code, also after the end of the lecture period. Finally you will receive a number of portfolio points (0 ... 100), automatically being translated into the German grading system (100..95 = 1.0 the best grade, etc., 54..50 = 4.0 the minimum passing range).

There is no compensation among courses, each course must be passed.

In case of failure, you will have a repetition (‘resit’) of the failed class, according to the official rules of the TU Berlin, being adapted for the resp. class according to the type of examination and the organizational needs.

If the third attempt of any examination is failed, then the complete master’s degree is failed.

For the master's thesis (again a value of 30 ECTS credits), the same German grading schema applies, in the case of failure, there is one more chance to start a new topic.

The classes taken in the entry universities ULB and UFRT will be reported in the German master’s certificate according to the European translation table, when issuing the master’s diploma, after having successfully passed all the four semesters within the mobility schema ULB-UFRT-TUB.
Upon Arrival

As soon as you have arrived in Berlin, moved into your room and unpacked your bags, please come and visit your LAM to say hello!

- **Computer Account**

The computer pools at TU Berlin are open to all students and administered by TU Berlin’s IT-Service-Center tubIT. Permission to use the computer rooms does not come automatically with your admission to study.

When picking up your student ID card, you will also receive an information letter with a code with which you will be able to set up your tubIT Email account on the net. Once you have set up your account you are also allowed to use the computer pools of TU Berlin.

If you are already registered with Eduroam you will also be able to use it at TU Berlin.

- **Public Transportation Pass (Semesterticket)**

Since April 2002 all students have to purchase a Semesterticket for use of the Berlin public transportation system (BVG). Along with the student social fund and administration contribution it costs approximately € 200-250 and has to be paid before your enrolment. Your student ID card will be a valid ticket for Berlin’s public transportation for one semester.

Please bear in mind that it may take up to 1 - 2 weeks after enrolment before you receive your Semesterticket. Any money laid out for individual public transportation tickets during that period can unfortunately not be refunded.

- **Mensa Card**

The Mensa Card is the only way to pay your meals in the main student cafeteria (Mensa) and you can also use it in the Studentenwerk’s cafeterias throughout the campus of TU Berlin and all the other universities in town.

To obtain a Mensa Card you need:
- TU Student ID Card / Admission Letter
- 1,55 Euro (deposit)

You can obtain the card at the cashier’s in the TU Mensa, preferably between 11.15 and 11.45 or 13.30 and 14.30 when it is less crowded. The deposit of €1,55 will be refunded after you return the card. The card can be charged with money through the machines in the foyer of the Mensa (ground floor) and in the area of the food counters (first floor, near the cash registers).
The TU Berlin Library includes:
- the Zentralbibliothek (main library)
- the Abteilungsbibliotheken (departmental libraries)
- the Dokumentationsstellen (documentation centres)

The collection of approximately 2.11 million media units and 7,184 continuously held magazines are distributed.

We advise you to go to the lending desk of the main library or to your departmental library and get first hand information about the rules, the location and the business hours of the specialised library of use to you. The Lehrbuchsammlung (textbook collection) should be mentioned here as well since it holds several copies of all the textbooks used in all the departments of TU Berlin.

The lending period is four weeks at a time. During the summer holidays the library extends this period and puts up a notice to this effect. Failure to return books within the deadline results in a fine per volume and week. If necessary it is also possible to extend the lending period and to reserve books.

To use the libraries of TU Berlin you only need your student ID card which you will receive within 1 - 2 weeks after starting the enrolment process.

**ADDRESS**
TU Berlin - Universitätsbibliothek
(im VOLKSWAGEN-Haus)
Fasanenstr. 88
10623 Berlin
Tel. +49(0)30 314-76101

**OPENING HOURS**
Monday - Friday 09.00 - 22.00
Saturday 10.00 - 18.00

**MORE INFO**
www.ub.tu-berlin.de/

If you want to use one of the other university libraries in Berlin, e.g. Humboldt or Freie Universität, you just have to show the librarians your TU Berlin student ID card and they will provide you with a library card for external students which allows you to borrow their books and use their archives.
Computer Pools

The computer pools of TU Berlin can only be used after setting up a tubIT user account. Sometimes the departments and institutes have their own computer pools for which other conditions may apply, e.g. a special application or the participation in a certain course of studies. Since the computer rooms of the tubIT are often overcrowded, it is always a good idea to ask your own department if it provides a computer pool and whether you are allowed to use it or not.

**PC-Pool in the building of Electrical Engineering**
Einsteinufer 17, 10623 Berlin
Room EN 004 and EN 048 (24 hour access)
Monday, Wednesday, Thursday and Friday 08.00 - 18.00
Tuesday 10.00 - 18.00

**PC-Pool in the main building**
Strasse des 17. Juni 136, 10623 Berlin
Room H 3017
Monday - Friday 10.00 - 14.00

**PC-Pool in the Mathematics building**
Strasse des 17. Juni 136, 10623 Berlin
Room MA 270
Monday, Wednesday, Thursday and Friday 08.00 - 18.00
Tuesday 10.00 - 18.00

**Hotline and Helpdesk**
Tel: 314-28000
University restaurants

If you study hard (and probably do some serious partying at night) you will definitely get hungry sooner or later. Whether you want to enjoy a feast or just have a quick snack, TU Berlin offers the Mensa (main student cafeteria) and a number of cafés and cafeterias to satisfy your needs.

The Mensa and some of the cafeterias on our campus are run by the Studentenwerk Berlin and offer a wide range of food and hot meals. It is only here that you can use your Mensa Card.

At the other cafeterias, which are run by students or other organisations, you have to pay in cash.

... Mensa (Main Student Cafeteria)

The Mensa offers a wide variety of main courses, side dishes, drinks, salads and desserts.

The meals are subsidized by the citystate of Berlin. As a result you only pay the actual cost of the food and a part of the production costs: €1.50 to €2.50 per meal. So a main course with a side dish, a small salad, dessert and a drink is not very expensive.

... Other Cafeterias and Cafés

Due to its long business hours the small cafeteria in the TU Mensa is a good alternative if you are too late for the Mensa.

The food is also subsidised and although the choice is not as extensive as the Mensa's, they do offer sandwiches, lunch and dinner meals, ice cream and coffee specialities.
The Zentraleinrichtung Hochschulsport (ZEH) is responsible for the entire sports program at TU Berlin and offers a wide range of recreational sports activities for which it is generally necessary to register during the first few weeks of the semester.

The sports calendar which lists all sports courses and events is published at the beginning of every semester in print and is made available in large amounts for free at the information desk in the entrance hall of the main building. If none are available anymore you will most probably get one at the main office of the ZEH.

All sports courses at the ZEH require registration and charge a small fee. You have to register online at the beginning of the semester.

You just need:
- a German bank account from which the course fee can be deducted
- your student ID number

The registration fee for basic sports courses is € 10 per semester and authorizes you to participate in all basic courses. The registration fee for more specific/exotic courses ranges from € 8 to € 35 per semester.

After registration you will receive a sports ID card which you have to bring along when attending sports courses.
Everyday Life in Berlin

Technische Universität Berlin
TUB

Transportation

... Public transport
Berlin has a sophisticated public transport system. Busses, subways, urban railways and trams will bring you almost everywhere in Berlin. Details of how to get from A to B and how long it will take can be found on the following websites:
www.bvg.de
www.s-bahn-berlin.de

... Deutsche Bahn
The Deutsche Bahn connects all the big cities and most of the smaller cities in Germany. You can buy tickets on the internet, in the train station at the ticket machine or at the ticket office. If you are in a hurry, you will also be able to buy your ticket in long-distance trains from the ticket collector. This option is more expensive. Please keep in mind: Before using the local trains or the public transport, please first buy a ticket and validate it as non ticket-holders are liable to pay a fine.

More information about Deutsche Bahn can be found here:
www.bahn.de

For more information on the transport network in Berlin, for example taxi, railway stations, busses and bus routes please refer to:
www.berlin.de/tourismus/infos

... Cycling
Berlin is a bike-friendly city. There are plenty of options in Berlin to rent a bike e.g. Unirad at the TU Berlin:
http://unirad.blogsport.de

Unirad is basically a self-help workshop, which means you must repair your bike yourself, but the tools are provided.
In addition, hints and tips for repair are given.
Opening hours: www.unirad.blogsport.de/oeffnungszeiten
The German postal service

Deutsche Post AG, operating under the trade name Deutsche Post DHL, is said to be the world’s largest courier company. With its headquarters in Bonn, the corporation has 467,088 employees in more than 220 countries and territories worldwide and generated revenue of € 51.48 billion in 2010.

In the streets, you will recognized post offices thanks to its yellow logo. Here is the official website, where you can find the useful information about prices, shipment tracking and so on (the language can be turned into english, at the bottom):

http://www.deutschepost.de
Health and emergency numbers

... Doctors
In Germany, it is quite common as a first choice to go to a family doctor or a general practitioner called “Hausarzt”. The “Hausarzt” will refer you to a specialist.
Please find a list of all doctors in Berlin:
www.aerzte-berlin.de/_php/therapie30/fach.php3

... Emergency medical service
In case you get ill and you need to see a doctor at night, on the weekend or on a public holiday, you can find the phone numbers of the emergency medical services here:
www.berlin.de/polizei/notfall/notdienste.html

... Medical services and emergency numbers
- Emergency Doctor
  1 (030) 31 00 31
  www.kvberlin.de/30patienten/10bereitschaftsdienst/index.html

- Dental Emergency Service
  1 (030) 89 004 333
  www.kzv-berlin.de

- After-hours Pharmacy Service (Apothekerkammer Berlin)
  www.akberlin.de
Here you can search for the phone number for your area. At all pharmacies in Berlin there is a sign with information on which pharmacy has night service in your area.
For an overview of all pharmacies in Berlin, visit:
www.berlin.de/branchenbuch/Berlin/Apotheken

- German Red Cross Ambulance
  1 (030) 19 727
  www.drk-berlin.de

- Emergency Service for Drug Abuse
  1 (030) 19 237
  www.drogennotdienst.org

- Poison Emergency
  1 (030) 19 240
  http://bbges.de
Culture and leisure activities

To make life in Berlin worthwhile it is also important to enjoy the rich cuisine, to relax in its natural surroundings, to club in the hottest locations and to walk through the city savouring the diverse buildings created by internationally renowned architects through the centuries.

In Germany, cuisine culture is quite diverse. It consists of many regional specialities like Bratwurst and Sauerkraut or Spätzle and Maultaschen. Berlin is world famous for its Currywurst and Döner. Since Berlin combines many different cultures you will also find a lot of international restaurants, from Brasilian to Mongolian, in all price ranges.

