

Erasmus+

Edition 2019-2020

Welcome!

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Willkommen!

word from the Coordinator...



Bienvenue!

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

Bienvenido!

A handwritten signature in blue ink that reads "Esteban Zimányi".

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.

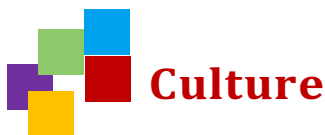
Within this framework a series of measures have been initiated:

- 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.



Culture

European population makes up for 7% of the world's population.

The European Union is composed of 28 member states, 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.



Everyday Life

■ 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:

Country	Country code	City code
Belgium	32	Brussels: 2
France	33	Paris region: (0) 1
Germany	49	Berlin: 30
Netherlands	31	Eindhoven: 40
Spain	34	Barcelona: 93



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/>



Overall Presentation of BDMA



Academic Programme

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
- CentraleSupélec, Paris-Saclay University 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.

■ Course Structure

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

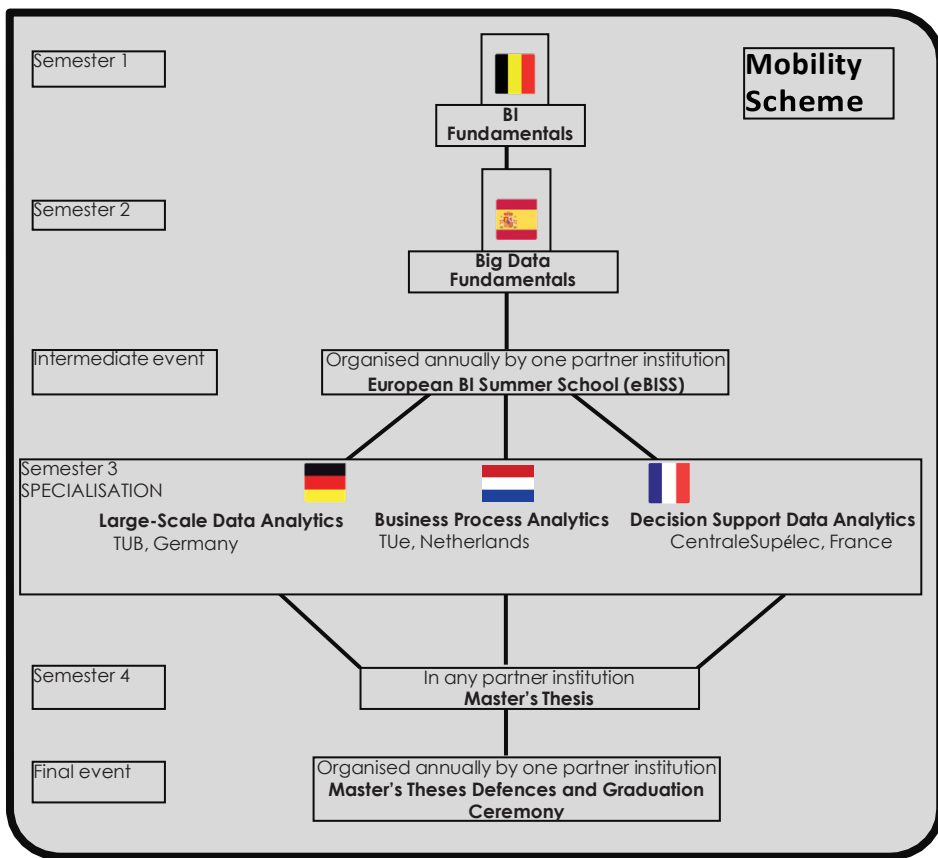
After this first year, all students participate in the European Business Intelligence Summer School (eBISS), which will be hosted and organized annually by one partner institution.

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);
- Decision Support & Data Analytics (CentraleSupélec);

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 2020-2021 on the BDMA website:
<https://bdma.ulb.ac.be/bdma/>

BDMA Administrative Affairs



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, Serbia). 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, Former Yugoslav Republic of Macedonia, Serbia) comprises:

- Participation costs: 4,500 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 BDMA programme (24 months maximum).

The scholarship for students from Partner Country comprises:

- Participation costs: 9,000 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 BDMA programme.
- Installation costs: 1,000 euros
- Contribution to subsistence costs: 1,000 euros per month for the entire duration of the BDMA programme (24 months maximum).

To know your category visit
BDMA website



Visa & Residence Permit for Third-Country Students

This section is intended for non-European students, as European citizens do not need any visa or residence permit to move within the European Union.

If you are a non-European student, please note that despite the Schengen area, visa issues remain mainly under the national competence of states.

You will have to apply for a visa to come to ULB - before the beginning of the programme. A full description is available under the section "Joining BDMA – First Semester".

REMINDER

To initiate the visa request, you will need at least:

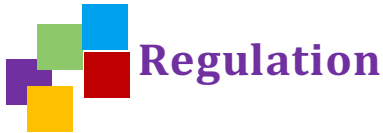
- A valid passport (we advise you to have a passport valid at least for 2 or 3 years before you enroll in the BDMA programme; thus you will avoid having to renew it during your stay in Europe);
- A letter of admission from the Consortium;
- Any document proving how you will finance your studies (for 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/policies/borders/borders_visa_en.htm



Please, always check the informations on your visa as soon as you get it, to provide from any mistakes that may compromise your arrival.

BDMA Administrative Affairs



■ Behaviour / Ethics

You have to agree to the terms and conditions of the Student Agreement.

You have to comply with national law of host countries and regulations in force in host institutions, including computer rules and responsibilities.

Any fraudulent act - such as cheating, falsification or plagiarism - would result in your exclusion from the programme.

■ Examinations

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".



Insurance

Tuition fees cover insurance costs: all students thus get medical insurance coverage. The chosen insurance meets the minimum insurance requirements of the Erasmus+ programme for Joint Master Degrees.

As soon as you enroll in BDMA, the Coordination Office enrolls you for the whole duration of the programme and you will be informed of the terms and conditions of the insurance coverage.

