

Mobility guide for students

Studying in the Greater Region made easy:
Attending classes within the UniGR network



UNIVERSITÉ DE LA
GRANDE RÉGION
UNIVERSITÄT DER
GROSSREGION



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In all denominations relating to individuals, the phrase applies to both sexes, regardless of the actual gender designation used in the formulation.



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Introduction

Dear Students,

If you are studying at the universities of Kaiserslautern, Lorraine, Liege, Luxembourg, Saarland or Trier, and you wish to enrich your studies with a European dimension without having to spend a whole semester abroad, then the status of a UniGR student is just right for you!

The UniGR-Student Status allows you to attend courses for free at the partner universities of the network 'University of the Greater Region - UniGR'. The advantages are obvious: You can improve your language skills, make new contacts, develop your intercultural competence and gain academic insight from a different perspective. In short, you have the opportunity to demonstrate your flexibility and adaptability - characteristics that will be valued by your future employers.

In this brochure and on the UniGR portal you will find lots of information on everything you need to know in order to use the UniGR Student Status and unhurriedly prepare yourself for staying at a partner university: Enrolment and recognition procedures, travel tickets and connections, access to libraries and canteens, and many more.

Have fun reading, and have success with your project!

Prof. Dr. Volker Linneweber

President of the Council of the 'University of the Greater Region' (2012-2013)

President of Saarland University

UniGR Student Status: Easy mobility

Cross-border studying offers students the opportunity not only to learn about other cultures and to improve their foreign language skills, but also to broaden their career prospects. For this reason, the partners of the network, 'University of the Greater Region - UniGR' have installed the so-called 'UniGR Student Status' in order to facilitate the mobility of students between the six partner universities.

WHAT IS THE UNIGR STUDENT STATUS?

Within the framework of the UniGR Student Status, students who are regularly enrolled at one university within the network may enrol in one or multiple UniGR partner universities for free and attend lectures and take exams there. The UniGR Student Status thus allows students an easy and uncomplicated integration of a stay abroad in the course of their studies.

A large number of the courses of the partner universities are available to the students. They can obtain up to 10 ECTS per Semester or 20 ECTS per academic year, respectively.



In addition, students are given access to facilities of the partner universities, such as the libraries and cafeterias.



More information on the study offer of the UniGR universities and the different university systems can be obtained on the UniGR portal ('Studying' section).



HOW SHOULD STUDENTS PROCEED TO USE THE UNIGR STUDENT STATUS?

First of all, students should select the courses they wish to attend at the partner universities. A search engine on the UniGR portal (section 'Studying') allows easy access to the study programme of the partner universities. Search criteria include 'Location', 'Degree' and 'Language'.

Once the courses have been selected, those in charge of the courses should be contacted to determine whether it is possible to attend classes.

Finally, students should enrol in the framework of the UniGR Student Status (see appendix).

WHEN TO ENROL?

Lecture times and enrolment periods vary from university to university. The recommended enrolment periods in the context of the UniGR Student Status are given in the table below.

Please note that enrolment outside these periods may be possible.

Detailed information concerning the course times and enrolment periods of the partner universities is available on the UniGR portal (section 'Studying').

Academic Calendar

University	Lecture times	Recommended enrolment periods
Saarland University	WINTER SEMESTER: October to February SUMMER SEMESTER: April to July	WINTER SEMESTER: Early August to late October SUMMER SEMESTER: Early March to mid-April
University of Liège	1. QUADRIMESTER: September to December 2. QUADRIMESTER: February to May	1. & 2. QUADRIMESTER: Early to mid-July, mid-August to late September
University of Luxembourg	WINTER SEMESTER: September to December SUMMER SEMESTER: February to May / June	WINTER SEMESTER: July to late September SUMMER SEMESTER: December to late January
Lorraine University	1. SEMESTER: September to December 2. SEMESTER: January to May	1. SEMESTER: Early September 2. SEMESTER: Early January
University of Kaiserslautern	WINTER SEMESTER: October to February SUMMER SEMESTER: April to July	WINTER SEMESTER: Mid-May to late August SUMMER SEMESTER: Mid-November to late February
Trier University	WINTER SEMESTER: October to February SUMMER SEMESTER: April to July	WINTER SEMESTER: Mid-May to early September SUMMER SEMESTER: Mid-January to early March



HOW CAN ACADEMIC ACHIEVEMENTS ATTAINED AT A PARTNER UNIVERSITY BE RECOGNIZED?

Students wishing to have academic achievements obtained at a partner university recognized, should proceed as ERASMUS students:

Before the semester

- 1 The possibility to attend a certain course and have it recognized should be discussed with the relevant representatives of your university (e.g. subject or Erasmus coordinator, faculty adviser or the person responsible for the course programme) as well as the partner university.

2 Concluding a 'Learning Agreement'

The 'Learning Agreement' is a document listing the selected courses of the partner university and the corresponding number of credit points. It has to be signed by the person in charge at the home and the partner university. The Learning Agreement can be obtained at the International Office and/or the responsible representatives of the home university.