Additionally Berlin is boasting great nature in- and outside of the city. In the city’s heart you will find the Tiergarten in close proximity to TU Berlin. It is a huge park with little lakes and lawns suited either for recreation or sports. Moreover there are over 180 km of waterways within the city’s limit, mostly bordered by old trees and lawns also inviting you to take a rest in the sun.

Due to its wide range of architectural treasures, Berlin always invites you to take a walk through the streets and savour the combination of the old and new shapes of the city. World famous architects have their share in it, like Gropius, Mies van der Rohe, the Bauhaus Group and many more.

For the night owls among you, it is important to know that the Berlin club scene is rather alternative and always changing. One day a club is the hottest spot in town, the next it’s closed or moved to another location.

... Culture and leisure in the city Berlin
An overview of the most important cultural attractions and events can be found at: www.berlin.de/kultur-und-tickets

... Berlin sightseeing
http://visitberlin.de/en/see/sightseeing?tid=13
Everyday Life in Berlin

Cost of Living

Here is a list of the approximate monthly expenses to be expected:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>300 €</td>
</tr>
<tr>
<td>Food</td>
<td>160 €</td>
</tr>
<tr>
<td>Clothes</td>
<td>60 €</td>
</tr>
<tr>
<td>Telephone, internet, mobile phone...</td>
<td>50 €</td>
</tr>
<tr>
<td>Books, stationery...</td>
<td>40 €</td>
</tr>
<tr>
<td>TOTAL</td>
<td>610 €</td>
</tr>
</tbody>
</table>

Here are some typical prices of everyday goods to give you an idea of the cost of living in Berlin:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A loaf of bread</td>
<td>2 €</td>
</tr>
<tr>
<td>Schrippe (crusty roll)</td>
<td>0.20 to 0.30 €</td>
</tr>
<tr>
<td>Kg of apples</td>
<td>2 €</td>
</tr>
<tr>
<td>Kg of potatoes</td>
<td>from 4€</td>
</tr>
<tr>
<td>Liter of milk</td>
<td>0.90 €</td>
</tr>
<tr>
<td>Kg of rice</td>
<td>1 €</td>
</tr>
<tr>
<td>Bottle of mineral water (0.75 l)</td>
<td>0.80 €</td>
</tr>
<tr>
<td>Cup of coffee (in cafés)</td>
<td>2 €</td>
</tr>
<tr>
<td>Beer (in pubs)</td>
<td>3 €</td>
</tr>
<tr>
<td>Big Mac</td>
<td>3 €</td>
</tr>
<tr>
<td>Döner Kebab</td>
<td>between 2 € and 3 €</td>
</tr>
<tr>
<td>Currywurst</td>
<td>about 2 €</td>
</tr>
<tr>
<td>Ticket to the cinema (student rate)</td>
<td>from 6 €</td>
</tr>
<tr>
<td>Ticket to the theatre (student rate)</td>
<td>from 6 € to 30 €</td>
</tr>
<tr>
<td>Entrance to museums (student rate)</td>
<td>from 2 € to 8 €</td>
</tr>
</tbody>
</table>
YOUR CONTACTS AT TU BERLIN

VOLKER MARKL, Local Programme Coordinator
RALF-DETLEF KUTSCHE, Local Programme Coordinator

KERSTIN FORSTER, Local Administrative Manager
k.forster@campus.tu-berlin.de
Technical Universiteit Eindhoven
Eindhoven

Eindhoven lies in the technological heart of the Netherlands, which is also known by the name Brainport. South East Brabant is home to many companies of international stature, such as Philips, DAF Trucks and ASML. There's every reason why Eindhoven is home to the High Tech Campus. In the field of education, too, Eindhoven is a leading player with TU/e, Fontys University of Applied Sciences and the Design Academy.

Eindhoven student city
There's more to Eindhoven that just technology and education. It is a fantastic student city. You can live comfortably in Eindhoven, use great sports facilities and enjoy a really good night out. In addition, the city has a remarkable amount of green space, offers excellent shopping and is full of terraces in summer where you can kick back and relax. Fancy a holiday or a weekend break? You can jet off from Eindhoven Airport.

EINDHOVEN IN SHORT

Population: 217 120 people
People living in Eindhoven are named "Eindhovenaar".
Special features:
Technical Universiteit Eindhoven

Eindhoven University of Technology (TU/e) is a research university specializing in engineering science & technology. Our education, research and knowledge valorization contribute to:

- science for society: solving the major societal issues and boosting prosperity and welfare by focusing on the Strategic Areas of Energy, Health and Smart Mobility
- science for industry: the development of technological innovation in cooperation with industry
- science for science: progress in engineering sciences through excellence in key research cores and innovation in education

We see it as our duty to train engineers to possess a sound scientific basis and scientific depth. They also have the necessary skills to successfully flourish in social sectors and functions.

In short TU/e is:

- Programs
  11 three-year Bachelor’s programs (BSc)
  22 two-year Master’s degree programs (MSc)
  11 two-year designer programs (PDEng)

- Students
  4,973 BSc students (4% international)
  3,238 MSc students (16% international)
  290 technological designers (PDEng)
  1,210 doctoral candidates (PhD)
Your consular paperwork

If you need a visa and/or residence permit, TU/e will arrange a priority application for you. We are only able to apply for a visa for students who have been admitted to a TU/e program. Regretably we are unable to apply for a visa for partners or family members.

We will contact you by email approximately 3 months before the start of your TU/e program to arrange your visa, residence permit and other administrative matters. Please do not submit the payments and documents mentioned below before we have asked you, by email, to do so.

All students requiring a visa and/or residence permit, must submit (when notified by the TU/e international office) ALL of the following:

1. TU/e Guarantee payment
2. Proof of sufficient funds
3. Two copies of your passport
4. Antecedent form
5. Passport photo, signature and fingerprints
6. Copy of the mail regarding your confirmation statement

A certified copy of your birth certificate is not necessary for the visa application, but will be required once you arrive in the Netherlands. You need the birth certificate to be able to register as a citizen of Eindhoven at the town hall, which is necessary for your residence permit and for your enrollment at TU/e. We will remind you of this nearer to your arrival in Eindhoven.

The visa procedure takes approx. 4 weeks and we will inform you when your visa is ready to be picked up.

Students with the Chinese nationality must also arrange a Nuffic certificate. Without this your visa cannot be granted. After the Nuffic certificate has been approved, TU/e will get a copy automatically.

We recommend that students do not book their journey to the Netherlands before the visa has been confirmed.

For more information:

Please contact the International office:
or consult our webpage dedicated to international students:

Once in Eindhoven, how to reach TU/e?

TU/e is working on a modern, green campus: TU/e Science Park. This also means that we stimulate sustainable transport. TU/e Science Park is located in the center of Eindhoven, at some eight minutes walking distance from Eindhoven railway station. This makes it easy to reach by public transport.
... Bus stations near the central campus

Hermes bus line TU/e Science Park (104) connects the railway station / Neckerspoel bus station Eindhoven to TU/e Science Park. The bus line will run in the morning and the afternoon, every fifteen minutes.

Four bus stops on TU/e Science Park:
- Laplaceplein (near Laplace building)
- De Lismortel (near Pabo building)
- De Rondom-Oost (near Differ building)
- De Rondom-Zuid (near Flux building)

... From the airport

Eindhoven Airport is located some five km outside the city of Eindhoven. From the airport there are various public transport options available to reach TU/e Science Park conveniently. Next to the terminal is the bus stop from which bus 400 or 401 will take you to Eindhoven Central Station within some 20 minutes. From Eindhoven station / bus stop Neckerspoel, Eindhoven to TU/e Science Park is at some eight minutes walking distance.

From Eindhoven station you can go on foot or with bus line 104 to TU/e Science Park.

... From Eindhoven Railway Station:

When arriving at Eindhoven railway (NS) station you leave the platform, turn right at the bottom of the stairs and walk to the exit on the north side of the bus station. Continue 25 meters diagonally to the right and you see TU/e Science Park at some eight minutes walking distance. Cross the road at the traffic lights and follow the waving footpath to TU/e Science Park. The track on the right side, Prof. Dr. Dorgelolaan, is suited for wheelchair users.

At certain times bus line 104 also takes you to TU/e Science Park.

When arriving on TU/e Science Park you follow the signposting for pedestrians.

The MCS Dep in TU/e:
The mathematics & computer science Department is located in the Metaforum Building. It provides:
- 16,000 m² surface area
- 900 individual and group working spaces
- OGO rooms
- IT supported library
- Central student facilities
- New housing for Mathematics and Computer Science
At university, we talk of examinations. An examination is a review of the knowledge, understanding and skills of the student, and the assessment of the results of that review, which in Bachelor courses consists of at least two interim tests and a final test in the first year and at least one interim test and a final test after the first year. A large part of the examination result consists of the grade of the final test. Interim tests in the Bachelor courses also always count for a small percentage of the final examination grade.

The regulations concerning the holding of examinations by TU/e are officially laid down in the TU/e Central Examination Regulations 2014 (also applicable in 2015).

- Assessment policy
Tests must meet certain quality requirements. The conditions to which tests are subject are laid down in the TU/e exam framework.

The general exam framework is determined at university level. The exam policy for study programs is described at departmental level. The exam policy is reviewed every year.

- Examination Committee
An Examination Committee is available for every degree program to ensure the quality of testing. This committee will be called upon by the lecturer in the case of fraud or the suspicion thereof. But students can also call upon this committee if they have any complaints about testing and assessment.

- Fraud and plagiarism
A TU/e diploma is highly valuable. It is essential that students, the labor market, and society at large are able to trust this value and that TU/e diplomas are obtained legitimately. Students must be in no doubt that there is no place for fraud in an academic program. The Executive Board has ordered that fraud policies be harmonized and kept up-to-date.

The TU/e Educational Fraud Policy, adopted on 9 April 2015, takes the TU/e Code of Conduct for Academic Practice as its starting point. A plagiarism prevention policy is part of the TU/e Education Fraud Policy and contains plagiarism detection measures for all Bachelor’s and Master’s final projects.
As soon as you have arrived in Eindhoven, moved into your room and unpacked your bags, please come and visit your LAM to say hello!

...Education and Student service center (STU)

General information concerning your registration can be obtained from the Education and Student Service Center.

For more specific information regarding your courses, you can contact your department.

The STU provides information on all kinds of issues. It is the place to go for all student affair.

Your registration will be managed by STU. So please get in touch with them to prepare your registration and for any question regarding student card, registration attestation or else.

...International Office

The International Office is also part of the STU desk. They will guide you regarding the following matters:
- visa applications and residency permits
- accommodations
- admission procedures
- introduction programs for international students

City hall registration

After you have arrived in Eindhoven you will need to register at city hall in order to arrange your residence permit. An appointment will be arranged for you by the Education and Student Service Center during the TU/e Intro for International Students.