You will immediately get a scanned copy of your insurance card (required before applying for a visa), and the actual card will be delivered upon arrival in Brussels. The insurance coverage is valid throughout the world.

The coverage provided by the Erasmus Mundus programme is summarized in the table page 15.

However, everyday medical costs are not covered by the insurance. You will need to register to one or several national health systems (Belgian, French, German, Dutch or Spanish). Then you will be able to use the European Health Card to get reimbursed your medical expenses.

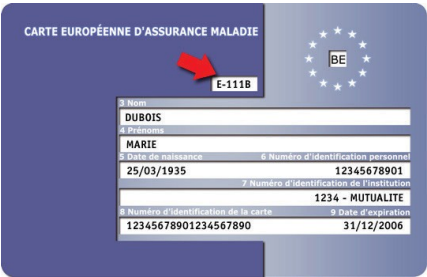
More information is available in each partner's part of this guide.

Indicative insurance coverage

The Expat&Co Global Student Insurance comes in Basic and Comprehensive versions and Full Cover or Top Up coverage.

BDMA students benefit from the Comprehensive version and Full Cover.

Global Student Insurance is broken into 5 modules. The Comprehensive & full cover includes the following benefits & options. The table figures correspond to the maximum cover per person per annum/trip.



European Card of Health Insurance

Module 1: Medical Treatment Costs	Basic +
Hospitalisation due to accident, illness or pregnancy < 6 months at moment of departure	100%
Ambulatory treatment costs due to accident, illness or pregnancy < 6 months at moment of departure	100%
Urgent dental care	€250 / claim
Annual dental check-up	€75
Dental surgery following an accident	100%
Psychological help after trauma	3 visits
Module 2: Assistance Abroad	Basic +
Referral service concerning hospitals/doctors in host country	YES
Linguistic assistance in case of a covered claim	YES
Repatriation or evacuation	100%
Forwarding essential medications / medical applications	100%
Tracing and rescue	100%
Telecommunication costs relating to the covered claim	€125
Assistance in case of theft or loss of travel / ID documents	100%
Juridical assistance	€5.000
Advance of security deposit	€12.500
Early return in case of death of a family member	round trip (economy)
In case of death, transport of the mortal remains to the place chosen by the deceased's family	€7.500
Funeral costs (incl. laying-out costs and coffin)	€3.000
In case the insured person is hospitalized in a critical medical condition: • accommodation expenses by family members • travel expenses for 1 family member	max €75 per person per day max €7.500 (economy)
Module 3: Accidents	Basic +
Permanent disability due to accident	€75.000
Death by accident	€5.000
Module 4: Baggage & Household Furniture	Basic +
Baggage	N/A
Home content, household furniture	N/A
Maxima:	
photo, film, video, sound and computer apparatus, per item and including accessories	N/A
jewellery, watches, per item	N/A
mobile telecommunication apparatus	N/A
(sun)glasses including frame, contact lenses	N/A
sports equipment (surfboards, skis, bicycles, etc) per item	N/A
musical instruments	N/A
ID and travel documents	€150
study materials (documents, books, study tools ...)	N/A
Purchase of essential clothing and toiletries in case of a baggage delay of at least 1 night	€100
Deductible per claim (except for travel documents and baggage delay)	N/A
Module 5: Extra Contractual Liability - Private Life	Basic +
Physical damage to third party	€20.000.000
Material damage to third party	€1.000.000
• For the USA and Canada: physical and material damage (in all)	€1.250.000
Tenant liability (not in USA or Canada)	included

Joining BDMA

Semester 1

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Université libre de Bruxelles

ULB





Facts & Figures



Church St Jacques de
Coudenberg, and Atomium

© sxc

© www.atomium.be - SABAM 2012

■ 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:
 - hometomorethan 120internationalinstitutions (among which the European Parliament, Council of the European Union, European Commission), 159 embassies 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!



■ L'Université libre de Bruxelles ULB

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.

THE UNIVERSITY AT A GLANCE

- 24.000 students
- ULB is 29% of all university students studying in Belgium's French-speaking Community (CFB)
- 1.360 technical and administrative staff
- 3.300 teaching and research staff

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 subsidised 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

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

■ Internal Travel Agency

For Partner Country students, we can book the ticket for the student, in collaboration with our internal travel agency. The price of the tickets will be deducted from the first allocation of the part 1 of the scholarship.

Other categories can also use this system but at their own fees.

Please mind that the internal travel agency doesn't book through low cost companies.

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

- Fill in the form provided by your Local Administrative Manager and send it to: bdma@cs.ulb.ac.be
 - You will receive the proposal in the next days
 - Confirm if you accept or wish a different flight
 - Once you confirm, the tickets will be booked (unless they are not available anymore, in which case you will receive a new proposal).
- Some embassies may request to see your tickets before to issue your visa.

If the Belgian embassy requires you to present a return ticket (and only in that case), we will book the return flight for up to one year. Technically you will not take this flight, although if you know that you may have to use it because you need to go home at some point during this year, you can indicate it in the template, but mind that you are then responsible to come back.

■ Arrival

Please confirm to the LAM the useful details regarding your arrival in Brussels, once you know: day, time, flight number, place, etc. We will arrange to either pick you up or send a taxi to transport you to the residence.

The 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.



