



Student handbook

This handbook is meant to provide EMSHIP students with information on the EMSHIP Erasmus Mundus Master Course and on the university partners taking part in the programme.

A first point is dedicated to present generalities on the EMSHIP Master Course, the Insurance and the Erasmus Mundus Students and Alumni Association.

After that, all 6 university partners are presented. All relevant information for student' stay (description of the university, accommodation, visa procedures, etc.) are described.

1. Generalities

1.1. EMSHIP Master Course

The Erasmus Mundus Master course in Integrated advanced Ship Design (EMSHIP) is organised jointly by the University of Liege (ULg - Belgium), acting as coordinating university, Ecole Centrale de Nantes (ECN - France), University of Galati (UGAL - Romania), University of Genoa (UNIGE - Italy), University of Rostock (Germany) and West Pomeranian University of Technology (Poland).

The Programme Coordinator for ULg is Prof. Philippe RIGO (Prof.A. Hage as substitute).

The local coordinators of the partner Institutions are:

Nantes (ECN, France): Pierre Ferrant and Lionel Gentaz (as substitute)

Galati (UGAL, Romania): Adrian Lungu

Genoa (UNIGE, Italy): Dario Boote

Rostock (URO, Germany): Robert Bronsart and Martin C. Wanner (as substitute)

Szczecin (ZUT, Poland): Maciej Taczala and Zbigniew Sekulski (as substitute)

Mobility scheme: see annex 1 of student agreement.

More information on www.emship.eu

1.2. Insurance

All students will be covered by a private Health insurance (EMIS Insurance – Ace Europe) covering all items specified by the Executive Agency during the duration of the EMSHIP master course. The fee will be deducted from tuition fees. As soon as you will be enrolled at the University of Liege, you will receive a card with emergency phone number. See annex 2 of student agreement.

All information is available on www.marsh.be/emis2.

1.3. Erasmus Mundus Students and Alumni Association

The mission of the Erasmus Mundus Students and Alumni Association is to serve the interests of Erasmus Mundus Students and Alumni, notably by providing a forum for networking, communication and collaboration and by promoting Erasmus Mundus as a European programme of excellence in international education. More information on www.em-a.eu.

2. University of Liège

2.1. Country & City

Belgium

Languages. French, Dutch and German are Belgium's three official languages. Liège is located in the French-speaking part of the country, of which it is the most significant city. All EMSHIP lectures will be given in English.

The climate. Belgium is known for its changing skies. The climate is often unpredictable. The temperature may vary widely from day to day. Winters are usually mild, and summers usually quite pleasant, if not hot.

Liège

Liège is situated along the river Meuse: the river has given the city its shape and moulded the character of its citizens. Take your time to discover this multi-faced city and its many neighbourhoods, which are like so many small villages.

30 km from the Netherlands, 45 km from Germany, 2.15 h. from Paris and 3.15 h. from London, the metropolis stands at the heart of Europe, at the crossroads of Latin and Germanic cultures.

The first image that Liège and its province give to tourists is one of a welcoming, animated region. Liège is obviously a student town. Its nightlife is busy and lively. Evenings in the downtown streets called "le Carré" are unique. This part of the city has a double life: luxury shopping by day, and by night busy students cafés and discos where you can eat, drink and dance till dawn.

2.2. University of Liège

University of Liège

At ULg we find

- 18,000 students, among whom 22% foreign students from 97 different countries
- 37 Bachelor's degrees
- 177 Master's degrees, among which 21% are not offered anywhere else in French speaking Belgium
- 68 complementary Master's degrees
- 10 Faculties
- some 600 professors, 1,700 assistants and researchers
- 24 % of the alumni at Master's level in French-speaking Belgium

ULg is an international university

- open to the European higher education area, a partner in the Bologna process that coordinates higher education in Europe and attentive to mutual recognition in academic mobility
- eager to turn cultural diversity into an additional asset for students and participating in a global network of over 600 partner institutions
- host some 3,600 foreign students and bringing together 97 different nationalities
- offering markedly international training programmes such as joint degrees and Erasmus Mundus.

The ULg is a laureate of the enlarged Erasmus university charter for Lifelong Learning and has been awarded the ECTS label, stating its excellency of the procedures applied to exchange students.