You will need to take a verified/legalized original of your birth certificate with you to city hall in case you are:

- an EU-citizen
- a Turkish citizen
- a non-EU citizen with a nominal duration of your studies longer than 2 years

When you are not one of the above AND you are participating in TU/e Intro International Students you do not need to take a birth certificate with you.

When you are not participating in TU/e Intro International Students, all nationalities need to take a birth certificate with them.

When you are participating in TU/e Intro International Students, but are not able to go to the town hall appointment we have made for you, all nationalities need to take a birth certificate with them.

Opening hours:
Mon-Fri 8:30-17:00
Location: MF 1.241
Email: stu@tue.nl
www.tue.nl/educationservices
...Intro International Students (IIS)

The TU/e Intro International Students (IIS) takes place once per year, just before the start of the academic year. Regrettably there is no IIS for students starting their studies in semester 2.

This program is mandatory for all new international students enrolling in a TU/e Bachelor’s or Master’s program.

This is not to be confused with the Intro for Dutch students, which starts in the second week of the Intro International Students. There will be cross-over activities involving all students (national and international). There is a separate activity for exchange students.

The Intro International Students contains activities and events designed to introduce our international students to life in the Netherlands and Eindhoven, and to studying at the TU/e. It is not just a great social event, but also an important program for you to settle in!

IIS includes:

- An introduction to TU/e student services;
- Assistance in enrolling at the TU/e, presentation about the AON insurance, assistance in finalizing the opening of a bank account, appointment at the town hall and GGD (Dutch health service);
- Receiving your TU/e notebook (if you applied for this in advance);
- Meeting all kinds of student associations and societies and getting to know the campus and city center of Eindhoven from a student’s perspective;
- Dutch language introduction workshop;
- Training sessions in cultural awareness, working in intercultural groups and developing social skills;
- Introduction to your department, including information on your academic program, research activities, procedures and rules, faculty student associations, interdisciplinary projects, etc.
Eindhoven is a dynamic, young city with a large and growing population of students. This means that the demand for student housing usually exceeds the supply, and finding an affordable place to stay in Eindhoven can be a real challenge. TU/e helps its international students and staff to find suitable accommodation.

TU/e does not own any student housing, but we do have agreements with a number of housing corporations. These organizations reserve a range of furnished accommodation especially for TU/e international students and staff.

Exchange students must complete a Student Application Form. This form includes applications for housing. The form can be obtained from the contact person at the respective TU/e department. You must return the Student Application Form to your contact person at the respective TU/e department at least 10 weeks before your arrival.

TU/e can only guarantee housing for a limited number of exchange students. If housing cannot be guaranteed, you will receive a message from the department handling your application.

All exchange students receive a rental agreement for the period of one semester. If you stay for two semesters, the agreement can be extended at the end of the first semester. The rent for the full semester must be paid in advance. The rent for one semester is approx. €2000 to €2400.

Private rental

There are different ways to find accommodation in Eindhoven:
- check the notice boards at the TU/e for advertisement
- check the notice boards in big supermarkets
- check the newspapers for advertisements for rooms/apartments/houses, e.g. Eindhovens Dagblad
- use your network to find a room by telling friends, colleagues, fellow students etc. that you are looking for accommodation
- visit one of the housing websites
- register at a commercial housing agency or a housing corporation.
Library

Everyone is welcome to visit the TU/e Library and consult our collection, whether or not you are a student or staff member at TU/e. In the TU/e Library you will find an extensive and up-to-date collection of scientific information.

Via the Internet, the Library provides access to a wealth of digital information.
At the central library a collection of printed information resources (mainly books and journals) is at your disposal. The Library acquires literature on almost all branches of science and technology. The main subjects are technical sciences, physics, chemistry, mathematics, computer science, architectural sciences, industrial and management sciences, social sciences, biomedical engineering, and industrial design.

Digital Library

The Library website www.tue.nl/library is the gateway to an extensive digital library. As a TU/e student or staff member you may access the digital library from wherever you are, whether on the campus, at home, in an Internet café or at the firm of your final traineeship. Our digital library is open 24 hours a day, 7 days a week.

Common Room

TU/e has a Common Room where international and Dutch staff and students can meet for a drink, to chat or study together. There are books, magazines and party games as well as wireless internet. The Common Room can also be reserved for an event. This ‘living room’ is in MetaForum.

Opening hours of the TU/e Library are:
Monday-Friday 8.00-23.00 hours. and
Saturday-Sunday 10.00-22.00 hours. For all further information about TU/e Library service go to our website: www.tue.nl/library.
Culture
TU/e wants to provide a good academic education in an intellectually and culturally stimulating environment.
Thanks to the Studium Generale, technology and culture meet in the shape of public debates or cooperation projects with artists. Films, workshops, exhibitions, music and theater also enrich cultural life on and around the campus. Studium Generale offers students and staff a varied cultural program each years with new, fascinating initiatives.

Sports
Sport is central in Eindhoven and at the university. The Student Sport Center Eindhoven (SSC) is the most extensive of all Dutch universities, offering all students and staff of TU/e, Fontys Hogescholen Eindhoven and Design Academy Eindhoven sport (70 sports), recreation, health and relaxation. Our sport cards, allowing you to participate in all sports and courses, are available at low rates.

Catering
Almost every building on the TU/e campus has a canteen where you can take lunch between 11.30 and 14.00. Each week the canteen draws up a new menu and each day there are different menus, depending on your canteen of choice.

You can also have some lunch at:
- The Auditorium: opened on working days from 9.30 till 14.00 and on Mondays and Thursdays also from 16.00 till 19.30. In the evenings you can get hot meals there. The Auditorium also has its own coffee bar.
- The film house and grand café De Zwarte Doos is the place for students and staff as well as visitors from outside TU/e to meet on the TU/e campus. Enjoy a bite and a drink in the grand café with its restaurant and terrace overlooking the river De Dommel.
- The film house, which shows new films each week, is regularly the backdrop for lectures. There are three conference areas available for organizing various activities from debates to drinks.
- The University Club brasserie-restaurant is an atmospheric place where you can have a reception, lunch, dinner or meeting.
Health

General Practitioner
A general practitioner or family doctor gives full medical assistance. It is strongly recommended that you register with a general practitioner upon your arrival in the Netherlands. The general practitioner can be consulted after you have made an appointment.
Consultations are not free. You can only see a specialist after having consulted a general practitioner. Note that when visiting a general practitioner, specialist, dentist or hospital, you will have to show your insurance papers.
TU/e has an arrangement with the general practitioners De Ruijter and Vogelzang.

Weekend and night services
If you need a general practitioner outside office hours, you have to go the centrale huisartsenpost. You need to call in advance and bring identification as well as proof of health insurance.

Huisartenpost Eindhoven
Michaelangelolaan 2, tel. 0900-8861
Note that you always need to contact a general practitioner before going to a hospital.

Pharmacies in Eindhoven
Prescriptions can be picked up at one of Eindhoven’s pharmacies (apotheek). Pharmacies are open from 8:30 to 18:00 on working days. Details on pharmacies open outside regular opening hours are available by telephoning your local pharmacy. The chemist’s or drugstore (drogist) also sells nonprescription medication such as painkillers and cough medicine.
...Student dentist
Eindhoven has a special dentist practice for students (studententandarts). You can make an appointment with the dentist by phoning between 9:00 and 12:30. In general, dental treatment is not covered by health insurance unless you have special coverage.

Student dentist:
Kliniek voor Mondzorg,
Botenlaan 82,
tel. 040-2514527

- Bank

Banks are usually open Monday to Friday from 9:00 17:00. You can exchange currency and withdraw cash from your Dutch bank account at the bank. There are cash dispensers (or ATMs) at every bank, as well as at train stations, supermarkets and other public spaces. There is even an ATM in the main building on campus. You can exchange currency at a bank, a post office, but also at exchange offices. There is an exchange office in the main hall of the train station, the Grenswisselkantoor (GWK).

- Markets & supermarkets

There is usually an open-air market in Eindhoven on every day of the week. The products here usually are slightly cheaper than in the shops. The markets in Eindhoven usually are mixed markets, selling not only food but also household items and clothing.
- Monday Wijnpeerstraat 12:00-16:30
- Tuesday City center 09:00-14:00
- Wednesday Winkelcentrum Woensel 09:00-12:00
   Kastelenplein 13:00-16:30
- Thursday Generaal Bothastraat 09:00-12:00
   St. Trudoplein 13:00-16:30
- Friday St. Gerardusplein 12:00-17:00
   - Saturday Woenselse Markt 10:00-17:00
City center 10:00-17:00
   Wilhelminaplein 10:00-16:00
   (organic market)

Eindhoven has various supermarkets. You can expect a variety of products, from vegetables to toiletries at most supermarkets. Supermarkets such as Albert Heijn, Aldi, C1000, Jumbo or Lidl can be found all across the city. If you are looking for specific products that you would typically find at home, you should go to Kruisstraat and Woenselsemarkt. You can find many international grocery stores here as well as a Lidl supermarket.

A large supermarket with oriental food is called Amazing Oriental Eindhoven and is located at Langdonkenstraat 7.
Practicalities

Phone
For international calls from the Netherlands dial 00, then the country code, the area code (without the first zero) and then the subscriber’s number.
+31 A number starting with these numbers is a phone number in the Netherlands
040 The area code for landlines in the Eindhoven area.

While you are staying in the Netherlands, it may be useful to buy a Dutch SIM-card. You can either get a prepaid phone number, or sign a contract for 1 or 2 years with a provider. Large media stores and phone shops, such as Phone-House, will offer SIM-cards from (almost) all providers. Many providers also have individual shops in Eindhoven.

Post office
If you would like to send some luggage home, you can go to a post office. Post offices also provide other services: selling stamps, foreign currency exchange and insurance. Letter boxes can be found on the streets.
Post office opening hours vary as they are usually in certain shops, for example Bruna bookshops, some supermarkets, or tobacconists.

Internet access
TU/e offers its own wireless LAN on campus. Students and staff can log in to the network using their TU/e account. Once you have received your student number and password, you can log in to the WiFi. Until then, you can use the guest network, or you can use the public computers to go online.
There are a number of internet cafes in Eindhoven where you can go online or print documents.