Université libre de Bruxelles ULB



Getting to Brussels

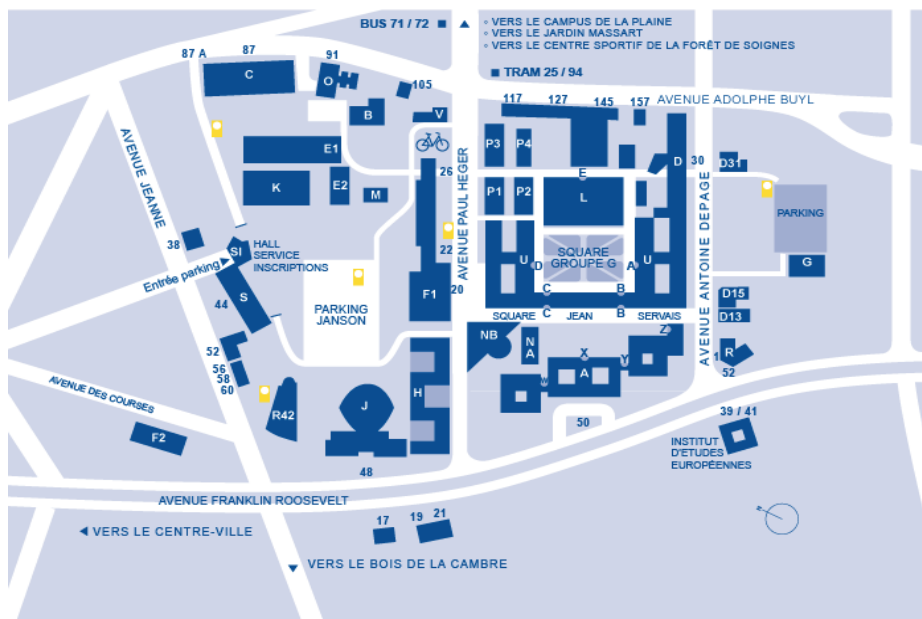
■ Once in Brussels, how to reach ULB?

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

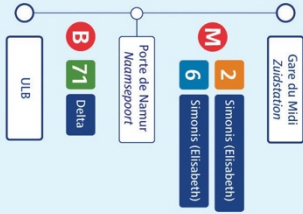
Avenue Franklin D. Roosevelt 50
B-1050 Brussels.

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.

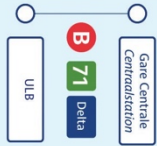


Bruxelles-Midi



1 $\pm 28'$ = 25' 3'

Bruxelles-Central



$\pm 24'$ = 21' 3'

Etterbeek



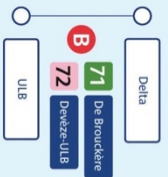
$\pm 10'$ = 7' 3'

Boondael



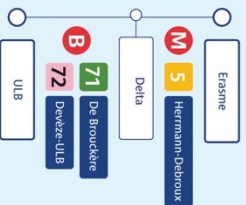
$\pm 8'$ = 5' 3'

ULB Campus de La Plaine



$\pm 9'$ = 6' 3'

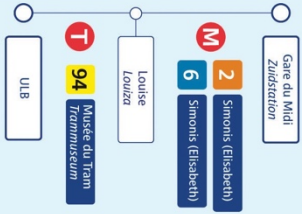
ULB Campus Erasme



$\pm 46'$ = 43' 3'

Go out Boulevard de La Plaine-side, and take the Avenue Arnaud Fraiteur right opposite you.
Keep on walking opposite in the Avenue de l'Université and enter the Campus du Solbosch
Getting to the Solbosch campus by public transport: bus (B), subway (M) and tram (T).

2 $\pm 28'$ = 25' 3'





Getting to Brussels

■ Visa & Residency Card

Needing a Visa or not depends on your nationality, on the duration and on the reason for which you stay in Belgium.

As you will stay more than 3 months, unless you are a citizen from the European Economic Area, or of Switzerland, you will need a Visa.

After your arrival in Belgium, you will also need to register at the communal office as a temporary resident.

... Visas & Entry conditions

If, according to the above mentioned criteria, you need an entry visa, you will have to apply for a **«Student long term D visa»**. If you are an Erasmus Mundus grant holder you should be exempted from the visa fee (although if the visa process is outsourced to a visa processing company such as VFS, you will have to pay their administration fee of 200 €).

As a general rule, in order to receive a visa you should prove that you have "sufficient" financial means in order to cover the expenses during your stay in Belgium.

Always attach to your visa application a proof of your revenues. For Erasmus Mundus scholarship holders: include your scholarship certificate issued by the European Commission.

If you are a self-funded student, you will have to proof your personal funds.

The Embassy will also check that you are admitted at the ULB. This is why you received an invitation letter.

Some embassies have specific requests, such as a return plane ticket, a criminal clearance or a medical visit at a doctor in your country that is certified by the Belgian authorities.

■ Where to Apply for a Visa

You may be able to apply at the Belgian embassy or Belgian consulate in your country or a neighbouring country.

If you are a legal resident in another country you may apply there too.

You will find a list of the Belgian consulates around the world here: www.diplomatie.belgium.be

■ How long does it take to obtain a Visa

The Visa process may be quite time consuming. In some cases you will receive your visa answer in 15 days but it may take as long as 2 months.

You can submit your visa application at the earliest 3 months prior to the date of your planned stay.

We strongly advise you to do so, especially if you intend to travel with dependents.

... Residency Permit

The residence permit - foreigner ID card is mandatory, even for EU citizens.

You will need it in many cases and you have to carry it with you. A police officer is entitled to ask for it at any time.

This card will replace the entry visa and enables you to travel around the Schengen area or enter the Schengen area (for example if you go home for holidays, you do not have to ask for a new visa in order to come back as long as your ID is valid).

■ How to Obtain your Residency Permit

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

However, please don't worry about this procedure: the ULB Local Administrative manager will guide you through this process and she/he will arrange an appointment with the commune.

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

Fill in the forms, gather the documents (see below) and do not miss the appointment. You will also be requested to pay a tax when registering (amount depending on the communal office +- 10-20€).

■ Documents Needed

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

- A valid passport or identity card (with visa if applicable)
- Five passport photographs
- Your scholarship/contract certificate
- A proof of your enrolment at the ULB
- Proof of accommodation
- A small registration fee
- In some cases, a birth certificate and/or marriage certificate

Some documents have to be certified and/or translated by an officially appointed translator.

Please contact the nearest Belgian consulate to check the list before leaving your country. If you have to get them translated in Belgium the cost may be considerably higher than in your country of origin.



Example of a Belgian residency permit



Accommodation

■ 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 400€ and 600€ (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 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.

Be sure you can have your official residence at this place (You will need to put your name on the doorbell)

■ 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

■ University Restaurant

The main restaurant on Solbosch campus (building F1) offers a great variety of food and is open from 11.30 am to 2.15 pm.