More information on www.ulg.ac.be

Erasmus Mundus Contacts

For administrative issues:

Audrey Mélotte
University of Liège - International Office
Place du 20-août, 7 - 4000 Liège - Belgium
Tel: + 32 (0)4 366 21 36
Fax: + 32 (0)4 366 57 25
Audrey.Melotte@ulg.ac.be
www.emship.eu

For academic issues:

Philippe Rigo or Charlemagne Danoh
University of Liege - ANAST
Department ArGEnCo - Sector: TLU+C
Institut du Genie Civil, Bat. B52/3 (Niv.+1)
Chemin des Chevreuils, 1 - 4000 Liège - Belgium
Tel: +32 (0)4 366 93 66
Fax: + 32 (0)4 366 91 33
ph.rigo@ulg.ac.be or C.Danoh@ulg.ac.be
www.ulg.ac.be/anast
www.emship.eu

2.3. Visa

Entry Visa

If you are from a non-European Union country, **you require a visa**. For this and other questions, you should contact the Belgian embassy or Belgian consulate in your country.

In order to receive the visa, an individual planning to come to Belgium to study will be required to provide the Belgian Embassy or Consulate in his/her country with the following documents:

- a duly completed application form (provided by the local Belgian diplomatic or consular authorities);
- an admission or enrolment certificate for one of the recognised higher education establishments;
- evidence that the person applying to study in Belgium has sufficient means of support;
- a medical certificate issued by a doctor approved by the embassy, stating that the foreign student is not suffering from certain illnesses and does not have certain disabilities;
- if the interested party is over 21, a certificate of good conduct and a document certifying that he/she has not been convicted of any criminal act under common law;
- Visa applicants must be aware that the documents referred to only constitute the basic documents that have to be submitted in every case. Other additional documents may be required by the Belgian diplomatic or consular representation, taking into account the circumstances relating to the file or to the specific context of the applicant's country of origin.

The interested party must obviously have a travel document (passport) valid for at least the all duration of the stay in Europe.

Arrival to University of Liège

The Registration office will deal with your registration (see Registration). The International office will deal with your welcome.

International Office
Audrey Mélotte
University of Liege
Place du 20-aout, 7 - 4000 Liege - Belgium
Tel: + 32 (0)4 366 21 36
Fax: + 32 (0)4 366 57 25
Audrey.Melotte@ulg.ac.be

Registration Department
Ground floor of the central building
Place du 20-Aout, 9 - 4000 Liege - Belgium
Tel. +32 (0)4 366 56 79
accueilinscriptions@ulg.ac.be

Residence permit

You are required to **register with Liège city hall**. It is to validate your visa and obtain a **residence permit** (see Welcome guide).

Administration Centre - Cité administrative
Service de la population - "Accueil des étrangers"
en Potiérue, 5 - 4000 Liège
Tel. +32 4 2219200

The offices are open Monday through Thursday from 8.30 to 13.30 and from 14.00 to 16.00. On Friday, the offices are open from 8.30 to 13.30.

You will be required to produce the following documents at the Administration Centre:

For students who are citizens of a Member State of the EU or of the EEE

- form E128 of your health insurance provider or proof of health insurance
- a valid passport or national identity card; and a driver's licence if necessary
- an attestation from the Erasmus office of the University of Liège
- an address in Liège (if the residence is a student residence - attestation of residence)
- 4 recent photographs (identity format, approximately 5/3 cm)
- 17 €

For other foreign students

- the same documents
- an A.S.P. (Autorisation de Séjour Provisoire) document (Provisional Authorization to stay in Belgium). This can be obtained in the country in which the student actually resides, from the Belgian Embassy or Consulate
- 3 recent photographs
- 12 €
- all documents required by the Embassy or Consulate.

Services from ULg for foreign students

To have **access to the services destined to Erasmus students** (tutoring system, cultural information, etc.), you have first to fill in the application file (https://my.ulg.ac.be/MyULg/ER_xt/demandeIn.do). It will take you 10 minutes and should be done **before 15 May 2010**. As EMSHIP student, you have a particular status and you do not have to answer some questions:

- You can just write "EMSHIP" for the question "Briefly state the reason why you wish to study at ULg".
- You do not have to fill in the page dedicated to courses codes.

The welcome days organized at the start of each term will certainly help you to be integrated in our university.

ULg has also set up a tutoring system (http://www.ulg.ac.be/cms/c_14105/tutoring) to facilitate contact between exchange students and Liège students.

Departure from University of Liège

Next destination for all students is EC Nantes in France. Once you will have obtained your residence permit in Belgium, you will be able to make an appointment (mandatory) with the General Consulate of France, in Brussels.