Getting around

Train
Trains are a popular and easy way to travel through the Netherlands. Information and train schedules can be found at www.ns.nl or www.9292ov.nl, or by calling 0900-9292.
You can buy your OV-chipkaart from the ticket office or the vending machines before you board.
There are various discount passes for the train, please check www.ns.nl for more information about the various tickets and discounts.
...Public transport
General information for all public transport can be found on www.9292ov.nl or can be accessed by phone: 0900-9292.
The OV-chipkaart is a travel card for all public transport in the Netherlands. The card must be credited in Euros in advance. When you use public transport, you need to check in and out by holding the card to the card reader.
There are two types of cards from which you can choose: Personal OV-chipkaart Anonymous OV-chipkaart
The personal card can only be bought from a public transport company or online at www.ovchipkaart.nl (if you have a Dutch bank account).
The anonymous card can be bought at the ticket office and the vending machines at the train station.
For more information about the OV-chipkaart, please visit www.ovchipkaart.nl.

...Bus
You can travel by bus within Eindhoven and from the city to the surrounding towns and villages. There are several bus lines across the city and they all meet at the central station. You can find the schedules on www.9292ov.nl.

...Bicycle
Cycling in the Netherlands is the most common way to get around. We suggest you get a sturdy bike that does not look too new or expensive as a non-attractive bike has less chance of being stolen. Make sure you buy a good lock and always lock your bike (if possible to an immovable object). When buying a bike, make sure you check if the lights, brakes and tires are in good order. You can buy a bike and/or get it repaired at the bike shop “de Groene Fietser” on campus, www.degroenefietser.nl. Most of the bike shops in town also provide bike repair services.

...General road rules for cyclists
Use the bike lane or a track to the right-hand side of the road. Do not cycle on footpaths, shopping streets or pavements. Give way to all traffic from the right, unless otherwise indicated. Stop for red lights. Signal with your arm when turning. Your bike must have a working headlight and taillight and reflectors.

...Eindhoven Airport
Eindhoven Airport is easily accessible from the city center by bus. You can take bus 400 or 401. Several low-budget airlines fly from Eindhoven Airport to various destinations across Europe.
YOUR CONTACTS AT TU EINDHOVEN

FARIDEH HEIDARI, Local Programme Coordinator

INGE ADRIAANS, Local Administrative Manager
Joining BDMA

Semester 3

- Facts & Figures p. 90
- Students evaluation regulation p. 92
- Exams sessions details p. 94
- Getting to Blois p. 96
- Accommodation p. 98
- Upon arrival p. 104
- Facilities p. 105
- Everyday Life in Blois p. 112
Bienvenue à Blois !

A city on a human scale, with 50,000 inhabitants (92,000 in the urban area), Blois cultivates gentleness and quality of life, economic dynamism and university life, together with a rich variety of associations, cultural and sporting. Glorifying in an outstanding natural and architectural environment along the banks of the Loire, the city of Blois is split by the river, setting it right in the heart of the area that has boasted the Unesco World Heritage «Cultural landscape» label for ten years now. It acts as a balance between Orléans and Tours and can be rightly proud of its assets.

The greatest tourist and heritage gem for its inhabitants is its royal château, which overlooks the streets in the old centre. The Château Royal de Blois is the ideal introduction to a tour of the Loire Valley, being a synthesis of the architecture and history of the Loire châteaux. Its courtyard presents a wonderful panorama of French mediaeval architecture in the 17th century. The home of 7 kings and 10 queens of France, the Château Royal de Blois evokes the power and daily life of the Court in the Renaissance, evident in the royal apartments, richly furnished and adorned with magnificent polychromatic decors.

You can go on www.blois.fr to discover Blois a bit more. We hope that you will enjoy your semester in Blois!

BLOIS IN SHORT
- Location: 150km away from Paris, situated right between Tours and Orléans.
- Population: around 50,000 inhabitants.
- People living in Blois are named “Blésois”.
- Crossed by the longest river of France: La Loire (1013 km)
- Special features: Numerous kings of France used to live in Blois. This was also the place of residence of Robert Houdin, considered as the father of modern conjuring.
L’université F. Rabelais de Tours

Please note that courses will take place in the campus of Blois, a city located about 60 km north-east of Tours.

The Université François-Rabelais is a young university!
It was only established in 1970. Its forty years of commitment to excellence have contributed significantly to making it the leading further education establishment in France’s Centre region.

The University F.Rabelais is mainly located in Tours but also owns a campus 60km away, in Blois.
The Blois Campus welcomes a University Institute of Technology (IUT in French), a part of the Law faculty, and the Computer Science Department.

- Arts & Human Sciences;
- Centre for Advanced studies in the Renaissance;
- Literature & Languages;
- Law, Economics & Social Sciences;
- Sciences & Technologies;
- Medicine;
- Pharmaceutical Sciences.

The University François Rabelais holds more than 40 research labs and is known as the first public research institute in Region Centre.

The University of Tours endorses the following two mottos:
“One is not born as Man, one becomes Man” - Erasmus
“Knowledge without conscience is but the ruin of the soul” - François Rabelais
This is the English translation of relevant parts of the document «MODALITES DE CONTROLE DES CONNAISSANCES, D'EVALUATION ET REGLES DE PASSAGE DE L'UNIVERSITE FRANCOIS-RABELAIS».

**Art. 1: Admissions and Registration**
N/A

**Art. 2: Course Structure**
N/A

**Art. 3: Student Evaluation Terms**
The student evaluation terms are established in every degree no later than the end of the first month of the academic year and cannot be amended during that same year. They must include the number of tests, their nature, and their coefficient. They must be communicated to students and remain accessible until the end of the second session of examinations.

Exceptional Provisions
In the event of exceptional circumstances assessed on an individual basis by the President or acting on his/her authority, by the Vice-President of the CEVU, «continuous assessment may be replaced by a final examination that remains to be defined. In addition to this, should the course include a final examination, it may be replaced by other methods of assessment that will be defined according to the circumstances.» These provisions must be validated by the appropriate boards.

**Art. 4: Compensation - Accumulation**
– Grade Transfer - Validation
1/ There is compensation between the modules (éléments constitutifs, EC) composing a course unit (unité d’enseignements, UE);
2/ The modules (EC) the student has passed are definitely capitalized. Obtaining a module (EC) entails that the corresponding European credits are obtained;
3/ There is compensation between the course units (UE) of a semester;
4/ The course units (UE) the student has passed are definitely capitalized. Obtaining a course unit (UE) entails that the corresponding European credits are obtained (30 credits per semester);
5/ If the average of all of the units stands below 10/20, the student must retake all the modules (EC) whose average grades are below 10/20 in the units (UE) for which the grade is below 10/20;
6/ Compensation is organized over the semester, on the basis of the average of the grades for the various course units (UE), weighted by coefficients.

However, for Master’s programs including a Master’s thesis or a placement period longer than two months, there is no compensation - in any sense whatsoever - between the grade of the placement and/or the Master’s thesis, and the grade of other units (UE);
7/ There is no compensation between semesters;
8/ Any unjustified absence at one of these tests will result in the failure of the corresponding course unit (UE) and of the corresponding semester. Failure prevents the calculation of the result to the test, then to the unit (UE), and therefore to the semester, thus preventing any validation.

Art. 5: Organization of Testing Sessions
Two testing sessions are organized per semester. Dissertations, internship reports and tutored projects take place in a single session.

Art. 6: Jury
A jury is appointed for each year of study. Jury deliberations are final and the students’ grades are set at the end of each semester. The jury decides on the obtaining of course units (UE) and the validation of semesters (through the compensation rules – when appropriate - cf. Article 4). The composition of the jury is displayed at the location of the testing sessions, before the beginning of the tests.
Repetition of the second year of the Master is not permitted except in cases of exceptional circumstances decided by the jury.

Art. 7: Issuance of Diploma
The master’s degree is awarded at the end of the four semesters after the jury deliberations, granting 120 credits, provided that students have validated their ability to speak at least one foreign language.

Art. 8: Distinction
A distinction is granted for each of the four semesters of the Master. A distinction is granted for the completion of the first year of the Master (M1), on the basis of the average grade of the two semesters of M1. The distinction at the end of the second year of the Master (M2) will be calculated on the basis of the average grade of the two semesters of M2. The distinctions are the following:
- Honors (Assez Bien): average grade higher than or equal to 12/20.
- Great Honors (Bien): average grade higher than or equal to 14/20.
- Highest honors (Très Bien): average grade higher than or equal to 16/20.

Art. 9: Publication of Results - Availability of examination papers
Grades cannot be displayed by name. They may only be communicated to the student concerned. Results must be anonymously displayed, bearing the student number, without mentioning his/her name. Results are published in the digital work environment. Results are final and can in no way be questioned - except in case of a material error duly noted by the jury. Students are entitled - upon request and within a reasonable time - to the communication of their examination papers and to a personal interview.
### Université François Rabelais de Tours
#### Blois Campus

**Detailed evaluation regulation for BDMA semester 1 - session 1 & session 2**

<table>
<thead>
<tr>
<th>Data and Knowledge Quality</th>
<th>ECTS</th>
<th>Evaluation mean</th>
<th>Nature of the test</th>
<th>Coeff.</th>
<th>ECTS</th>
<th>Evaluation mean</th>
<th>Nature of the test</th>
<th>Coeff.</th>
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<tr>
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<td>W and/or O</td>
<td>CE and/or TE</td>
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<td>W and/or O</td>
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<tr>
<th>User-Centric Approaches</th>
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<th>Coeff.</th>
<th>ECTS</th>
<th>Evaluation mean</th>
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<tr>
<th>Natural Language Processing</th>
<th>ECTS</th>
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<th>Coeff.</th>
<th>ECTS</th>
<th>Evaluation mean</th>
<th>Nature of the test</th>
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<tr>
<th>Advanced Data Mining</th>
<th>ECTS</th>
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<th>Coeff.</th>
<th>ECTS</th>
<th>Evaluation mean</th>
<th>Nature of the test</th>
<th>Coeff.</th>
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<td>CE and/or TE</td>
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<tr>
<th>Content and Usage Analytics Seminar</th>
<th>ECTS</th>
<th>Evaluation mean</th>
<th>Nature of the test</th>
<th>Coeff.</th>
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<tr>
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<td>CE and/or TE</td>
<td>5</td>
<td>5 grade of session 1 reported</td>
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<tr>
<th>Humanities: Ethics and Digital Technologies</th>
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<th>Nature of the test</th>
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<td>3</td>
<td>W and/or O</td>
<td>CE and/or TE</td>
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If you happened to have an absence at the first session:

- Any unjustified absence at the first session prevents the validation of the semester as mentioned in the student evaluation regulation of UFRT (see article 4.8). In this case the student retakes the corresponding modules at the second session and loses the benefit of the continuous evaluation.