During the semester

- 3 At universities in Germany, Lorraine and Luxembourg: Students should inform themselves of procedures and deadlines to register for exams.
- 4 Students can have the UniGR mobility certificate signed.
- 5 Upon successful completion of the course, the student should have his or her credits acknowledged in a 'transcript of records'.

Towards the end of the semester

- 6 Students should submit the Transcript of Records and the Learning Agreement as well as any other required documents to the appropriate person or body responsible for **credit recognition** at the home university (e.g. the Examinations Office at German universities).

Information on recognition procedures and on the above mentioned documents is available in the appendix.

One more reason for mobility: Events at the UniGR universities

Students are welcome to academic or cultural events of the UniGR and its partner universities.

The calendars of events are available via the UniGR portal (section 'Events')

Students wishing to attend an event at a partner university may be able to apply at their home university (except in Rhineland-Palatinate) for the reimbursement of travel expenses via the UniGR Mobility Fund (see page 21).

Further advantages and opportunities for students within the Greater Region

DO STUDENTS HAVE ACCESS TO THE LIBRARIES?

The academic success of students is a central issue of the partner universities. The surrounding conditions play an essential role in enabling smooth studying. This includes the full and free access to library resources in the Greater Region.

All students (regardless of the UniGR Student Status) have the opportunity to use all the university libraries within the UniGR network and to borrow books for free. Registration with the relevant library is usually necessary.

To facilitate the search for relevant works, the UniGR has set up a search engine on the UniGR portal that gives access to all the catalogues.

DO STUDENTS HAVE ACCESS TO LANGUAGE COURSES?

Sufficient linguistic proficiency is required for a stay at a UniGR partner university. All the UniGR partner universities have a wide range of offerings to help students improve their language skills. Some of the institutions give students the additional opportunity to obtain internationally recognised language certificates (e.g. DSH, CLES, UNICert, DELF and DALF). Most language institutions offer a wide range of languages, including German, French, English and Chinese.

Some of these are available to students of the partner universities, either in the context of or independent from the UniGR Student Status:

- **Intensive language courses and summer courses:** Each year or term, the language-related institutions at the universities in Kaiserslautern, Trier, Saarbrücken, Lorraine and Liège hold (fee-based) intensive language courses in German, French and

More information on the libraries, registration and the methods of borrowing books is available on the UniGR portal ('Libraries' section).



other languages that are also available to students of the UniGR partner universities.

- **Courses during term:** Students who are enrolled at the relevant university in the context of the UniGR Student Status have access to these courses at all universities (except Luxembourg). In most cases, the services are for free. Free language courses at the Language Centre (Sprachenzentrum) in Saarbrücken are available to students of UniGR partner universities, even if they are not enrolled at Saarland University.
- In-house **language learning tools** and online materials for self-study are available to all students (usually for free)

WHAT OTHER OPTIONS ARE THERE FOR BEING MOBILE WITHIN THE GREATER REGION?

The partner universities provide their (prospective) students with a broad range of cross-border study programmes at bachelor and master levels, including human sciences, natural sciences, law and engineering. Cross-border programmes are jointly of-

fered by two or three universities. Students typically spend two semesters abroad. In the end, they receive a degree from their home university and from the other participating universities (e.g. in the form of a joint degree).

In addition, students have the opportunity of a stay abroad within the Greater Region for one or two semesters as part of the Erasmus programme (or other co-operations). The International Offices and responsible representatives can provide information on the arrangements existing with the UniGR partner universities.

Contact persons at the Centres for International Relations and/or Student Mobility

Saarland University

International Office
Gebäude A4 4 - Campus Center
D-66041 Saarbrücken
Tel. +49 (0)681 302-71100
international@io.uni-saarland.de

University of Luxembourg

Service des Etudes
et de la Vie Etudiante (SEVE)
Campus Limpertsberg, bâtiment BRA
162 A, avenue de la Faiencerie
L-1511 Luxembourg
seve.mobility@uni.lu



An overview of the language facilities and cross-border study programme can be found in the 'Studying' section on the UniGR portal.

University of Liège

International Relations Service
Place du 20-Août 7 (Bât. A1)
B-4000 Liège
Tel. +32 (0)43669255
international@ulg.ac.be

University of Kaiserslautern

Abteilung Internationales
Gottlieb-Daimler-Straße
Gebäude 47
D-67663 Kaiserslautern
Tel. +49 (0)631 205 5252
internationales@uni-kl.de