You will have to go there in person with documents downloadable from EMSHIP website duly filled. Moreover, you will have to be in possession of the signed student agreement (stating you receive a scholarship) and the pre-registration letter from EC Nantes stating you are accepted to ECN for next semester. In addition, you will have to prove that you already have an address in France (Youth Hostel or Residence university will do, but you must have an address booked). Each request is considered on an individual basis.

2.4. Course Registration and Academic Information

Registration

To **register at the University of Liège** in 2010-2011, you must personally be present with all the required documents (details in the letter of acceptance sent by the Admission Department).

Where?

Registration Department
Ground floor of the central building
Place du 20-Aout, 9 - 4000 Liege - Belgium
Tel. +32 (0)4 366 56 79
accueilinscriptions@ulg.ac.be

When?

- from 1st July to 14th July 2010
- from 18th August to 30th September 2010
- from Monday to Friday, from 9:00am to 12:00 and from 13:30 to 16:00
- to make an appointment, on Tuesday and Thursday afternoon only (tel. 0032 (0)4 366 54 34)

Academic schedule – First semester

Academic schedule 2010-2011 - 1st semester:

- teaching activities : from Wednesday 15th September to Friday 24th December 2010
- holidays : from Monday 27th December 2010 to Saturday 8th January 2011
- session : from Monday 10th January to Saturday 29th January 2011
- leave : from Monday 31st January to Saturday 5th February 2011

University activities are suspended:

- on Sundays
- on Monday 27th September 2010, French Community Day
- on All Saints' Day and the following day (Monday 1st November and Tuesday 2nd November 2010)
- on Thursday 11th November and the following day : 12th November 2010

2.5. Accommodation

Concerning accommodation, the University of Liège booked a room in its University residence for you. The room is available from 15 August 2010 to 31 January 2011. It is a single room with shared bathroom and kitchen and is situated on the University campus, two steps from the Faculty of Applied Sciences and 10 km away from city centre. The rate is 9,50 €/day. **You are requested to confirm your stay by 30 April 2010** to Audrey Mélotte (Audrey.Melotte@ulg.ac.be). If you wish to choose a more luxurious and comfortable solution in the city centre, you can go on www.cityliving.eu or consult other alternatives on the University website (www.ulg.ac.be/logement).

2.6. Language courses

The French Department of the Institut Supérieur des Langues Vivantes (ISLV) (Higher Institute for Modern Languages) organizes French courses throughout the year (even during the summer) and are free for our exchange students (<http://www.islv.ulg.ac.be/>).

- Proficiency test: The French level tests for non-french speaking students attending one or more French taught-courses in their programme will be organised on 27 et 28 September.
- Preparatory courses: du 30 august au 10 September 2010 (free of charge).
- Year course - evening - all levels: du 4 October au 17 December 2010 (free of charge)

@LTER Courses: ISLV also offers courses combining face-to-face teaching and distance learning, which the learner can take at his own speed, whatever his level. These courses provide teaching of 6 languages: Dutch, English, French as a foreign language, German, Italian and Spanish.

2.7. Bank account

The student will **open a European bank account** and will provide the full details of this account to ULg. The grant will be transferred to this account. You will have to do it as soon as you arrive in Liège.

In order to open a bank account, you have to make an appointment at the ING bank Opera, Rue Clémenceau 15, 4000 Liège. You will need your passport (address in your home country is required) and your residence permit.

At your arrival, you will receive a cheque of 1 000 €. As soon as your bank account will be opened, the rest of the first payment will be transferred on it.

2.8. Estimated Cost of Living

800 g sliced loaf: €1.90
Glass of beer (café - bar): €1.70 - 1.80
Restaurant in town (single dish): from €9
Fast food: €3.00 - 6.50
Cinema ticket: €5.00 – 8.00
Unleaded petrol/Diesel: €1.25/1.1/l
Daily newspaper: €1.00
1st class international stamp: €0.80
Bus ticket: €1.40
Card for 8 bus journeys (within city area): €6.50

3. Ecole Centrale de Nantes

You will find information on the city of Nantes on <http://www.nantes-tourisme.com/en/index.htm>.

You will find information on the Ecole Centrale de Nantes on <http://www.ec-nantes.fr/version-anglaise/>.

3.1. How to get to Nantes?

Nantes offers you the possibility to arrive by plane thanks to its international airport called Nantes Atlantique. From your home country, it may be similar price to land at Nantes as at Paris.