- A justified absence at the first session also prevents the validation of the semester. You will have to present a certificate supporting the reason of this absence (medical attestation, appointment attestation ...).
  In this case the student retakes the corresponding modules at the second session but keeps the benefit of the continuous evaluation.
Your Consular Paperwork

You have to apply for a French Visa through the French Consulate of your current country (nothing can be done once you are in France). Processing time usually goes from 2 to 15 days, but it can be longer. You can apply 3 month before your departure.

Non-EU students wishing to stay over three months in France must apply for a long-stay visa. The long-stay visa application includes an OFII certificate request form (French Agency in charge of migration and welcoming foreigners). You need to fill out this request form and file it to the Consulate along with your visa application.

The Consulate should give this «OFII certificate request» back to you stamped.

Upon arrival in France, at the border, you will need to have your passport stamped by the police.

Within three months after your arrival in France, you will need to send your OFII certificate request form to the OFII local office, in Orléans (by registered mail with acknowledgment of receipt), and enclose copies of your passport pages showing your marital status, entry stamp and visa stamp:

OFII
4 rue de Patay
45000 ORLEANS

At this point of the procedure, please get in touch with your LAM: he/she will care of sending the OFII certificates of your whole grade and will negotiate a group appointment. This appointment is absolutely mandatory and should not be missed! Should you not be able to attend the appointment, it will be your own responsibility to set another one (and this is pretty hard).

Then, OFII will ask you to come and validate your visa in Orléans. You will have to be carrying:
- your passport
- a proof of your residence in France (rent receipt, electricity bill...)
- a full face passport photo, head uncovered
- OFII stamps (www.timbresofii.fr) corresponding to the amount of the tax due for a first residence permit (58€)
- a proof of your health coverage
- a properly stamped envelope

Because of the new long-stay visa policy, this appointment at OFII will also include a physical examination. During this physical examination, you will have mandatory medical examinations, such as a lung X-ray, eyesight test, weight, size...

This examination aims at:
- detecting any health issue and, if required, to refer you to a medical care center for a check-up and medical treatment;
- attracting your attention on risk factors for your health.

There’s no need for you to come with an empty stomach but please provide an updated list of vaccinations/health record.
How to Reach your Residence Hall

Once you’ve reached Blois station, you can walk, take a taxi or take a bus.

Taxis are parked right in front of the station. The bus company is called TUB (Transport Urbain Blésois), you can consult travel times on this website: www.azalys-blois.fr
The fare is 1.20 €. Tickets can only be purchased from the driver and can be used for one hour whatever bus line you take.

In France, residence halls are supervised by an organisation called CROUS. You have to meet them in order to clear your file and receive the keys of your accommodation.

- **If you arrive before 4:00 p.m.,** you will need to have an appointment at CROUS before retrieving your keys from the office in your hall. Indeed you have to provide CROUS some administrative documents before obtaining your studio’s keys. If you feel you need some assistance to run this appointment (people at CROUS are not fluent in English), please contact Mrs. Leila Abdellatif, from the Computer Science Department.

- **If you arrive after 4:00 p.m.,** CROUS will be closed and you will need to go directly to the hotel to spend the night there (refer to “Finding accommodation”) and meet the CROUS the day after. It will be impossible for you to get your hall keys after CROUS office hours.

### REACHING THE CROUS

The CROUS is located 10-12 rue Anne de Bretagne, it is in the center town of Blois. From the station, take a bus (TUB) Line 4 going to “Blois- Rond point Pasquier” and leave at the stop “Blois- Abbé Grégoire”. Follow the signs and walk about 5 minutes to find the CROUS.

### REACHING BLOIS CAMPUS & THE COMPUTER SCIENCE DEPARTMENT

Blois campus is located 3 Place Jean Jaurès, really next to the main public library of Blois named «Bibliothèque Abbé Grégoire».
Accommodation

There are different types of accommodation in Blois. Note: It is very likely that the Computer Science Dpt of Blois will suggest you an accommodation among these three residences. If the proposal doesn’t suit you, feel free to search a studio by yourself.

Where to Find Accommodation in Blois

... University Residence Halls

DESFRAY residence hall
5 rue du Docteur Desfray
41000 Blois
tel : (+33) 02 54 78 61 38
Situated near the train station, 15 minutes afoot from the university.

LES FLANDRES residence hall
37 rue de Flandres
41000 Blois
tel : (+33) 02 54 78 61 38
Situated 15 minutes afoot from the university.

ROCHERON residence hall
8 rue du Pré Rocheron
41000 Blois
tel : (+33) 02 54 78 61 38
Situated near shops and the town center, 15 minutes afoot from the university.

You will find detailed information, pictures and videos about them on the website of the Centre Régional des Oeuvres Universitaires et Scolaires (CROUS, an organization that helps students with accommodation, catering, scholarships and so on)
Who is Entitled to University Halls?
Age prerequisites:
- First-registration Licence and 1st year Master students should not be over 28
- 32 years old for 2nd year Master or Doctorate students.

Type of Accommodation & Budget Required
- Rent for 18 m² individual studio apartment: 310 to 370 € a month
- Rent for 36 m² apartment with cotenants: about 250 € per person
Please note that the rents don’t include charges such as water, electricity, and heating.
CROUS will let you choose your electricity provider, a list of the different electricity companies will be given to you.

Deposit: one month’s rent

Guarantor: the guarantor needs to reside in the European Union (he/she would be the one paying if you were not able to do so yourself; for further details, refer to §2 “A few valuable tips”).

All university accommodations are furnished ones.

Amenities (for 18m² and 36m² apartment studios)
- There are kitchenettes in each studio: it includes a fridge, a sink and two hotplates.
- The bedroom consists in a single bed with a mattress, a desk and a chair, a book shelf, a closet or cupboard.
- The bathroom includes shower, toilet and sink.
- Residence halls provide Laundromats; cleaning gear (broom, dustpan), computer rooms with Internet access, working rooms and TV rooms (please check specifics for each residence hall).
- All of them are served by the bus service of the town of Blois.
- In compliance with regulations, smoking is prohibited inside residence halls.

Things you will (usually) need to bring with you
- Bed linen, continental quilts and pillows (but you may request these from your residence hall under certain loan conditions)
- Bath towels
- Dishes, kitchen utensil
- Kettles, coffee makers and other household equipment (radio alarm clock for instance)
- Telephone
Note: voltage in France is 220V (volts). If it is different in your country, get an adapter to use your electrical appliances. You will find those in supermarkets.
Where to find accommodation in Blois

... Private Rentals

There are also rooms and studio apartments or apartments, furnished or not, that you can rent from private individuals.
For this type of accommodation, you will need to be autonomous and talk to the landlord directly.
Except if you can afford to buy your own furniture, be careful to search for a furnished accommodation ("logement meublé" in French).

- Ads of the CROUS:
  www.crous-orleans-tours.fr -> logement -> Petites annonces logement -> Consulter les offres

- You can look ads up in the local newspaper (La Nouvelle République) or in free sheets
  www.lanouvellerepublique.fr

- You can have a look at notice boards in the university corridors or even leave a message yourself.

- Ads on the internet:
  www.leboncoin.fr
  www.vivastreet.fr

- Apartment share can also be a good choice and some websites can help you with that:

- Real estate agencies
  There are always agency fees. They usually amount to a month’s rent.

- Privates residence: There can be fees with those residences.

<table>
<thead>
<tr>
<th>Location</th>
<th>Rent</th>
<th>Good to know</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appart’city</td>
<td>420€, charges not included</td>
<td>Near the train station, 15 min on foot from university.</td>
<td><a href="mailto:blois@appartcity.com">blois@appartcity.com</a> <a href="http://www.appartcampus.com">www.appartcampus.com</a></td>
</tr>
<tr>
<td>Astuloc</td>
<td>from 280 to 350€, charges included</td>
<td>not far from city center and facilities - 20 min on foot from university. English spoken</td>
<td><a href="mailto:astuloc@gmail.com">astuloc@gmail.com</a> <a href="http://www.astuloc.com">www.astuloc.com</a></td>
</tr>
<tr>
<td>Les cottages</td>
<td>from 300 to 400€</td>
<td>inside city center, 10 min from university on foot. English and German spoken.</td>
<td><a href="mailto:gaubenhenri@hotmail.com">gaubenhenri@hotmail.com</a> <a href="http://www.les-cottages.fr">www.les-cottages.fr</a></td>
</tr>
<tr>
<td>Le Vinci</td>
<td>from 375€</td>
<td>15 min on foot from university</td>
<td><a href="http://www.suitetudes.com">www.suitetudes.com</a></td>
</tr>
</tbody>
</table>
... Temporary Accommodation

If you arrive too late in Blois to pick up your keys from the residence hall office or if you do not wish to stay in a residence hall and have not yet found a place to stay, you will need to find a place to spend one night or more.

You have several options:
The simplest solution is to take a hotel for one or more nights. In that case, you can have a look at the non-exhaustive list on the following page.
Rates are in Euros and you need to add a tourist tax of 0.99€ to 1€ a night per person.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address/Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hôtel Anne De Bretagne</td>
<td>31 Avenue Jean Laigret 41 000 Blois Tél. : (+33) 02 54 78 05 38 <a href="mailto:contact@hotelannedebretagne.com">contact@hotelannedebretagne.com</a></td>
<td>from 40€ a night</td>
</tr>
<tr>
<td>IBIS Budget Blois Centre</td>
<td>4 Rue Jean Moulin 41000 Blois Tél : (+33) 08 92 68 31 77</td>
<td>from 46€ a night</td>
</tr>
<tr>
<td>Hôtel Du Bellay</td>
<td>12, rue des Minimes, 41000 Blois Tél : (+33) 02 54 78 23 62 <a href="mailto:hoteldubellay@free.fr">hoteldubellay@free.fr</a></td>
<td>35 to 50€ a night</td>
</tr>
<tr>
<td>Hôtel Renaissance</td>
<td>1, rue de la Garenne 41 000 Blois Tél : (+33) 02 54 78 02 63</td>
<td>from 40€ a night Breakfast : 6 €</td>
</tr>
<tr>
<td>IBIS Blois Centre</td>
<td>3, rue Porte Coté 41000 Blois Tél: (+33) 02 54 74 01 17</td>
<td>from 69 € a night</td>
</tr>
<tr>
<td>Hôtel de France et de Guise</td>
<td>3 Rue Gallois 41 000 Blois Tél : (+33) 02 54 78 00 53 <a href="mailto:hotel@franceetguise.com">hotel@franceetguise.com</a></td>
<td>from 49 € a night</td>
</tr>
<tr>
<td>Holiday Inn</td>
<td>26 Avenue Maunoury 41000 Blois Tél: (+33) 02 54 55 44 88</td>
<td>from 73€ a night</td>
</tr>
</tbody>
</table>
A Few Valuable Tips

... Lease (or rental contract)
This is an official document that both you and the landlord will need to sign. A lease lasts one year. However, if you want to leave your rented apartment before the end of the contract, you will need to give a one month notice. Should you not meet this requirement, the landlord may retain all or part of your deposit (see below).