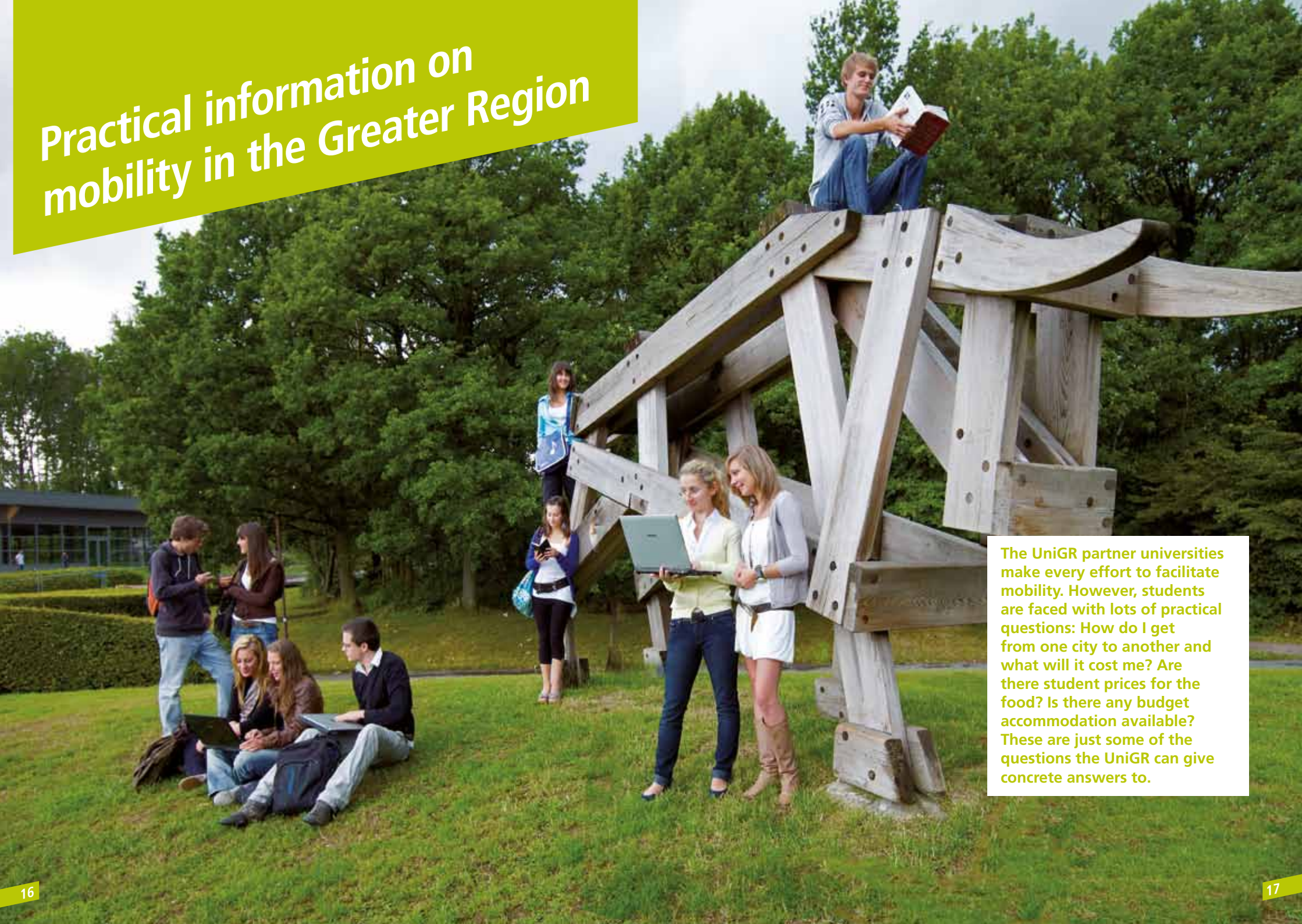
University of Lorraine

Direction des Relations Internationales
et Européennes - Site de Metz
Ile du Saulcy
BP 80 794 - F-57012 Metz Cedex 1
Direction des Relations Internationales
et Européennes - Site de Nancy
91 avenue de la Libération
F-54001 Nancy
drie-mobilite-contact@univ-lorraine.fr

Trier University

International Office
Universitätsring 15
D-54286 Trier
Tel. +49 (0)651 201-2806
aaa@uni-trier.de

Practical information on mobility in the Greater Region



The UniGR partner universities make every effort to facilitate mobility. However, students are faced with lots of practical questions: How do I get from one city to another and what will it cost me? Are there student prices for the food? Is there any budget accommodation available? These are just some of the questions the UniGR can give concrete answers to.

WHAT PUBLIC TRANSPORT CONNECTIONS EXIST IN THE GREATER REGION?

All information regarding transport connections, duration and prices of individual trips, as well as special fares for students in the regions and the inter-regional areas is available via the UniGR Portal (section 'Living & Transportation').

Distance between the main university cities in kilometres:

	KAISERSLAUTERN	LIÈGE	LUXEMBOURG	METZ	NANCY	SAARBRÜCKEN	TRIER
KAISERSLAUTERN		275	160	135	185	65	115
LIÈGE	275		165	230	285	255	180
LUXEMBOURG	160	165		65	120	100	50
METZ	135	230	65		55	70	110
NANCY	185	285	120	55		125	165
SAARBRÜCKEN	65	255	100	70	125		100
TRIER	115	180	50	110	160	100	

Details on preferential prices by region

Special rates are available for students on many routes of public transport in the Greater Region.

Belgium

With the **Go Pass 10**, everyone under 26 years of age receives 10 trips throughout Belgium for 50 EUR. The card is transferable and valid for one year from the first trip. In addition, there is the **Go Pass 1**, covering a single journey that costs 6.50 EUR.