If you land at the airport of Paris-Charles de Gaulle, either you can take a correspondence flight to Nantes Airport, or you take a direct TGV (train) to Nantes (About 3 hours travel). The railway station (Gare TGV- in French) at this airport is called "Aéroport CDG2 TGV" or "Aéroport Paris Roissy Charles de Gaulle- Gare TGV". This railway station is located in terminal 2 between Terminal 2E and 2D. If you land in terminal 2 you can get it by foot. If you land in another terminal, 1 or 3, there is a free of charge Shuttle "Navette- in French" that can bring you to the Railway station. You must foresee about 1 h 30 between the landing of your flight and the departure of the train if you land in terminal 2 otherwise add 30 minutes more.

If you land at Paris- Orly Air port you have to go to Paris Montparnasse railway station by taking Air-France Bus, then take a TGV (train) to Nantes (about 2 hours travel).

You can consult the train schedules or even book and pay your train ticket on <http://www.voyages-sncf.com/>. You can also take your train ticket after your arrival to the railway station, in this case look for "Mainlines Tickets counters" (Guichets Billets Grandes Lignes- in French).

The TGV ticket from Paris to Nantes costs between (40 to 80 euros) in second class.

How to get to Ecole Centrale de Nantes and to the university residence?

➤ If you arrive by train

- By taxi: about 20 minutes, it costs about 20 €
- By Tramway: From the North Exit of the station, take the tram line 1, direction F. Mitterrand. Get off after about 7 minutes at the stop "Commerce". Then Take the tram Line 2, direction Orvault Grand-Val, and get off at the stop "Ecole Centrale / Sup de Co". The Ecole Centrale is close to the tram stop. One ticket costs €1,50. It is valid for one hour after you stamp it and can also be used on the regular buses and trams.

Most of the university residences are located to tram stops after Ecole Centrale.

➤ If you arrive by plane

The Nantes International airport is situated about 10 km southwest of Nantes. Different possibilities can be considered to reach Ecole Centrale de Nantes and the university residences:

1- There is a "Tan air" bus which will take you into the town (get off at the stop "place du commerce"). To get to the "Ecole Centrale", take the tram Line 2, direction Orvault Grand-Val, and get off at the stop "Ecole Centrale / Sup de Co". The Ecole Centrale is close to the tram stop. The "Tan Air" ticket costs 7€. If you take a taxi (the easiest option), it will cost about €40.

2- You can also take another TAN bus at the airport that drives you to Tramline 3. Get off at the stop "place du commerce". Take the tram Line 2, direction Orvault Grand-Val, and get off at the stop "Ecole Centrale / Sup de Co". It costs in total just the price of one tram ticket : €1,50.

3.2. Visa

Visa procedure

Next destination for all students is EC Nantes in France. Once you will have obtained your residence permit in Belgium, you will be able to make an appointment (mandatory - 02 548 88 30 from 14:30 to 15:30) with the General Consulate of France, in Brussels.

You will have to go there in person with documents downloadable from EMSHIP website duly filled (they will be made available).

Moreover, you will have to be in possession of the signed student agreement (stating you receive a scholarship) and the pre-registration letter from EC Nantes stating you are accepted to ECN for next semester. In addition, you will have to prove that you already have an address in France (Youth Hostel or Residence university will do, but you must have an address booked). Each request is considered on an individual basis.

Permit Stay card (Carte de séjour)

If you come from a country that is not a member of the European Union, you will have to obtain a stay card. Ecole Centrale de Nantes has a strong partnership with the Prefecture (official service which delivers the stay cards).

Please, at your arrival, send by registered postmail with acknowledgement of reception your OFII document (given during the Visa delivery) to the following address: Direction territoriale de l'OFII, 9, Rue Bergère, 44 000 NANTES

If you do not send this official document, the Direction territoriale de l'OFII will not be able to deliver your stay card.

Please give a copy of the post receipt to the international relations Direction.

3.3. Accommodation

The international relations office helps you to find accommodation in university residence near the campus and close to the transport network.