... Deposit
This is a month’s rent (service charges not included) that you will need to pay upon signing the rental contract. It will be returned to you within 2 months at the latest after you leave the accommodation, unless things have been damaged or you forgot about the three months’ notice.

... Guarantor
In most cases, the landlord, whether private or institutional, will require a guarantor, i.e. a person (a relative or friend) or a legal entity (organization, association, etc) who commits in writing to pay the rent, should you fail to do so.

For CROUS residence halls, the guarantor needs to reside in France or the European Union and needs to be able to prove that his/her monthly income amounts to three times, and even four times, the monthly rent itself. Without a guarantor, you will have to either pay for your entire stay at once, or pay 3 deposits, or sign a direct debit authorisation.

... Inventory of Fixtures
This is a description of the state of the accommodation and its contents room per room, including amenities. There will be two copies of it and these 2 copies will both be signed on the premises by yourself and the landlord upon receipt of the keys and when you leave.

Don’t hesitate to test taps and toilet flush to detect potential leaks. Check for holes in the walls, humidity or mold spots, parasites, unglued wallpaper, broken tiles, and so on, and be sure to mention all these important details so you will not be held responsible for them when you leave.
... Home Insurance
In France, as a renter, you have to take out a comprehensive home insurance policy called in French “Multirisques habitation”, which covers fire, water damage, theft and so on and includes civil liability.

This is absolutely mandatory and the CROUS or any other private owner will ask for it.

Please note that the Expat&co insurance suscribed by the IT4BI consortium can be used as a home insurance. Then, you can provide your owner with your certificate.

... Service Charges
(Do not concern residence halls)
Usually include cold water, cleaning of common parts, caretaking fees and heating when it’s collective. Enquiring about heating costs is really important, because they can be quite high if the place is not well insulated.

... Standing Charge
Electricity, gas, water, phone, Internet are payable by the renter.
There are now several electricity and gas providers.

Electricity provider contact (EDF):
Bilingual service : (+33)5 62 16 49 08
www.particuliers.edf.com
You will need to give them the name of the former tenant, your exact adress, and the peak hour (heures pleines) and low hour consumptions (heures creuses).

Gas provider contact (GDF):
Phone: (+33) 0810 800 801
www.dolcevita.gazdefrance.fr
Compagnie générale des eaux (Water provider):
Phone: 0811 904 904 (local call)

Upon arrival and departure, remember to take note of your energy consumptions by checking meters. At the end of your stay and before leaving France, don’t forget to terminate all your contracts.

... Using the Phone & the Internet
Refer to the chapters “Everyday life”, paragraph named “Means of communication”.

... Local Residence Tax
(Does not concern residence halls)
This is a tax the renter is required to pay if he/she was staying in the accommodation on Jan. 1st of the current year. It is payable once a year to the Tax Office.

... French Housing Subsidy
You can get a housing subsidy provided by Caisse d’Allocations Familiales (CAF, Welfare Office) if your residence permit is in order with authorities.

To do so, you will need to provide online data and fill in an application. CAF office is situated : CAF, 6 rue Louis Armand, 41 000 BLOIS.

The online application is available on this website: www.caf.fr > Etudiants > Aide au Logement

To be entitled to housing subsidy, you need:
- to possess a french bank account
- to rent a housing by yourself and your name needs to show on the lease

Should you need any assistance filling the CAF application, please refer to your LAM.
Upon Arrival
Your life as a student in Blois

Registration at the Registrar’s Office of the Computer Science Dpt

This is at least to make acquaintance and also to check your student file with you.
The Computer Science Department is located 3 place Jean Jaurès, Blois, and its Registrar’s office is situated at the 3rd floor, office 335.

Meeting at the Start of the Semester

You will need to attend a meeting to prepare the start of the year. During this meeting, the courses, the building and some teaching staff members will be introduced to you. It will also be explained how to use your student card (called Atout’Centre card) and the ENT (Environnement Numérique de travail) that you will use to know your weekly schedule.

Atout’Centre Card

This card is your student card. It is for your use only. It has your picture, your first, middle and last names and subject on it, as well as the year you are studying in.
It is a multi-use card which enables you to borrow books from the university libraries, to eat at the university restaurants (RU), to print documents from the computers in the computer rooms of the university.
You will have to recharge credit on your card thanks to your ENT. It enables you to credit your card with your bank card. You just have to connect to your ENT (Virtual Work Environment), click on the «Bureau» tab, and go to the line atout’centre. There you will be able to change your password (Mot de Passe), to charge money for the restaurant (porte monnaie CROUS en ligne) or copy machines (porte monnaie impressions).
It is therefore important that you take great care of it. Should you lose it, should it be stolen from you or not work, you can obtain a new card from the registrar’s office. You will then need to pay for a new card.
**Mentorship**

The University François Rabelais also organizes mentorship. This consists in having a French student of the François-Rabelais University help a foreign student who has come to study at our university for a semester or an academic year.

This is a way to give foreign students a hand (the French student can help him/her upon arrival at university in general organization, to find his/her way through town, and so on ) and most of all to get to know people from different backgrounds. You get to choose the language you want to speak and you can learn a lot about the way different people live, about cultural differences, and that is truly a very enriching experience.

Moreover, you can both introduce the other to another circle of friends and make new friends.

**University Restaurants**

There are two places in Blois where you can eat for a low price:

- the university restaurant (RU), located 10-12 rue Anne de Bretagne, in the center of the city, near the CROUS. It costs 3,20 euros per meal.

- the restaurant at ESPE (french institute for teachers’ formation), located 9 avenue Paul Reneaulme, near the university. There, you will have to book for your meal and to pay by bank check only.

Both are open during the academic year from 11:30 a.m. to 1:30.

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**Facilities**

**Libraries**

Blois university library is located at 6 place Jean Jaurès: indeed it is the second floor of the municipal library called “Abbé Grégoire”.

The university library comprises the following fields: computer science and telecommunications, engineering sciences, landscaping, legal sciences and social sciences.

Tours and Blois university students have free access to them and books can be borrowed at no charge, except for inter-library loans (for which you will be asked to pay transport costs).

Your Atout’Centre student card will enable you to borrow the books you need.

You can access your reader’s account from any computer connected to the Internet by using your login. This way, you can manage your loans, consult the online catalog, reserve one or several books and extend the loan period.
Joining BDMA - Semester 3
Joining IT4BI - Semester 2
Joining IT4BI - Semester 1

Université François Rabelais de Tours
Blois Campus

- **Computer Rooms/Printing & Copying Services**

You may need to print some documents, make copies, or bind pages you have prepared. Here are a few places where you can do that.

**To Print**
As explained in the Everyday life part (c) Means of communication; 2-Internet), you can print from a university computer (in computer rooms) on copiers. You will only need to charge money on your student card.

**To Make Copies**
If needed, you can ask the Registrar’s office of the Computer Science Department for some copies or scans.

**To Bind**
Regarding binding, copies and printing (both color and black-and-white), you can also go to specialists located. For instance, there is “AROBASE” situated 7 Rue du Palais in Blois, 5 minutes away from the campus.

- **The CRL (Centre de Ressources en Langues / Language Resource Center)**

Blois Campus benefits from an innovative language learning Center: the CRL allows every student to study at his/her own pace, according to his/her level thanks to multimedia supports. This is a wonderful tool to improve your knowledge of French.

A member of the teaching staff works out the student’s needs during an interview. He/she defines a program that will enable the student to progress at his/her own pace, according to his/her starting level.

The student is then in charge of his/her own learning process and his/her work is monitored while keeping a certain autonomy.

CRLs are made up of 5 working areas (audio, video/TV, reading, computers, and conversation) where students choose the resources on which they

- **Sport and Culture**

- **Physical Activities and Sports**

Thanks to SUAPS (Service Universitaire des Activités Physiques et Sportives), you can practice different sports during the first and second semesters.

All you need to do is sign up on ENT (Environnement Numérique de Travail, your electronic student portal) for classes and activities you are interested in. Please consult the SUAPS website for further information: www.univ-tours.fr/suaps/

Meet them at their office (009) in Blois every Wednesday from 14:30 to 17:00.

NOTE: try to do this as soon as you can, as there are often many people for few places.

- **The Sport Pack**

This is intended for all students. You will get it while registering at the registrar’s office of the Computer Science Department. It is already included in your tuition fees. It enables you to practice one or two physical and sports activities for free. Thanks to this, you can take part in sports periods, events (badminton night, U ride a bike, event weekends), sports challenges and competitions in general.
Cultural Passport for Students
This booklet has the size of a passport, and once you have it, outings will be easier for you! It contains free tickets to theaters, dance, music events, as well as many discounts on exhibition, movie, shows, or festival tickets in Tours and its surrounding area and also in Blois. Just as the “Sport pack”, this is included in your tuition fees and the Registrar’s office will provide it to you from your arrival.

Medical Services

Health
There is a preventive medicine office at university, located in Tours (refer to “Useful numbers and addresses”).

Disability
Intended for students who face or are facing health issues or disability, the “Mission Handicap” implements global and customized actions to take into account the student’s needs in order for him/her to make the best of his/her study plans and student life (courses, culture, sports, social life) and optimize his/her autonomy.

There are specific regulatory measures regarding tests and exams. If you request those, you must make an appointment at the “Mission Handicap” located 60 rue du Plat d’Etain in Tours.
You can reach them at 02 47 36 68 30 and their office is open to students from 9:00 a.m. to 5:30 p.m., preferably by appointment one month at the latest before the beginning of your exams.

“Mission Handicap” aims at:
- advising students on courses to follow and helping them during their studies
- adjusting studies and exams to students
- assisting students to integrate the world of work
- heightening staff awareness to disability
Everyday Life in Blois

Your Bank Account

You do not have to open a bank account and you may well choose to keep your account in Belgium, but it may be easier for you to open one here in France. Any foreigner residing for over three months in France may open a bank account to get a checkbook and/or a bank card.

There are two types of bank cards:
- Basic withdrawal cards used only to withdraw money from your bank’s Automatic Teller Machines 24/7.
- Withdrawal and credit cards used both to withdraw money from any ATM and to pay for your purchases in shops.

Banks charge you 30€ and 40€/year.

To open a bank account, you will need to provide the following:
- Identification (passport, visa, residence permit)
- A proof of where you live (phone or electricity bill, rental contract)
- A student card
- Documents to show proof of your incomes
- A deposit of 20€ at least but it is not always demanded.