There are also restaurants on the Campus *La Plaine* and *Erasme* with similar opening schedules.

In general, the three campuses and the 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 Tiléul 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

For all your financial transactions – including receiving your monthly scholarship, paying your rent and utility bills and any other expenses – you are held to open a European banking account at the financial institution of your choice.

The banking system in Belgium includes four dominant national players (BNP Paribas Fortis, Dexia, KBC, and ING Belgium); alongside a host of international and smaller institutions.

Everyone is free to choose the bank of his/her choice, however **we strongly recommend our partner: ING Belgique**. Because of new international anti-money laundering measures, most Belgian banks will require a residency permit – or a proof of municipal registration – before opening an account.

As securing these documents can be a quite protracted affair - issuing a residence permit may take anywhere up to 2 months – the ULB has sought to find a practical solution so as to guarantee that you receive your scholarship in a timely manner.

An agreement with a specific agency willing to open accounts for ULB fellows with as only proof of residence the signed rental agreement.

Please note that your Local Administrative Manager will **guide you through the opening of your ING Belgique bank account**.



HOW TO OPEN A BANK ACCOUNT

You must simply:

- provide your proof of identity (passport, ID card...),
- proof of registration at the University
- proof of residence (ex. rental agreement),
- and in some cases proof of registration from your municipal authorities.

Standard bank account include:

- a checking & a savings account;
- a 'Maestro' bank card (a cash card NOT a credit card);
- and basic banking insurance.

The standard bank card allows for payment in nearly all stores within the EU as well as cash withdrawal from cash-machines throughout Europe. Once you have opened an account you can request a credit card with the same bank, but this is both up to the fellows own discretion.

ULB BANK PARTNER

Everyone is free to choose the bank of his/her choice. However, we recommend our partner:

ING Belgique.

Address : Avenue Paul Héger, 1050 Ixelles.

This agency is located on the ULB Campus Solbosch.

Phone : 02 627 55 60

Opening hours :

Monday, Tuesday, Wednesday and Friday: 09:00 – 12:00 and 13:00 – 16:00

Thursday : 10:00 – 12:00 and 13:00 – 18:00



Everyday Life in Brussels

■ Health Insurance

Health insurance in Belgium is managed through State-sponsored but autonomously run health insurers (ie. "Mutualité" or Health Cooperative).

As an BDMA student, you are covered by an extended health insurance, covering hospital fees, accidents, repatriation, etc., paid by the EM programme.

Only in case of a consultation will you be required to pay a small contribution

the remainder being reimbursed through the afore described "Mutualités".

Following this model, the BDMA students registered at the ULB are fully covered by the Belgian social security system – i.e. health care; compensation in case of incapacity to work due to illness, maternity and paternity leave; relief following work related accidents; and child allowances.

In any case, you must register to an accredited "Mutualité", which in turn will reimburse your health expenses, as well as cover an eventual long term sick or maternity leave.

"Carte SIS"



Labels



... Choosing a Mutualité

Just as for banks, you have the freedom to choose your mutualité.

However **ULB has a privileged partnership with Partenamut** who provides a special expat service in English.

To facilitate the registration, the LAM will coordinate this process for you.

Therefore, you will be registered at this mutuality, unless you inform us of a different wish.

Partenamut: www.partenamut.be

... Registering at a Mutualité

With the help of your LAM, you will need to provide:

- If you had health insurance prior to your arrival to Belgium, please provide a proof of your previous insurance status.
- If you come from the European Economic Area or from Switzerland bring your European health insurance card (EHIC), known in the past as "E104".
- If you come from another country, please check with your health insurance what equivalency documents are needed.
- Registration at the communal office, or the proof that you have requested a registration
- A proof that you study in Belgium

... Getting Reimbursed

When you register at a Belgian mutualité you benefit the same rights (conditions and fees) as a local. You will be covered for illness expenses, work incapacity, maternity and paternity leave and work-related accidents.

Your mutualité will provide you your personal health card – "carte SIS", which you have to present to hospitals and pharmacies.

You will receive as well labels to be stuck on the doctors certificates.

When you visit a doctor or dentist you have to pay a fee. After the payment, the doctor will give you a certificate. You have to place your personal sticker on it and bring it (or send it) to the Mutualité.

Part of the cost will be reimbursed by the Mutualité. A personal share (called "ticket modérateur") will be covered by you and not reimbursed by the Mutualité. The amount of this "ticket modérateur" may vary according to the type of doctor, your financial and familial situation.

If you visit a "funded" doctor (conventionné), the part of the bill you will have to cover personally will remain limited (generally around 25% of the costs).

Non-funded doctor may apply higher fees; the amount reimbursed by the Mutualité will stay the same. You will consequently have to cover a higher amount.

We therefore advise you to check if the doctor is funded before you book an appointment. Do not hesitate to ask the doctor whether he/she is "conventionné" or not.

Global medical folder: you can ask to have all your medical data centralized by one general practitioner. If you do so, you will get a 30% discount on your personal share paid to this doctor.



Certificate given by the doctor at the end of your appointment.



Everyday Life in Brussels

■ Health Insurance

... Visit a doctor, Hospital stay and buying medicines

■ ULB offers doctor facilities. At the building M on campus Solbosch, there are several general doctors and specialist (i.e. dermatologist). "Aimer à l'ULB" hosts several gynecologists and psycho-social support.

■ At the Hospital:

Having your SIS card with you; the basic costs will be covered by the mutuality and the rest by the EM Insurance.

You will receive a bill at home some weeks after your hospital stay. If your stay at the hospital is planned in advance, you must inform your *Mutualité* (and private insurance, if relevant) before the entry.

ULB owns several hospitals, the major one is at the other campus: the hospital Erasme.

Note that your personal share may significantly vary according to the kind of room you choose (single, double or shared).

We strongly advise to opt for a shared room, as extra costs might be charged on your bill if you stay in a private room and won't be refunded by the mutuality or the insurance.

If a hospitalization is planned, discuss with your doctor and *Mutualité* the possible cost.