Go Pass-Tickets are available via Online sales and at ticket counters of stations.

Lorraine

With the **Billet Metrolor**, which is available in all stores and SNCF stations in Lorraine and is valid for the TER (Regional Express) and the Metrolor buses, you receive 40% off the normal price. This ticket can be purchased by all and is available on all days.

The **Pass Campus** is a weekly or monthly card for students from Lorraine, Luxembourg and the Saarland who regularly use the TER regional express in Lorraine. You receive 60% off all journeys in Lorraine.

Luxembourg

The University of Luxembourg offers a **Semesterticket** to all its students at a price of 37 EUR per semester. The ticket is valid for unrestricted travel on all forms of public transport within the Grand Duchy of Luxembourg. It can be purchased by ticking the box marked 'Semester ticket for public transport' on the online enrolment application form.

Young people and students who are not enrolled at the University of Luxembourg can purchase the '**Jumbokaart**' for the network of public transport, provided they are either under 20 or under 27 and still receive child benefits. They may also reside outside



More information can be obtained on the UniGR portal ('Living & Transportation' section).

of Luxembourg. The card can be purchased at the following locations: Ticket offices of the CFL, Mobility Centre or from the transport operators AVL or TICE. The card costs 75 EUR per year.

Saarland and Rhineland-Palatinate

Students who have a '**semester ticket**' can use public transport for free within the ticket's area of applicability. They receive the ticket after enrolling and upon payment of the semester fee.

Students in Rhineland-Palatinate enrolling in the context of the UniGR-Student Status cannot purchase the semester ticket. Price, duration and scope vary from one university and region to another.

Inter-regional special tickets

Lorraine ↔ Saarland

The Saar-Lorraine rate applies to all connections between railway stations in the Saarland and selected SNCF stations in Lorraine, and is available to all travellers. A return trip between Metz or Nancy and Saarbrücken for instance costs approximately 20 EUR.

Luxembourg ↔ Saarland and Luxembourg ↔ Trier

Students can travel for free on the 'Luxembourg-Saarbrücken Express' bus and on all the trains between Luxembourg and Trier, if they hold both the semester ticket and the Luxembourg Jumbokaart or their student ID of the University of Luxembourg, on which the logo of the Centrale de Mobilité appears together with the reference to 'vaut titre de transport sur le réseau luxembourgeois'.

Luxembourg ↔ Trier ↔ Kaiserslautern

Students who present a valid student ID with photo are granted a 50% discount off the normal price on the DeLux Express coach that connects Luxembourg, Trier, Birkenfeld, Kaiserslautern, Mainz, Frankfurt Airport (Main) and Frankfurt city.

Rhineland-Palatinate ↔ Saarland

The 'Saarland-/Rheinland-Pfalz-Ticket' allows the holder one day of free use of all forms of public transport in both regions. The ticket costs less than 25EUR, and 4EUR for each additional person (up to 5 persons).

With the 'Westpfalz-Anschluss-Semesterticket', all students who also hold a 'SaarVV Semesterticket' can travel across West Palatinate for approximately 155 EUR per semester.

IS A REFUND OF TRAVEL COSTS POSSIBLE? THE UNIGR MOBILITY FUND!

On the initiative of the UniGR Student Advisory Board, a mobility fund has been introduced at most UniGR universities (except in Rhineland-Palatinate) - initially for a one-year trial period - offering grants to students for their journeys between the partner universities.

For example, a student from Saarbrücken going to Metz in order to attend a lecture or conference, can now apply for a refund of travelling expenses at his home university.

The conditions and procedures in connection with the mobility fund are different at each university. More information can be found on the UniGR Portal.

WHAT KIND OF SUPPORT IS THERE FOR STUDENTS WITH DISABILITIES?

The partner universities seek to ensure equal participation in student life for students with disabilities or chronic ailments, and allow them greater mobility in the context of the 'University of the Greater Region'. The objective of the collaboration is that students with disabilities or chronic ailments have the opportunity to attend courses and take exams at a partner university on the same terms as at their home university.

All the universities offer guidance and/or employment contact persons:

Saarland University

Kontaktstelle Studium und Behinderung
www.uni-saarland.de/ksb
Tel. +49 (0) 681 302 50 25
ksb@uni-saarland.de

University of Liège

Qualité de Vie des Etudiants – Accompagnement des étudiants en Situation de Handicap
www.ulg.ac.be/etudiants/handicap
ash@ulg.ac.be
Tel. +32 4 366 91 06 ou 58 65

University of Lorraine

Mission Handicap
<http://handicap.univ-lorraine.fr>
Site Lorraine nord
Tel. +33 3 87 31 52 67
marie.courouve@univ-lorraine.fr
Site Lorraine sud
point.handicap@uhp-nancy.fr
Tel. +33 3 83 68 40 84 ou
Campus Lettres et Sciences Humaines
linda.khounach@univ-lorraine.fr
Tel. +33 3 54 50 41 50