Here is a sum-up of what banks in Blois have to offer. This should help you to compare advantages and service costs. Please note that these rates stand for the year 2011-2012 and are only indicative.

<table>
<thead>
<tr>
<th>Address</th>
<th>Société Générale</th>
<th>BNP Paribas</th>
<th>CIC</th>
<th>Caisse d’Epargne</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 Avenue du Maréchal Maunoury</td>
<td>42 Rue Denis Papin</td>
<td>23 Avenue du Maréchal Foch</td>
<td>55 Rue Denis Papin or 34, avenue du Maréchal Foch</td>
<td></td>
</tr>
<tr>
<td>Credit card cost</td>
<td>Direct debit international card (MasterCard or Visa): 1€ a year.</td>
<td>Direct debit international card VISA CLASSIC: 40 € a year - Direct debit card 18 - 24 year old 20 € a year</td>
<td>Direct debit international card: 37.75€ a year</td>
<td>Direct debit card Visa Classic or Visa: 17.94 € a year</td>
</tr>
<tr>
<td>Insurances</td>
<td>- Loss or theft of payment means: included - “Home” insurance: 8€ per month</td>
<td>- Loss or theft of payment means: 26.90 € a year - health insurance - “Home” insurance</td>
<td>- Health insurance - “Home” insurance</td>
<td>- Loss or theft of payment means: 18.30 € a year - “Home” insurance - Health insurance</td>
</tr>
</tbody>
</table>
Means of Communication

... Cell Phones

Most accommodations have no ground line phones. Cell phones are the most practical way to call.

You will not be able to take out a subscription as they cover a two-year period (24 months). However, there are other options, such as prepaid cards. The main phone companies are Orange, SFR, and Bouygues Telecom, but there are also other companies not so well known, such as Virgin Mobile, Simpleo, M6 Mobile, Universal Mobile or Coriolis.

These cards (5 to 50€ worth in calls) can be bought from the shops of the 3 main companies and newsstands, as well as post offices.

... Internet

According to your type of accommodation, you do not all have the same possibilities to access the Internet. People living in university residence halls have computer rooms, but there aren’t many computers. Wi-Fi is available in all university residence halls. Depending on your needs, subscription rates vary.

CROUS will recommend you its partner internet provider (called “fournisseur d’accès à internet” or FAI in French) but you are free to choose another one.

People renting an apartment from a private individual can have a phone line through an internet provider. Most suppliers offer monthly all-inclusive prices with unlimited connection, unlimited ground line calls in France (except for special numbers) and in many countries in Europe and in the world (EU, USA, Canada ... but make sure that the country you want is included in that offer) and cable or satellite TV channels. This costs roughly 30€ a month and the different FAI are France Télécom (often a bit more expensive than the others), Free, Neuf Telecom, Bouygues Telecom, Numéricable. Check the time period to which you commit yourself and cancellation fees.

And finally the most economical option will always be to take advantage of the various computer rooms that the university and the “Région Centre” put at your disposal throughout campuses. They are all equipped with computers connected to the Internet and you will be able to check your ENT (“environnement numérique de travail”) and your emails, to know about your schedule for instance (punctual changes may occur and you need to check that as often as you can), or else the status of your registration with sports clubs or your reader’s file at the library (when is the book you borrowed due ? : make an online reservation for a book to pick it up later on, and so on).

You can also print documents from your workstation on one of the university computer rooms’ copiers.

Post Services

The nearest post office is located 2 rue Gallois, close to the castle of Blois.

This post office is opened from Monday to Friday, 9.00am - 6.30pm. On Saturdays, only from 8.00am to 12.30am.
Everyday Life in Blois

Food

France has a great cooking tradition and especially something called “un terroir”, produce that is typical in each region and that you will find in gourmet menus. The climate, geology and history all nurture this diversity.

Blois and its nearby region called Touraine, are well known for their wines (red, white or rosé, sparkling or still), “rillettes and rillons” (made with cooked pork meat), goat’s milk cheese, “poires tapées” (pears candied in wine), Tatin pie and fine chocolates.

Furthermore, as every town in France, Blois hosts numerous outdoor markets where producers come to sell their fresh fruit and vegetables, poultry, cheese and fish.

Here are the main and biggest outdoor markets of Blois:
- Marché Coty, rue Pierre et Marie Curie, on Wednesday mornings
- Marché du Centre-ville, Place Louis XII, on Saturday mornings
- Marché Lorjou, Place Bernard Lorjou, on Sunday mornings.

The French usually have three meals a day:
- Breakfast in the morning is usually based on sugary food and is taken at home before going to work;
- Lunch from approximately 12 to 1 p.m. is eaten at home, at work, in canteens, restaurants or cafeterias. This is usually a full sit-down meal, but people on a busy working schedule only have a sandwich that they eat in the street;
- Dinner from 7 to 8 p.m. is also a full sit-down meal, but sometimes lighter than lunch.

A typical meal includes a starter (raw vegetables with dressing, delicatessen, small fish), a main dish of meat or fish with one or two side dishes as vegetables or pasta, potatoes or starch food, cheese or a dairy produce (a yogurt for instance) and a dessert. The dessert can be standard (fruit, yogurt, and stewed fruit) or more sophisticated (piece of pie or tart, ice cream and so on).

A cup of coffee or a hot beverage (tea, herbal tea) ends the meal.
WHERE TO EAT?

- You can eat for a low price (3.20 € a meal in 2013/2014) in a university restaurant (RU) or at the ESPE restaurant. The RU and cafeteria are situated 10-12 rue Anne de Bretagne, exactly at the same place than the CROUS indeed. They are open during the academic year from 11:30 a.m. to 1:30 p.m.

- In the town center, you will find bakeries or small shops selling sandwiches and beverages, pastries.

Here are some restaurants we recommend:

- **Le Duc de Guise** (13 place Louis XII) : pizzeria and French traditional cooking
- **Via Vietnam** (2 boulevard Vauban): Asian cooking
- **Les Banquettes Rouges** (16 rue des Trois Marchands) : French traditional cooking
- **La Scala** (6, Rue Minimes) : pizzeria and Italian cooking.

**Recommended by your LAM and previous generation of students:**

- **Au Coin de Table** (9, rue Henri Drussy): Home-made cooking with fresh ingredients, in a vintage atmosphere. Best burgers in Blois
- **Food’n’Brew** (7 Rue du Poids du Roi): cooking with local ingredients. Possibility to have a vegan meal.

To shop in supermarkets, don’t forget to take a shopping bag or basket, as shops do not provide plastic bags to take away your groceries. You can pay by check, bank card or in cash, and most shops now have regular customer’s cards which entitle you to discounts on your purchases or to get points that you can exchange for discounts also or gifts later on.

There are different types of shops:

- **Superettes** which are small grocery stores that remain open until late in the evening. Products usually cost more in those shops than in supermarkets.
- **Mid-sized stores** (Carrefour Market, Diagonal, Intermarché): they usually belong to a big chain store (Géant, Carrefour, Auchan).
  
  Opening hours are 9-10:00 in the morning to 7-8:00 in the evening.
- **Hypermarkets, supermarkets** (Auchan, Cora, Leclerc): they are usually located in malls where you’ll find shops of all kinds (shoe stores, sportswear stores, cafeterias, costume jewelry, gadgets). These malls are located in the suburbs of the town, but buses can take you to them (website of the Blois bus service: www.tub.fr).
Everyday Life in Blois

Health

... Health Insurance
If your Belgian mutualité enables you to be covered everywhere in Europe, you will be able to use your European health insurance card in France. If that condition isn’t satisfied, you will need to choose between two organizations that are in charge of health insurance for students living in France:
- LMDE: 4 B rue Paul Louis Courier, 37000 Tours, 09.69.36.96.01
- SMECO: 16 rue Saint Lubin, 41000 Blois 02.54.58.80.51

... Doctors
If you happen to be sick, make an appointment with a doctor. You may choose one close to where you live by looking one up in the Yellow Pages (phone directory where people are listed according to their jobs) for instance or by looking for their golden plates on the front of their offices when you walk in the streets.
A consultation usually costs 23 € and you will get 70% back from your health insurance.
Please note that you will have to make an appointment by phone and go to the doctor’s office for your appointment. If you are unable to, call a doctor who will tell you whether or not he/she makes house calls.
If the doctor cannot come, you can call a service called “SOS médecins” at this number 02 47 38 33 33.
If you are sick on a Sunday or a national holiday, there’s always a doctor on duty and you can get his/her number by dialing 17 (Police Department). However, please note that in that case, the doctor’s fees will be higher. If it’s an emergency, dial 18 directly.

... Pharmacies
The doctor will give you a prescription with the medicine you need to buy from the pharmacy.
Choose the closest one to your place because, if you need to renew a treatment or if they do not have all the medicine you need, you will have to go back. In addition to this, your file will be registered there and you won’t have to provide all your documents each time.
You will be asked to show your European health insurance card: generally this allows you to pay less than 50% of your medicine’s cost. The pharmacy will be paid directly by Social Security.
However, beware! Some prescriptions cannot be reimbursed even with an European card, and you will need to pay for your medicine, but the doctor or pharmacist should let you know about any exception.
If you need to go to a pharmacy on a Sunday, Monday morning, national holiday or during the night, there is always a pharmacy on duty. You’ll find its name and address in the local newspaper or just call the police (17) to know. You may also find the name and address of the pharmacy on duty posted on your local pharmacy’s door.
...Useful Phone Numbers and Addresses

Emergency Phone Numbers
- Fire Department 18
- SAMU (Health Emergency Service) 15
- Police 17
- European Emergency Number 112
- SOS Médecin (House calls) 02 47 38 33 33

Hospitals
- Hôpital Blois, Mail Pierre Charlot 41000 Blois, 02 54 55 66 33
- Private General Hospital of Blois, 3 Rue Robert Debré 41260 La Chaussée-Saint-Victor, 02 54 90 91 92

Ambulances
Ambulances Bel Air Willy Spitz et Fils 02.54.43.43.43
Ambulances Blois Vienne 02.54.74.64.94
De Coucy Hervé 02.54.56.16.92
Ambulances Carton Blois 02.54.78.74.63

English speaking doctors in Blois
Dr Regnaut François: 11, rue Père Brottier, 02 54 78 00 47
Dr Léauté Etienne: 83, avenue Prés Wilson, 02 54 55 10 00
Dr Husson Fabrice: 6, rue Orfèvres, 02 54 78 14 27
Dr Common Catherine: 13, rue du 1er septembre, 02 54 78 92 97

University Medicine
10-12 rue Anne de Bretagne - 41000 Blois (next to the CROUS and restaurant) 02.54.74.78.97 - aude.didierlaurent@univ-tours.fr
In Blois, you can have a meeting with a nurse. She will provide you advice, listenning, and will, if necessary, guide you to another professionnal.
She will receive you every days with or without appointement.