■ Buying Medication:

Drugs are reimbursed only if a doctor prescribes them. You must go to the pharmacy with your SIS Card and prescription. You will have to pay only your personal share. You can choose the pharmacist freely. Some of the basic medicines available without prescription are not reimbursed. This is for instance the case for vitamins, paracetamol, etc.

To find the nearest pharmacy or a pharmacy open outside the normal working hours, you can go there: www.pharmacie.be.

Many drugs can only be purchased under prescription. Persons following a long-term treatment are advised to foresee a few weeks delay before being able to buy their treatment in Belgium.

EMERGENCY NUMBERS

On Campus Emergency:

Dial 7 from any fixed phone in all offices or buildings

Ambulances and Fire Brigade:

Dial 100

Pan European Emergency Call N°:

Dial 112

Police: Dial 101

■ Stores

In Brussels, most of the stores are open from Monday to Saturday, 10.00am to 6.00pm.

Supermarkets are usually open from 9.00am to 8.00pm.

The most common supermarkets are DELHAIZE, GB 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

A bread	about 1.90€
A meal in an inexpensive restaurant	15€ in average
A meal in a mid-range restaurant	30€ in average
A lunch at the Campus	4.30€
Domestic Beer (0.5 liter draught)	3.65 € in average
Water (1.5 liter bottle)	1.40€ in average
Pack of Cigarettes	4.80€ in average
10 travels public transport ticket	13€
Taxi 1km (Normal Tariff)	1.57 € in average
A cinema ticket	9.20 € in average



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, ULB will guide you to apply for the Spanish Visa, through the Spanish Consulate in Brussels.

Address of the 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



Joining BDMA

Semester 2

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Universitat Politècnica de Catalunya





Facts & Figures

BARCELONA

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.

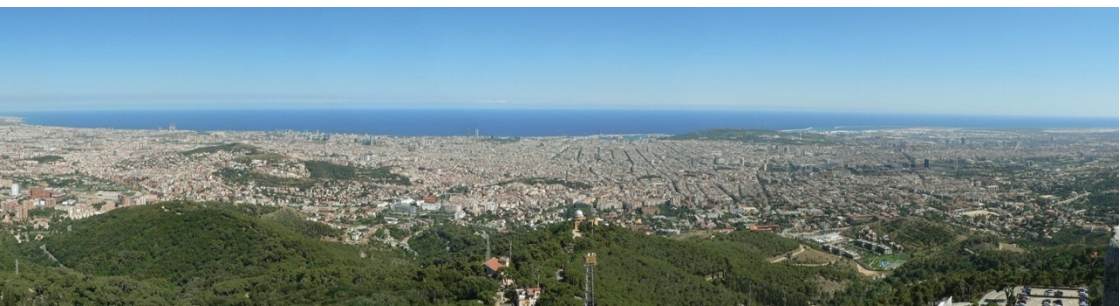
About 5 million people live in the Barcelona metropolitan area. It is also the largest metropolis on the Mediterranean Sea. It is located on the Mediterranean coast between the mouths of the rivers Llobregat and Besòs and is bounded to the west by the Serra de Collserola ridge (512 meters).

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 Gaudí can be seen throughout the city: his best-known work is the immense but still unfinished church of the Sagrada Família,

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!



Getting to 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.



Accommodation

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.



Upon Arrival

■ 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.

■ 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

■ 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>





Everyday Life in Barcelona

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.



... 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* (*Talgos*). 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:

http://www.intercat.cat/docs/pistes_en.pdf



Preparing for next semester

Travelling from Barcelona to Berlin

...By plane

TBA

...By train

TBA

Travelling from Barcelona to Paris

...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



Intermediate Event



Summer School

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>



eBISS 2011: July 2011, Paris, France
© eBISS organisation

Joining BDMA

Semester 3

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Technische Universität Berlin





Facts & Figures

■ BERLIN



*The Reichstag building
and the TV Tower of Berlin*
© SXC

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: 3.3 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 !



■ Technische Universität Berlin TUB

The Main Building of the TU Berlin, as seen from the south.
© TU Berlin/Dahl

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

31.962 students, including 5924
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 of 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.

Technische Universität Berlin TUB



Getting to TU Berlin

■ 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:

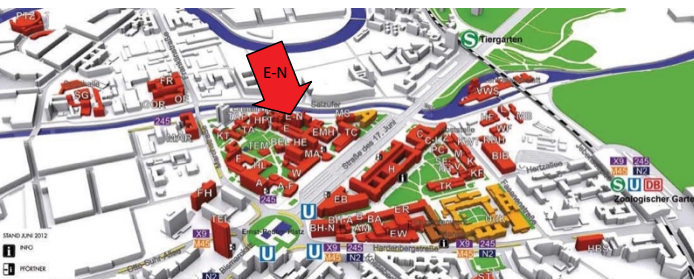
Bus: Line X9 to Ernst-Reuter-Platz (travel time: about 15 minutes).

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.



Accommodation

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 International 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 paid 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.





Student evaluation regulation Master's degree

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:

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

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.

tubIT Information

Electrical Engineering building
Room EN-024 (Ground Floor)
Monday - Friday 08.00 - 18.00

■ 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).





Facilities

■ TU Berlin Library

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

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



Facilities

■ 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.

TU Berlin Mensa

seats: 850

Hardenbergstr. 34 (2. floor)

10623 Berlin (Charlottenburg)

Monday- Friday 11.00 - 14.30

Cafeteria, Coffeebar and Ice Cream Parlour in the TU Mensa

Mensa Building (ground floor)

Monday- Friday 08.00 - 15.30

... 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.

■ TU sports

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.

Office of the ZEH

Room V 101
(Verformungskunde
bldg.)

Telephone: 314 - 22 948

Email: infos@zeh.tu-berlin.de www.tu-sport.de/

Tuesdays and Thursdays 09.00 - 12.30

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.