University of Luxembourg

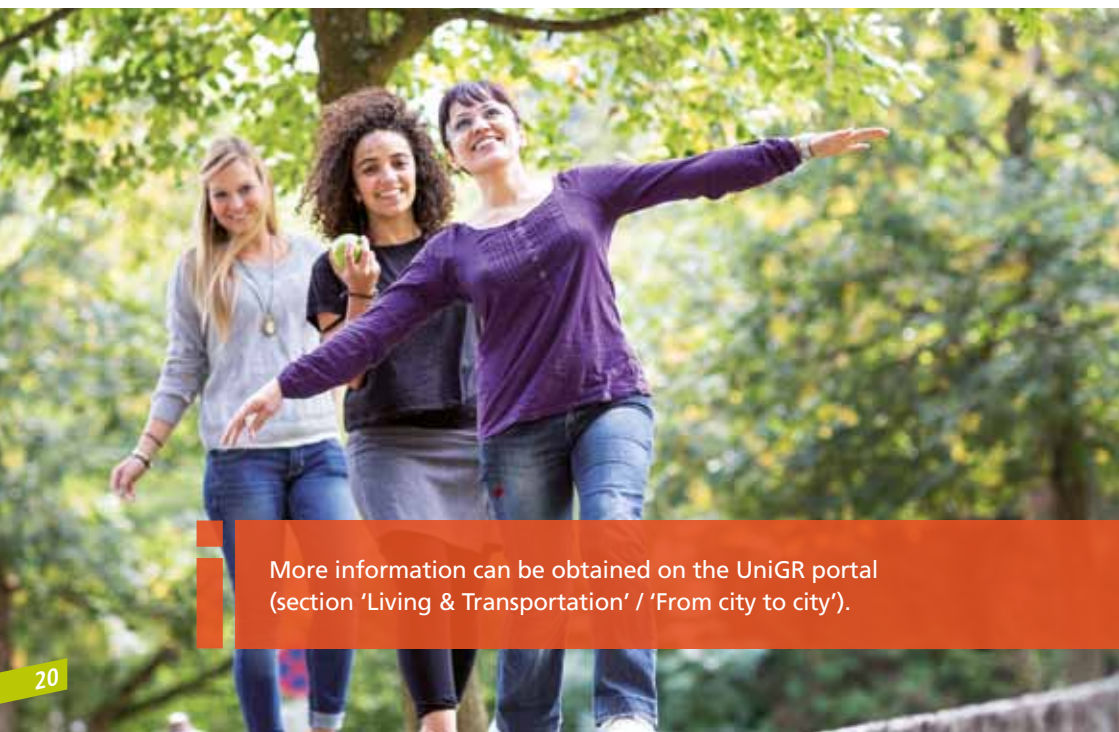
Advisor for students with special needs
Arthur.limbach@uni.lu
Tel. +352 46 66 44 9225

University of Kaiserslautern

Allgemeiner Studierendenausschuss (AStA)
Referat Barrierefreies Studium
www.asta.uni-kl.de/barrierefrei.html
Tel. +49 631 205 2228

Trier University

Zentrale Studienberatung
www.zsb.uni-trier.de
meyerf@uni-trier.de
Tel. +49 651 301 4205



More information can be obtained on the UniGR portal (section 'Living & Transportation' / 'From city to city').

HOW IS ACCESS TO THE CAFETERIAS AND CANTEENS AT THE PARTNER UNIVERSITIES MANAGED?

All universities have student cafeterias and canteens, where access is regulated differently. In some canteens, a student ID card or a canteen card is necessary to pay for the meals, since cash is not accepted. Many canteens offer special rates for students.

Saarland University

The canteen is accessible to all students. Students of the UniGR partner universities benefit from the student prices, upon presentation of the student card of their home university. Payment of the meals is possible with the student card of Saarland University or in cash.

University of Liège

The canteens and cafeteria are accessible to students of the University of Liège and international students. Payment is possible with bank cards or in cash. You will find the information you are looking for on the website of the asbl Restaurants Universitaires, which serves both students and staff of the university.

University of Luxembourg

The canteen of Campus Limpertsberg is only accessible to people in possession of the card 'Restopolis', which can be obtained at the Service des Études et de la Vie Étudiante (SEVE). On Campus Walferdange and Campus Kirchberg it is possible for all students to eat at the canteens and to pay in cash.

University of Lorraine

In France, it is the CROUS (Centre Régional des Œuvres Universitaires et Scolaires) which deals with catering facilities. For the university restaurants of Metz and Nancy, contact the CROUS of Nancy-Metz. You need to be in possession of the card 'CLE', which is obtained during enrolment or upon application at the canteen. Payment in the other cafeterias is possible in cash. There are no special student prices.

University of Kaiserslautern

UniGR students are able to eat in the canteens and cafeterias and to pay in cash or with the special guest card. However, only students in possession of the student card of the University of Kaiserslautern or Trier University benefit from the student rates. Further information is available at the Studierendenwerk Kaiserslautern.