2, rue du Hallebardier - 37000 Tours 02 47 36 77 00
Physical examinations, but also consultations carried out by professionals: doctors, nurses, social workers.
You can also have free specialized consultations: psychological support, psychiatry, sexology, dietetics and nutrition, gynecology, contraception, dermatology and STDs (sexually transmitted diseases), sports medicine and health monitoring of top athletes, dental hygiene and vaccinations.

Social Worker
Ms Delphine PEAN, Phone: 02 47 36 77 08, Email: delphine.pean@univ-tours.fr
By appointment, you can meet her at the University Office of Preventive Medicine and Health Promotion – Service Universitaire de Médecine Préventive et de Promotion de la Santé (S.U.M.P.P.S.), 60 rue du Plat d’Etain in Tours, next to the CROUS.
Everyday Life in Blois

Leisure

...Public Libraries (or BM)
BM (Bibliothèques municipales) are located throughout town and their access is free of charge. Registration is free for students under the age of 25 and free for 25-year-olds and over who possess the “Passeport Culturel etudiant”.

The biggest and most accessible to you is the one situated right next to the Blois campus:
Moreover, the university library is located at the second floor of this municipal library.

Please note that this is also a multimedia library: besides books, you will be able to borrow CDs and DVDs.

To consult or borrow books, all you need to do is request a reader’s card from one of the desks.
To register, you will need to bring the librarian:
- Your student card
- Your Passeport Culturel etudiant
- Your identity card or passeport
- A proof of domicile (your rental contract)

...Movie Theaters & Bowling

THE LOBIS - 12, avenue du Marechal Maunoury
This movie theater will permit you to see films at 8€ a ticket, 6.20€ on the afternoon for students under the age of 26 and you will pay only 5.20€ on the morning.

This cinema tends to show low-budget movies, very rarely blockbusters.
You can watch some films in their original language with French subtitles, which is a good exercise for you.
You will be able to use the cafeteria which offers a selection of homemade and fresh dishes prepared by the members of the association each day.

CAP’CINE - Rue des Onze Arpents
This movie theater offers you current movies in national release. You will pay 6.80€ if you show your student card.
It costs only 5€ in the morning. The cinema is further but there are some restaurants and bar. No far from the cinema, there is also the bowling.

BOWLING WORLD - Rue Robert Nau
You can play for 6.90€ a party. There are also many snookers.
...National Museums and other Historical Sites

When you’re sightseeing, don’t forget to say you’re a student. Showing your student card will usually get you a discount ticket.

Moreover, if you’re under 25 years old and from an EU member state, you will have free access to national museums (all you need to do is check whether the museum is a national museum or a privately owned museum).

It goes without saying that you are in Blois to study, but once in France, you can also take advantage of weekends, national holidays (1st November, 11th November, 1st May, 8th May, Ascension Day - always on a Thursday in France - Whit Monday) and also breaks (two weeks at Christmas, one week in February, two weeks at Easter) to explore the region or more on your own!

...Zoo de Beauval

Ranked among the 15 most beautiful zoos in the world by Forbes Traveler, the Zoo de Beauval is located 45 minutes away from Blois.

With more than 4,600 animals of 400 different species, this is one of the largest zoos in Europe.

The entrance ticket costs 26€ (2014-2015 rates). The zoo can be reached using the bus called «Route 41» (see page 60), available from April. A round trip costs 4€.

More info on: www.zoobeauval.com/

...Trips

If you go on a tour of France during university breaks, you will always have several types of accommodation at your disposal. Here are a few of them:

- **Camping grounds**: make sure they have vacancies before you leave! Call the Tourist information Center or the camping ground you have selected and make a reservation.

- **Youth hostels**: likewise, you will need to book a bed and the best way to do this is to call the youth hostel (Auberge de Jeunesse – AJ) or to make a reservation (www.fuaj.org). Moreover, the website or the person you talk to will recommend places to go, things to see, places to eat typical food, where to start, and so on. The website also gives you a lot of tips (e.g. combos’ youth hostel + meal or youth hostel + bus).

- **The “gîtes de France”** (www.gites-de-france.com) are also a good way to limit the cost of your stay. Self-catering cottage, bed-and-breakfasts, lodges, camping grounds and chalets can accommodate you wherever you go.

- And finally, for the boldest travelers, you can also stay at people’s places on a couch or in their spare bedroom. This website www.couchsurfing.org will help you to find people who agree to put you up wherever you are. Read instructions carefully and, most of all, don’t go on your own. Better safe than sorry.

© Zoo de Beauval
Transport

Watch your bags at all times when you arrive in France or during the trips you will take: as a security measure, France has implemented the Vigipirate Plan (against bombs and suspicious parcels). This plan consists in paying closer attention to suspicious bags. You therefore need to label your luggage (which may also help authorities to find you if your things are stolen or lost). Write your first and last names, address in capital letters. Do not leave your bags unattended at any time in the airport halls or in the train station. They could then be considered a threat and security services could blow them up as a security measure.

... To Move Around Blois

You can take Azalys town buses (www.azalys-blois.fr/) which run throughout the town and its suburbs. Buses operate from 6-7:00 a.m. to approx.1:00 a.m. A single ticket can be used on all routes. It costs 1.20 € in 2014/2015 and is valid for one hour. You have to purchase it on the bus. You can also purchase a book of 10 tickets and/or a day pass.

... To Move Outside Blois

You have several options.

- By train: The SNCF (Société Nationale des Chemins de Fer) offers special rates for people under the age of 30. You can purchase a 12-27 card to get 25% or 60% discount on fares - depending on the time periods you’re traveling. It costs about fifty euros and is valid for one year. It also entitles you to car rental discounts at SNCF partners (Avis and Accor). If you do not want to buy the card, the SNCF website (www.voyages-sncf.com) offers specials called “découvertes 12-25”.

For your information: it takes 50 minutes to go to Tours, 50 minutes to go to Orleans, 2 hours to go to Paris and 3 hours to go to Bordeaux.

- By bus: you can also use the extensive bus service that runs outside the town. Azalys or Route 41 buses (www.azalys-blois.fr or www.tlcinfo.net) will take you within the “département”.

- By plane: There is an airport in Tours (Tours-Val de Loire Airport: www.tours.aeroport.fr) which operates to different cities in France and Europe: Pau, Figari, London, Dublin, Marrakech, Porto,... It is also very easy to take the TGV which will take you directly to Roissy-Charles de Gaulle Airport, and from there, the world is yours! All you need to do is book your tickets in a travel agency or on a website.
Cost of Living

Here are a few examples of prices of everyday goods to give you an idea of the cost of living in Blois:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A «baguette» (bread)</td>
<td>0.40€ (supermarket), 0.85€ (bakery)</td>
</tr>
<tr>
<td>A liter of milk</td>
<td>0.70€ to 0.80€</td>
</tr>
<tr>
<td>A 250gr block of butter</td>
<td>from 1€ to 1.50€</td>
</tr>
<tr>
<td>A sandwich in town</td>
<td>from 4€</td>
</tr>
<tr>
<td>A can of soda</td>
<td>1€ (supermarket), about 3€ in a café</td>
</tr>
<tr>
<td>A cup of coffee</td>
<td>1.50€</td>
</tr>
<tr>
<td>A cup of tea</td>
<td>2.50€</td>
</tr>
<tr>
<td>A bus ticket</td>
<td>1.20€</td>
</tr>
<tr>
<td>A stamp</td>
<td>0.58€ (for metropolitan France), 0.70€ (for the EU&amp; Switzerland), and 0.85€ (for the rest of the world) for a 20gr letter</td>
</tr>
<tr>
<td>A movie theatre ticket</td>
<td>6.90€ with the student card, in Cap Ciné</td>
</tr>
<tr>
<td>A game of bowling</td>
<td>6€</td>
</tr>
<tr>
<td>Swimming pool entrance fee</td>
<td>5€</td>
</tr>
<tr>
<td>A meal in a restaurant</td>
<td>12-15€ for a full meal (starter, main dish cheese or dessert)</td>
</tr>
</tbody>
</table>
| electricity (depending on the provider and use) | For a studio with electric heating : +/-€45 per month  
For a studio without electricity heating : +/- 15€ per month |
| gaz (depending on the provider and use)   | For heating and cooking : €35 per month                               |
| Sanitary Water                            | between €15 and €30 per month                                        |
| Internet (depending on the provider and offer) | between €15 and €30 per month                                      |

As for a typical monthly budget, you should anticipate to spend at least 600-700€ on average, which includes rent and cost of transport, food, outings and leisure activities, as well as upkeep costs.
YOUR CONTACTS AT UFRT BLOIS:

PATRICK MARCEL, Local Programme Coordinator
THOMAS DEVOGELE, Director of the Computer Science Dpt
LUCIE KUHNEL, Local Administrative Manager
lam-bdma@univ-tours.fr - (+33) 02.54.55.21.68
Semester 4

Master’s Thesis Preparation & Supervision  
Final Event
Master’s Thesis Preparation & Supervision

During the fourth semester, students are required to put into practice what they have learned during the previous semesters. This is achieved by a Master’s Thesis that can be done either as a placement in the industry or an internship in any full or associated partners. The thesis is evaluated jointly. The jury will be composed of one member from each full partner, one associate academic partner, and one associate industrial partner. The thesis work will be considered for submission to scientific conferences.

The Master’s thesis can be done either as a placement in the industry or an internship in any full or associated partner. It will be written in English and defended in English as well during the annual workshop. The thesis defence lasts for 60 minutes, including questions. Three lecturers from HEIs different from the one in which the student did his/her work will mark the dissertation beforehand. The jury will be composed of one member from each partner, one associate academic partner, and one associate industrial partner. The marks from the oral presentation and written evaluation are then averaged out to give a final mark. Grade harmonisation will be performed if defences are organised as parallel sessions. The thesis work will be considered for submission to research conferences.

Final Event

After their fourth semester, all students will be gathered in the event “Master’s Theses Defences and Graduation Ceremony”, which will be organised annually by one partner of the consortium.

The closing event will be attended by all main partners as well as associated partners and industrial organisations (according to their availability). In this event the students will defend their master’s thesis, which will allow main, associated, and external partners to evaluate the students and their skills. The event will be followed by the graduation ceremony.
Disclaimer

Please note that this guide is a non-binding document – provided for information purposes only.

The Consortium has done its utmost to ensure that the information contained in the Student Guide is accurate and up-to-date when published. Therefore, it cannot be held responsible for any mistakes or omissions, and it reserves the right to revise the content whenever necessary.

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