■ 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.blogspot.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.blogspot.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 recognize 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>





Everyday Life in Berlin

■ 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 Brazilian 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:

Rent	300 €
Food	160 €
Clothes	60 €
Telephone, internet, mobile phone..	50 €
Books, stationery...	40 €
TOTAL	610 €

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

A loaf of bread	2 €
Schrippe (crusty roll)	0.20 to 0.30 €
Kg of apples	2 €
Kg of potatoes	from 4€
Liter of milk	0.90 €
Kg of rice	1 €
Bottle of mineral water (0.75 l)	0.80 €
Cup of coffee (in cafés)	2 €
Beer (in pubs)	3 €
Big Mac	3 €
Döner Kebab	between 2 € and 3 €
Currywurst	about 2 €
Ticket to the cinema (student rate)	from 6 €
Ticket to the theatre (student rate)	from 6 € to 30 €
Entrance to museums (student rate)	from 2 € to 8 €

YOUR CONTACTS AT TU BERLIN

DLKER MARKL, Local Programme Coordinator
ALF-DETLEF KUTSCHE, Local Programme Coordinator

ORSTEN KRUMBMULLER, Local Administrative Manager
krumbmuller@campus.tu-berlin.de



Joining BDMA

Semester 3

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Technical Universiteit Eindhoven TU/e





Facts & Figures



■ 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 than 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 "Eindhovenenaar".

Special features:

Welkom in Eindhoven !

■ 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)





Getting to TUe

■ 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:

www.tue.nl/en/education/studying-at-tue/practical-information-for-international-students/immigration-matters/visa-residence-permit/

■ 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 Rondon-Oost (near Differ building)
- De Rondon-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



Student Evaluation Regulation Master's Degree

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.



Upon Arrival

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
- accomodations
- admission procedures
- introduction programs for internationnalstudents

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



Technical Universiteit Eindhoven TUE

...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 programme 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.



Accommodation

...Finding Housing with the university support

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.





Facilities

■ 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.



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

■ 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



■ 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 year 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.





Everyday Life in Eindhoven

■ 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.

Huisartsen De Ruijter en Vogelzang, Van
Speijkstraat
46 5612 GE Eindhoven
Telefoon: 040 - 243 82 15
Emergencies only: 040 - 246 87 43
www.deruijtervogelzang.praktijkinfo.nl/



...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.

...Huisartsenpost 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 (drgist) 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.

Technical Universiteit Eindhoven

TUE

■ 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-chi kaart
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

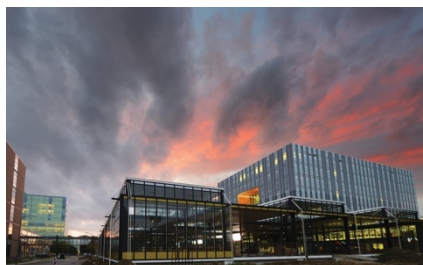
Cycling in the Netherlands is the most common way to get around. We suggest you get a sturdy bike that does not look too new or expensive as a non-at- tractive bike has less chance of being stolen. Make sure you buy a good lock and always lock your bike (if possible to an immovable object). When buying 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

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CentraleSupélec

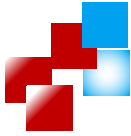
Paris-Saclay University



CentraleSupélec



CentraleSupélec, Paris-Saclay



Facts & Figures



■ Paris-Saclay

Paris-Saclay is a research-intensive and business cluster in south of Paris region. It encompasses research institutions, universities, French higher schools (grandes écoles) and also research centers of private companies. There is up to 60,000, including 25,000 in master degree and 5,700 PhD students.

Several projects are underway to continue the development of Paris-Saclay campus, including the relocation of some facilities (stores, transport, ...). The goal is to build an international scientific and technological hub similar to Silicon Valley or Cambridge, MA.

Located in Vallée de Chevreuse (Chevreuse Valley), one of the closest national parks to Paris over 25,000 hectares. The park is not only well known for its beauty and abundance of hiking trails, but for the number of historic and prestigious monuments and countless Châteaux (Breteuil, Dampierre and Chevreuse and the abbeys of Port-Royal-des-Champs and Vaux-de-Cernay), as being the inspiration for iconic artists and writers such as Emile Zola and Alexandre Dumas, and as being home to the iconic Palace of Versailles.

Paris-Saclay in short

- Many cities around: Gif-sur-Yvette, Orsay, Gif-sur-Yvette, Saclay, Saint-rémy-lès-Chevreuse, and 20 km away from Paris.
- Many institutions: CentraleSupélec, Ecole Normale, AgroParisTech, Paris-Sud University, INRIA, CEA, CNRS laboratories ...
<https://www.universite-paris-saclay.fr/en>
- Many Bus and train lines, bicycle and hiking trails
- More details: <https://www.parc-naturel-chevreuse.fr/>

Bienvenue à CentraleSupélec Paris-Saclay!

■ CentraleSupélec

CentraleSupélec is an internationally-reputed Higher Education and Research Institution. Its excellence lies in its combination of fundamental and applied sciences for innovation with societal impact. For almost two centuries, CentraleSupélec's top engineers have been practicing their skills and knowledge for the development of corporate institutions and public organizations.

CentraleSupélec was created on 1st January 2015 as the result of merging two leading *grandes écoles* in France, Ecole Centrale de Paris (founded in 1829) and Supélec (founded in 1894) to form one of the most prestigious and selective *grandes écoles*. CentraleSupélec is a key founding member of Paris-Saclay University (the biggest in Europe).