Trier University

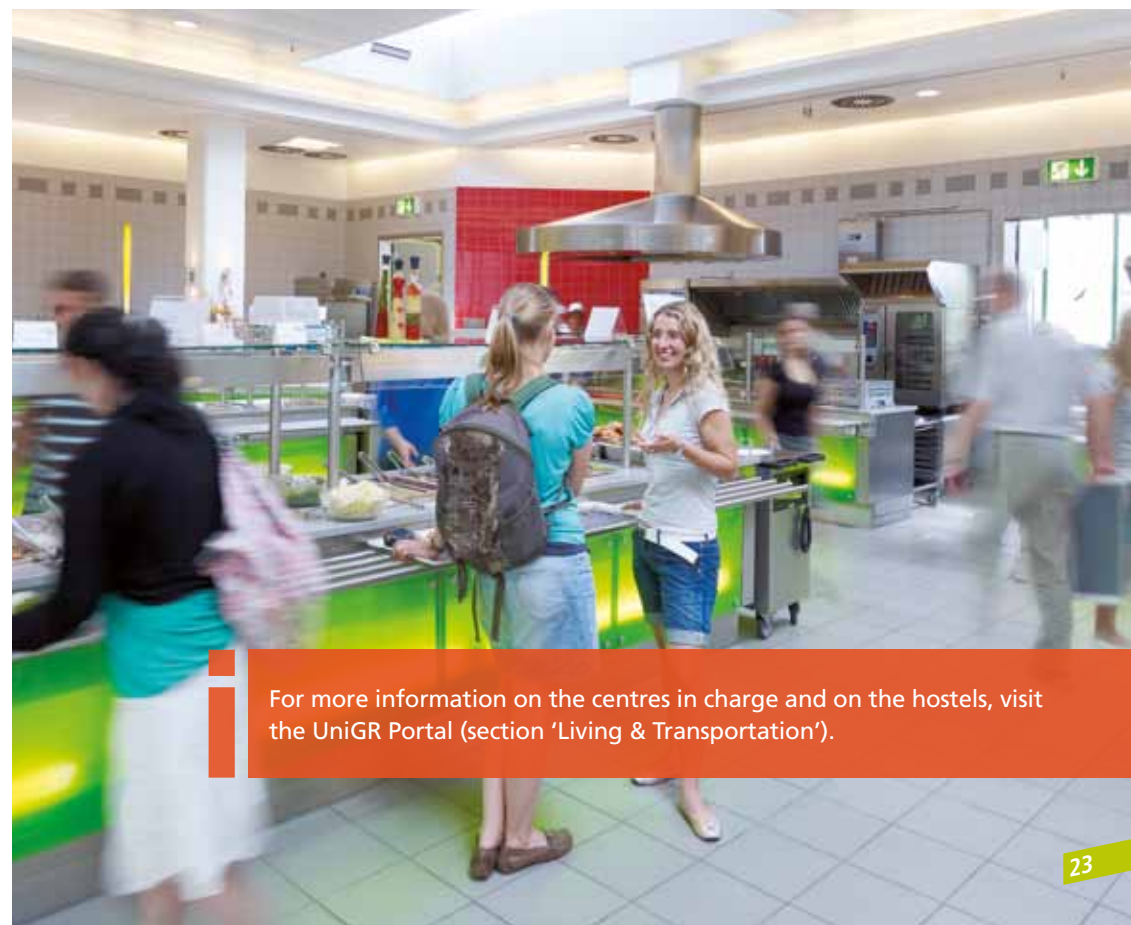
The canteens and cafeteria are accessible to all UniGR students, meals can be paid for in cash. However, only students in possession of the student card of the universities of Kaiserslautern or Trier or of the Luxembourgish 'LuxMensaCard' benefit from preferential prices.

Students of the University of Luxembourg can obtain the card at the Service des Études et de la Vie Étudiante (SEVE) of their university. Further information is available at the Studierendenwerk Trier.

WHERE CAN I FIND BUDGET ACCOMMODATION?

What are reasonable accommodation facilities in the Greater Region for short, medium and long term stays?

All partner universities have drop-in centres that can help students in their search for affordable accommodation for longer stays. Besides this, there are a number of hostels in most university towns. They offer accommodation at affordable prices in single or shared rooms.



For more information on the centres in charge and on the hostels, visit the UniGR Portal (section 'Living & Transportation').

UniGR contacts



If you have any questions about the UniGR network and UniGR Student Status, please contact the UniGR Secretariat or the UniGR contact persons at the partner universities.

UniGR Secretariat

info@uni-gr.eu

Saarland University

unigr@uni-saarland.de

University of Liège

international@ulg.ac.be

University of Luxembourg

ugr-info@uni.lu

University of Lorraine

info-ugr@uni-lorraine.fr

University of Kaiserslautern

uni-gr@uni-kl.de

Trier University

unigr@uni-trier.de

An overview of the contacts can be found on the UniGR Portal: www.uni-gr.eu ('Contact' section).