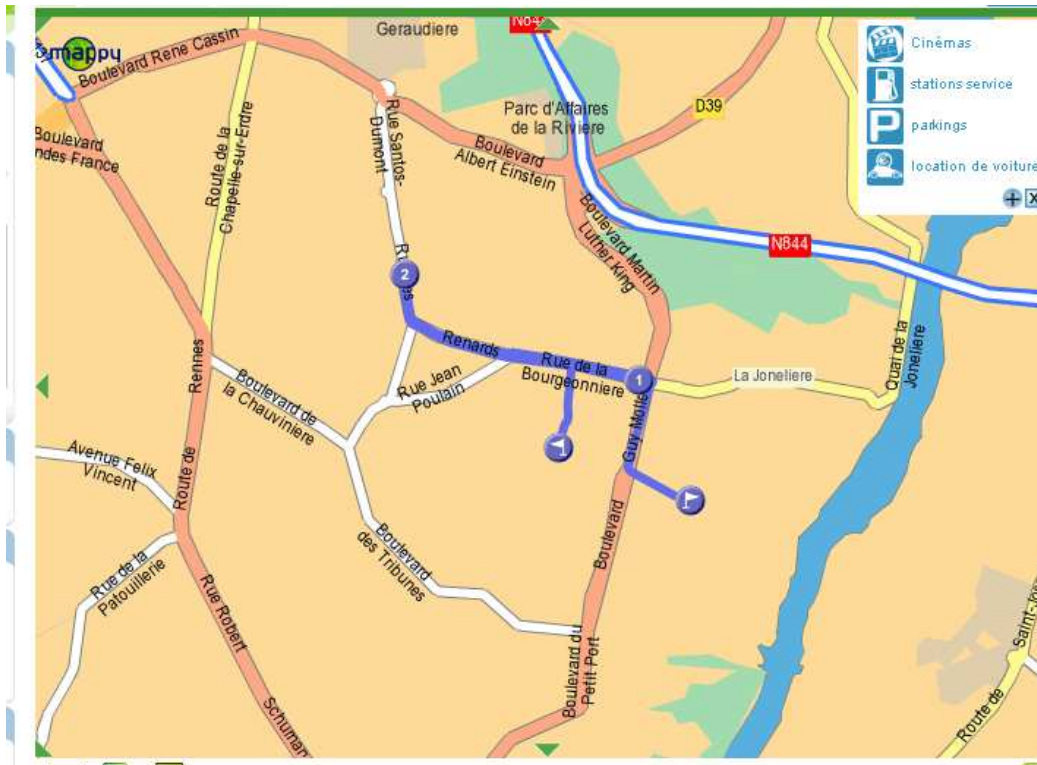
Rooms can be booked depending on the availabilities.

Characteristics: They are all independent rooms from 9m² to 20m². Depending on the residence, there can be shared or independent toilets, bathrooms and kitchens.

Cost: The monthly cost is between €200 to €350. You can benefit from a governmental financial help of around 1/3 of the monthly cost. A deposit between €180 and €300 will be requested at your arrival.

Contact: international@ec-nantes.fr

Important: Bed covers and sheets will not be provided. Therefore, make sure you bring them with you, otherwise, you will have to buy everything when you get Nantes.



Bring the **following documents** with you:

- Your original diplomas (just to show it and you will take it back)
- Certified copies of your diplomas
- Original and certified copies of your transcripts during your university study,
- Two certified copies of your birth certificate (translated in French): Compulsory to obtain the stay card.
- Your insurance documents
- Four passport photos

3.4. Course registration

When you arrive at Ecole Centrale de Nantes

Go to the International Relations Office
Building D, office 228

Registration at ECN

The registration office (called « Scolarité », building A) delivers your student card in the first days you arrive as soon as you give them the **following documents**:

- two passport photos
- your insurance document
- Certified copies of your diploma
- Certified copies of your academic records of your home higher education background

3.5. Living aspects

Meals

A full meal at one of the university restaurants costs around €3. Therefore, you will need about €200 per month to cover breakfast and the two main meals. The university restaurants are located close to the Ecole Centrale de Nantes and close to the university residence.

Ecole Centrale de Nantes also welcomes you at its cafeteria.

Transport

A bus and tram pass can be bought with special student prices and is valid for one month or one year, depending on the option you select. If you are under 25 years old, it costs about €35/month.

Financial help for your accommodation

You can benefit from a financial grant to help you to pay around 1/3 of your accommodation monthly rent. The Caisse d'Allocations Familiales is the service you must contact: www.caf.fr

Your total budget

Taking into account other expenses such as entertainment, clothes, furniture, telephone, you should allow for a minimum monthly budget of €650.

Make sure you allow extra for the first month to cover the deposit for your accommodation, social security, insurance and other initial expenses.

It is recommended to bring an international credit card so you can get money out from cash machines. Make sure you have some cash on you when you arrive to cover your initial expenses (transport, food...) you can also use traveller's cheques.