There are 3 campuses: Saclay (Paris region in Gif-sur-Yvette), Rennes and Metz and delocalized campuses: Casablanca (Morocco), Beijing (China) and Mahindra (India)

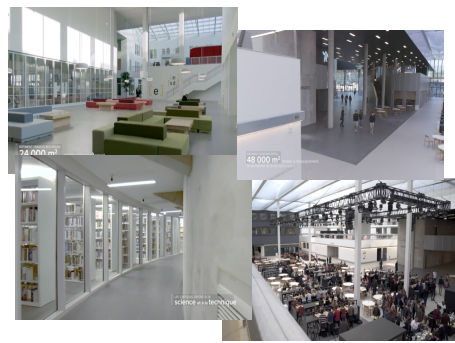
- <https://www.centralesupelec.fr/en>
- <https://www.centralesupelec.fr/en/our-french-laboratories>

THE SCHOOL AT A GLANCE

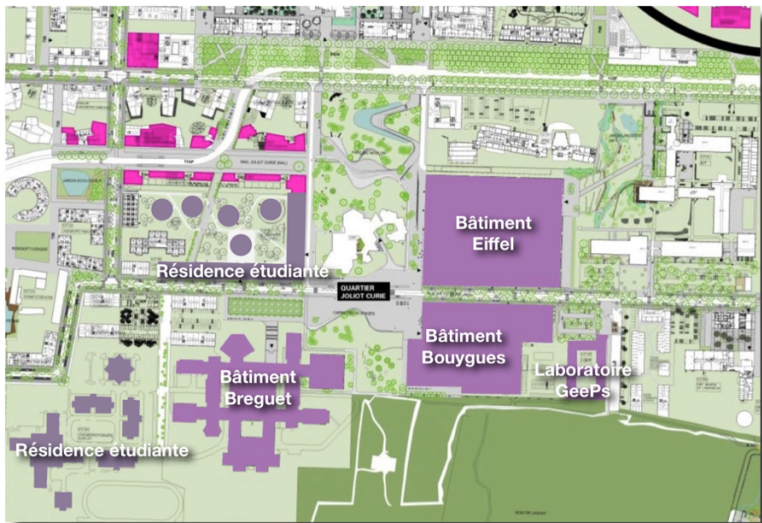
CentraleSupélec alumni is 45 000 graduates, among them some famous persons:

- Gustave Eiffel (1855), designer of the Eiffel Tower and the internal structure of the Statue of Liberty
- Louis Charles Breguet (1903), an aircraft designer and builder, founder of Air France Company
- Armand Peugeot (1895), founder of Peugeot company
- André Michelin (1877), with his brother Édouard, founder of Michelin Tyre Company
- Francis Bouygues (1922), businessman and film producer
- Gerard Pelisson (1955), founder of the Accor group (Novotel, Sofitel, Mercure, ...)
- ...

CentraleSupélec Paris-Saclay Campus

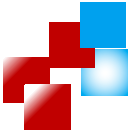


Since September 2017, CentraleSupélec has four buildings (Breguet, Eiffel, Bouygues and GeePs) and a total of 105,000 m², located in rue Joliot-Curie 91190 Gif-sur-Yvette, 25km south of Paris. A lot of facilities such as student housing, restaurants, cafeterias, language learning center, library, gymnasium, a medical center, auditorium, amphitheatres, clubs, music halls, open space meeting rooms, incubator, and many other services are available for the students.



CentraleSupélec delivers in different disciplines:

- Engineer degree
- Master's degree (M1, M2)
- Post-graduate degree (PhD)
- Master Diploma in Computer Science of both from CentraleSupélec and Paris-Saclay University.



Getting to CentraleSupélec

■ Visa from Spain



- You need to apply for VLS-TS visa, you can have an appointment online.

Consulat général de France à Madrid
C/ Marques de la Ensenada, 10 – 28004 Madrid
<https://es.ambafrance.org/-Consulat-general-a-Madrid-visas.madrid-fslt@diplomatie.gouv.fr>

- All required documents must be ready on the appointed date.
- Your visa should be ready at the latest in August.

■ Online registration

Just after specialization selection you need to apply using the link (pedagogical registration):
<https://www.universite-paris-saclay.fr/en/apply-to-master-programs>

This step allows you to have documents required for administrative issues such as administrative enrolment, visa and accommodation.

... CVEC

Apply for CVEC Contribution Vie Etudiante et de Campus)
<http://cvec.etudiant.gouv.fr/>

You have to pay an annual subscription of 91€ online by credit card.
This document is mandatory. You are asked to submit it for your registration in your institution of enrollment.

CVEC provides you rights to be covered by Sécurité Sociale (SS) Assurance Maladie. To have your SS number and your card you need to register at
<https://etudiant-etrananger.ameli.fr/#/>

■ How to reach CentraleSupélec campus

... Address

Rue Joliot Curie, 91190 Gif-sur-Yvette, France

... By plane

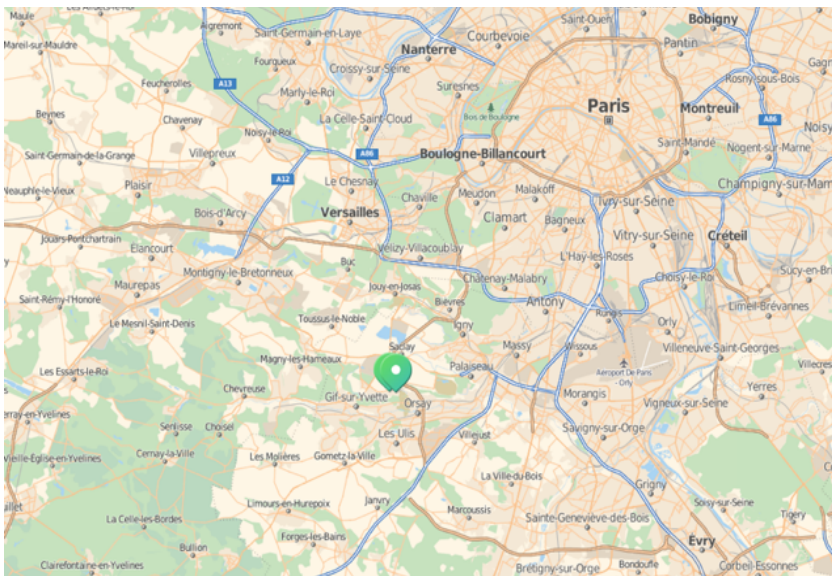
From Orly aeroport (30mn): take ORLYVAL until Antony station (RER B Line), then RER B direction "Saint-Rémy-lès-Chevreuse"

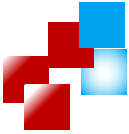
From Orly aeroport (30mn): Bus 91.10 many stops in Paris-Saclay

From Roissy Charles de Gaulle (1h), take RER B direction "Saint-Rémy-lès-Chevreuse"

From RER B, direction "Saint-Rémy-lès-Chevreuse"

- Stop "Massy- Palaiseau" RER station, then by bus Express 91.06 (B or C) or 91.10
Bus stops : "Université Paris Saclay", "Moulon" or "Joliot-Curie"
- Stop: "Le Guichet" RER station, then by bus Mobicaps n°9
- Stop: "Orsay-Ville" RER station then by bus Mobicaps n°7
Bus stops "Université Paris-Saclay" or "IUT Maison de l'ingénieur"





Accommodation



■ On campus

The link (Guichet Unique) <https://logement.campus-paris-saclay.fr> offers a lot of kind of accommodations in Paris-Saclay campus: CROUS and Césal. The procedure to apply for and select a student housing is described in detail on this link.