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MOBILITY CERTIFICATE



I, the undersigned, hereby confirm that the student / doctoral student (please mark as appropriate):
..... (last name, first name)
..... (student identification number)

STAYED AT OUR UNIVERSITY:

- Saarland University University of Liège University of Luxembourg
- University of Lorraine University of Kaiserslautern Trier University

FOR THE FOLLOWING REASON:

- Attending a lecture:
..... (please indicate course title)
- Participating in a seminar, conference, summer school or other event:
..... (please indicate event title)
- Meeting a supervisor (e.g. of Master or PhD thesis)
- Using the university library
- Using research equipment
- Other purpose of stay:

PERIOD:

Date or period of stay:

THE FOLLOWING RESULT HAS BEEN ACHIEVED (if applicable):

ECTS credits: Grade:

Date:

Signature: Seal / Stamp:

Representative of the host university:

Last name, first name:

Capacity / Function:

Faculty / department:

LEARNING AGREEMENT

ACADEMIC YEAR: 20...../20.....

STUDY PERIOD: fromto.....

.....

FIELD OF STUDY:

Name of student:

Student's e-mail address:

Home University:

Student Identification Number:

.....

DETAILS OF THE PROPOSED STUDY PROGRAMME IN THE GREATER REGION (Host university):

- Saarland University University of Liège University of Luxembourg
 University of Lorraine University of Kaiserslautern Trier University

Course unit code (if any)	Title of course or teaching unit	Semester (autumn/spring)	Number of ECTS credits
------------------------------	----------------------------------	-----------------------------	---------------------------

.....

.....

.....

.....

.....

Date: Student's signature:

Home university:

We confirm that the learning agreement is accepted.

Signature of departmental coordinator *and/or* Institutional coordinator (or other representative(s))

.....

Date: Date:

Host university:

We confirm that the learning agreement is accepted.

Signature of departmental coordinator *and/or* Institutional coordinator (or other representative(s))

.....

Date: Date:

UniGR STUDENT STATUS AT THE SAARLAND UNIVERSITY

Procedures step by step 'Incoming'



UNIVERSITÄT
DES
SAARLANDES

UNIVERSITÉ DE LA
GRANDE RÉGION
UNIVERSITÄT DER
GROSSREGION

Before semester start

Select courses using the study offer search engine at www.uni-greuv.de ('Studying' / 'Courses') and www.sfr.uni-saarland.de (no user account is necessary for viewing the course catalogue!)

Check the entrance requirements to the various programmes at www.uni-greuv.de ('Studying' / UniGR Student Status').

Submit the form (Application for Guest Students, available on the UniGR web portal), as well as the following documents:

- Enrolment certificate or student ID of the home university
- Proof of health insurance
- Passport Photo

by post to:
Dietmar Krebs
Studierendensekretariat
Campus Saarbrücken
Gebäude A4.2, Erdgeschoss
Phone: +49 (0)681 / 302-5491
D-66041 Saarbrücken, Germany

Contact the department office in case the course times are not specified in the course catalogue.

Obtain the lecturer's approval to attend the course.

Conclude a Learning Agreement with the person in charge at your home university and the Erasmus coordinator (of the subjects) at Saarland University if you wish recognition of your studies and examination results.

Check if a registration is required for attending courses and sitting examinations: Contact the person responsible for the course programme.

Collect Student ID (UoG Card) at the card issuing office.

Information on inexpensive tickets for public transport is available at the Admissions Office.

At the beginning of semester

At the end of semester

The proof of credits issued by the lecturer for the obtained examination results forms the basis for the Transcript of Records.

(optional) Have the UniGR mobility certificate signed (UniGR portal, 'Studying' section).

Submit the Transcript of Records and, for some universities, the Learning Agreement to the competent authority for credit recognition at your home university.

Recommended periods for UniGR enrolment:

August to October | early March to mid-April

Lecture times:

October to February | April to July

UniGR STUDENT STATUS AT THE UNIVERSITY OF LIÈGE

Procedures step by step 'Incoming'



Before and at the time of semester start

Select courses using the study offer search engine at www.uni-gr.eu ('Studying' / 'Courses') and <http://progcourses.ulg.ac.be>.

Contact the relevant department office to learn the course times of the lectures.

Obtain the lecturer's written approval.

Conclude a Learning Agreement with the person in charge at your home university and Ulg if you wish recognition of your studies and examination results.

After arrival in Liège, complete enrolment using the following documents:

- ID or passport
- Student ID of home university
- Lecturer's written approval
- 32 EUR (insurance)

Towards the end of semester

Receive certificate after having passed an exam.

After returning home

Submit the Transcript of Records and, if applicable, the Learning Agreement to the competent authority for recognition at the home university.

Recommended periods for UniGR enrolment:

early July to mid-July | mid-August to late September

Lecture times:

September to December | February to May



Before semester start

Select courses using the study offer search engine at www.uni-gr.eu ('Studying' / 'Courses') and www.uni.lu

Contact the relevant department office to learn the course times of the lectures.

Consult those in charge of the courses to determine whether it is possible to attend the selected courses.

Conclude a Learning Agreement with the person in charge at your home university and the University of Luxembourg if you wish recognition of your studies and examination results.

Receive the student ID, e-mail account and registration number; if applicable, transfer the fee for the semester ticket.