■ Other alternatives

Another useful link for students from different countries is Cité Internationale Universitaire de Paris housing <http://www.ciup.fr/en/houses/>

VISALE Action Logement : <https://www.visale.fr/#!/visale-locataire>

■ Social help

CAF (Caisse d'Allocation Familiale) provides a financial assistance for housing APL (Aide Personnalisée au Logement) between 200 and 250€. APL is calculated on the basis of your income, type of housing, including student housing.





Facilities on Campus



■ Student restaurants

The most popular student restaurants are CROUS restaurants (RU: Restaurant Universitaire). There are many CROUS restaurants in Saclay campus, some of them are located in Breguet and Eiffel buildings. For 3,25 € you can have a full hot meal, also other kind of meals are proposed in other stands such as cafeterias and pizzerias.

IZLY card is required to have student rates. This card is included in your student card.

■ Internet

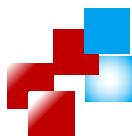
Your student account allows you access to WIFI and Ethernet networks. The use of internet is subject under usage charter (CHARTRE INFORMATIQUE).

■ Printers, Copies

From any internet-connected device:

- Go to impression-eleves.centralesupelec.fr and upload your file as an attachment.
- Choose your settings (color, front / back...), then click on "print" (no printer to select). When the document has the status "printed", it means that it is loaded and ready to be printed.
- Go to one of the two printers on the buildings:
 - the Eiffel Library,
 - or Co-Working space of the Bouygues building (in front of the room e.012, west entrance Joliot-Curie).
- Insert your print card on the reader, select your documents and press "print"

The card is also used for copies.



Facilities on Campus

■ Medical service

A medical service is located in the ground floor of Bouygues building.
Open from 8:30am to 5:00pm, from Monday to Friday).
Contact: smi.personnel@list.centralesupelec.fr, phone: 01.75.31.63.40

■ Infirmary

Infirmary service: for vaccines and nursing care.
Open: 8:40-11:30am and 12:45-5:15pm from Monday to Friday.
Contact: regis.halese@centralesupelec.fr, phone: 01 75 31 63 30

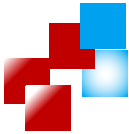
■ Psychology service

Contact : Céline Da Silva celine.dasilva@centralesupelec.fr
phone: 01 75 31 63 40
Also for sophrology and osteopathy care.

Emergency Phone Numbers

- Fire Department **18**
- SAMU (Health Emergency Service) **15**
- Police **17**
- European Emergency Number **112**
- SOS Médecin, **0826 88 919**, essonne@sos-medecins.net
- Hospital Emergency around the campus: <http://www.gh-nord-essonne.fr>





Student Evaluation Regulation Master's Degree

■ General rules

The Master's degree is made up of 4 semesters leading to the award of 120 ECTS (European Credit Transfer System) credits. These 4 semesters are spread over two years of studies. Each semester leads to the accreditation of 30 ECTS credits. The last semester is dedicated to the master thesis internship (in a laboratory or a company).

For each Teaching Unit and for each semester, the following information is specified:

- The list of Teaching Units with the number of corresponding ECTS credits
- Choice constraints (optional or compulsory TU).
- Compensation rules between TUs.
- The method used to calculate the average grade.
- Assessment rules for each TU, given by the professor in charge
 - if there is a second session
 - coefficients and the formula used to calculate the final grade of the TU.
 - form: written exam, continuous assessment, oral, project, home work, ...

■ Master thesis internship

The master thesis takes place in the form of an internship (5-6 months) in a research laboratory or company.

- Agreement between CentraleSupélec and the host organization must be established.
- Student receives from the host organization a traineeship grant of a minimum amount required according to regulat



Everyday Life in Paris Region

■ Transport



Paris region called Île-de-France is the most populous of the 18 regions of France. It is made up of eight administrative departments (districts): Paris, **Essonne** (Paris-Saclay department), Hauts-de-Seine, Seine-Saint-Denis, Seine-et-Marne, Val-de-Marne, Val-d'Oise and Yvelines.

These departments are connected by many train lines called RER, tramway, bus lines and metros (mostly in Paris city).

Navigo card allows to have unlimited travel in Paris and Île-de-France region using all of the public transport networks

<https://www.ratp.fr/en/titres-et-tarifs/navigo-annual-travel-pass>

■ Bank, Credit cards

CentraleSupélec has partnerships with 3 bank agencies: BNP Paribas, Société Générale and LCL. You can either go to one of these banks or meet one of their representative in CentraleSupélec buildings. You must provide your identity document (passport, ID card...), registration at CentraleSupélec card and also your current accommodation address. There are also online banks such as Boursorama, Hello bank! and IngDirect (use online comparators to select the best one according to your needs). Credit card such as Visa or MasterCard is very useful in France to pay many things, including your CROUS IZLY card.

■ Markets, Super and Hyper-markets

To shop in supermarkets, don't forget to take a shopping reusable bag or basket, as shops do not provide plastic bags to take away your groceries. You have many alternatives around the campus (Auchan in Bures-sur-Yvette, Franprix in Orsay, LIDL in Gif-sur-Yvette and Carrefour. Some of them are open Sunday morning.



YOUR CONTACTS AT CENTRALESUPELEC

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Joining BDMA

Semester 4

Master's Thesis Preparation & Supervision
Final Event

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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.



Erasmus+

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.