Fill in the online enrolment application for 'UniGR Guest Students'; tick off 'Semester ticket' (37 EUR) if applicable.

Submit the application, including copies of the following documents:

- enrolment certificate of the home university
- copy of ID card or passport
- proof of health insurance, e.g. EU card
- passport photo

to the following address:

Service des Etudes et de la Vie Etudiante
162, avenue de la Faiencière
L-1511 Luxembourg

At the beginning of semester

Communicate the selected courses to igr-info@uni.lu

Log on to the electronic Moodle platform for information on courses and examinations. There are separate logins for some study programmes; these are issued by the department offices.

At the end of semester

Request a Transcript of Records at igr-info@uni.lu

(optional) Have a UniGR Mobility Certificate signed (UniGR portal, 'Studying' section)

Submit the Transcript of Records and, if applicable, the Learning Agreement to the competent authority for recognition at your home university.

Recommended periods for UniGR enrolment:

July to September | December to January

Lecture times:

September to December | February to May / June



Before the stay

Select courses using the study offer search engine at www.uni-gr.eu ('Studying' / 'Courses').

Contact the relevant 'Service scolarité' to learn the course times of the selected classes.

Download the enrolment application from the UL website.

Submit the completed and signed enrolment application to the 'Service scolarité' uni-gr-inscription@univ-lorraine.fr or to the Université de Lorraine

DFOIP - Gestion la formation et des études - site de Metz Plate-Forme Sauluy Ile du Sauluy BP 80794 - F-57000 Metz Cedex

Conclude a Learning Agreement with the person in charge at your home university and UL if you wish recognition of your studies and examination results.

Receive notice from the 'Service Scolarité' on the possibility of attending the courses.

If it is possible to attend the selected course, send the following documents by mail to the 'Service Scolarité':

- copy of your passport
- copy of your EU health insurance card
- copy of the certificate of your liability insurance
- passport photo

During the stay

Collect UL student ID at the appropriate 'Service Scolarité' and register for the necessary examinations.

Request the *Transcript of Records* at the relevant 'Service scolarité'.

(optional) Have a UniGR mobility certificate signed (UniGR portal, 'Studying' section).

After returning home

Submit the *Transcript of Records* and, if applicable, the Learning Agreement to the competent authority for recognition at your home university.

Recommended periods for UniGR enrolment:

early September | early January

Lecture times:

September to December | January to May



Before semester start

1 Select courses using the study offer search engine at www.uni-gr.eu ('Studying' / 'Courses') and www.uni-kl.de

2 Consult those in charge of the courses to determine whether it is possible to attend the selected courses.

3 Conclude a Learning Agreement with the person in charge at your home university and the subject coordinator at UnikL if you wish recognition of your studies and examination results.

4 Fill in and submit the „application form for enrolment for a temporary period of study“ and the application for a chip card including the following documents:

- Certificate of matriculation from the home university
 - written declaration of consent of the department at the University of Kaiserslautern (Learning Agreement)
 - passport photo
- to the following address:

University of Kaiserslautern
Abteilung für Studienangelegenheiten
Gottlieb-Daimler-Straße, Gebäude 47
D-67663 Kaiserslautern

During the semester

5 Register for examinations in consultation with the person responsible for the course.

6 Pick up the obtained certificates or Transcript of Records from the person responsible at the host university.

7 Submit the certificates acquired (or the Transcript of Records) to the competent authority for recognition at your home university.

At the end of the semester

Recommended periods for UniGR enrolment:

mid-May to late August | mid-November to late February

Lecture times:

October to February | April to July



Before semester start

1 Select courses using the study offer search engine at www.uni-gr.eu ('Studying'/'Courses') and www.vorlesungsverzeichnis.uni-trier.de

2 Consult with those in charge of the courses at your home university about your course selection; consult then with the competent ECTS contact person of Trier University about attendance of the selected courses.

3 Conclude a Learning Agreement with the relevant ECTS contacts at your home university and Trier University if you wish recognition of your studies and examination results.

4 Enrolment
Fill in and submit the 'application for enrolment' including the following documents:

- current enrolment certificate of your home university
- copy of ID card
- proof of health insurance coverage
- passport photo

to the following address:
Trier University
UniGR-Team / Abt. II
54286 Trier

5 Registration for courses
Consult the LSF portal at <https://lsfportal.uni-trier.de/> for information on which of the courses require enrolment. Registration for courses is possible only after successful enrolment and exclusively via the LSF portal.

During the semester

6 Register for exams in consultation with the respective lecturers.

At the end of the semester

7 A proof of academic achievement is issued by the lecturers for the obtained examination results (including the ECTS credits).

8 The proof of academic achievement obtained is to be presented to the appropriate ECTS contact at Trier University who will then issue the transcript of records.

9 Submit the Transcript of Records and, if applicable, the Learning Agreement to the competent authority for recognition at your home university.

Recommended periods for UniGR enrolment:

mid-May to early September | mid-January to early March

Lecture times:

October to February | April to July



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UNIVERSITÄT DER
GROSSREGION