



Erasmus+

Edition 2016-2017

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Willkommen!

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A Word from the Coordinator...

Bienvenue!



Dear student of the Erasmus + Joint Master Degree in Information Technologies for Business Intelligence (IT4BI),

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 IT4BI. 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,

Bienvenido!

Prof. Esteban Zimányi
IT4BI Coordinator

A handwritten signature in blue ink that reads "Esteban Zimányi". The signature is written in a cursive style.

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.



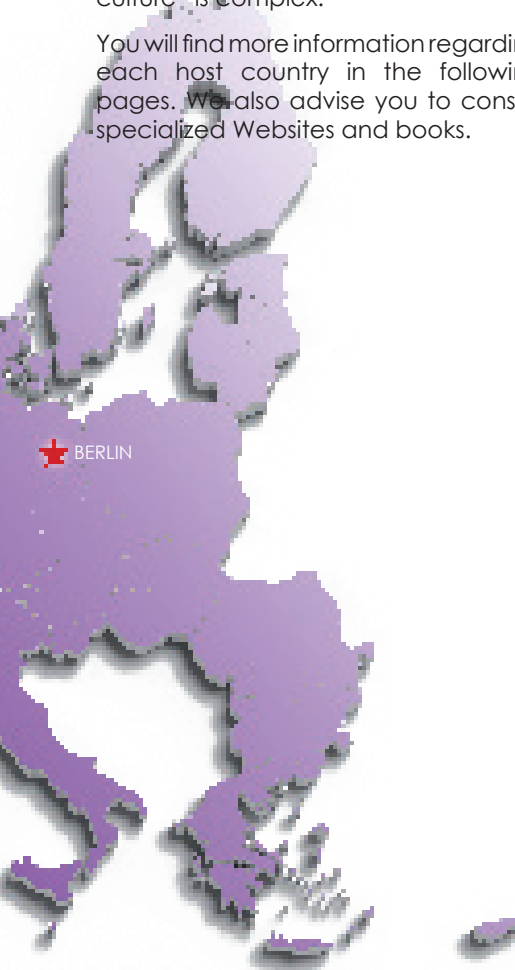


Culture

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

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

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



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.



A European socket
©sxc

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	Blois: 2 54 Paris: 1
Germany	49	Berlin: 30
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 IT4BI

The logo for the Academic Programme consists of five overlapping squares in purple, orange, light blue, green, and yellow, arranged in a cluster to the left of the text.

Academic Programme

IT4BI is a two-year Master's programme (4 semesters, 120 ECTS) offered by 5 higher education institutions:

- Université libre de Bruxelles (ULB) in Belgium,
- Université François Rabelais Tours (UFRT) in France,
- CentraleSupélec (CS) Paris in France,
- Universitat Politècnica de Catalunya (UPC) in Spain, and
- Technische Universität Berlin (TUB) in Germany.

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

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

The logo for the Course Structure consists of five overlapping squares in light blue, orange, red, green, and purple, arranged in a cluster to the right of the text.

Course Structure

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

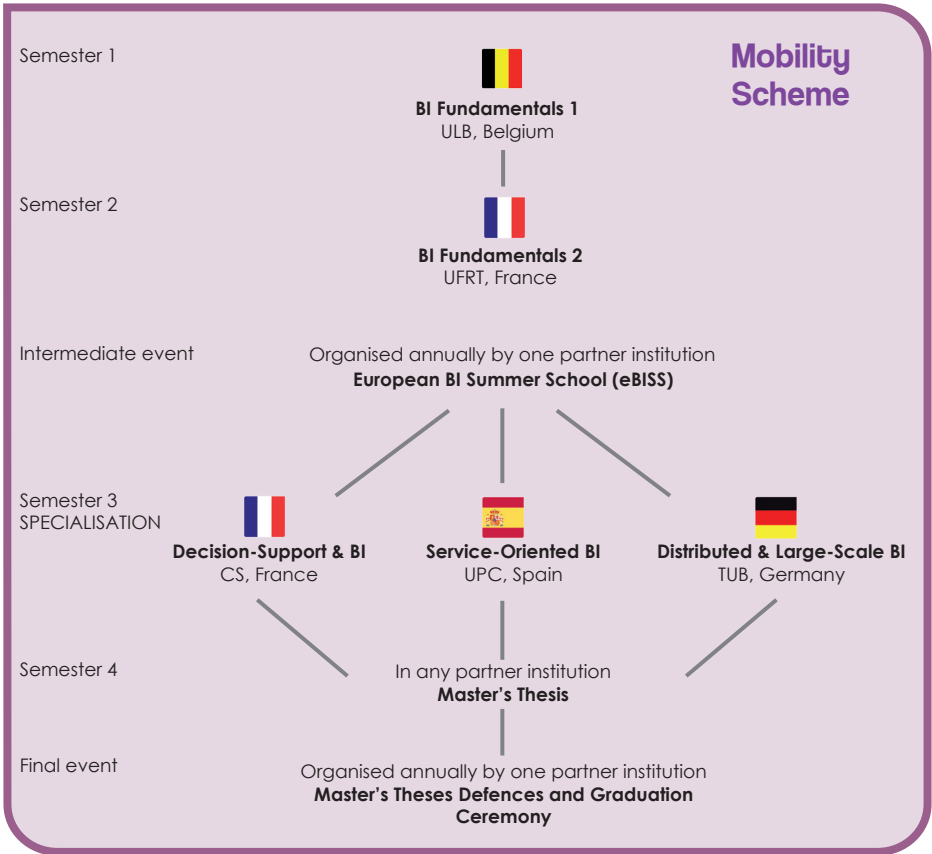
After this first year, all students participate in the European Business Intelligence Summer School (eBISS), which will be hosted and organized annually by one partner institution.

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

- Decision support & Business Intelligence (CS);
- Service-Oriented Business Intelligence (UPC);
- Distribution & Large-Scale Business Intelligence (TUB).

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. One day will be devoted to the Master's thesis defense.



Academic Calendar

Check at the updated academic calendar for 2015-2016 on the IT4BI website:

www.it4bi.univ-tours.fr

IT4BI 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 €8,000 for partner country students and to €4,000 for programme country students (i.e. EU, Iceland, Liechtenstein, Norway, Turkey, and Former Yugoslav Republic of Macedonia) .

They include national enrolment fees and the insurance cost.



Scholarships

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

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

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

The scholarship for students from Partner Country comprises:

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

To know your categorie :

it4bi.univ-tours.fr/home/students/tuition-fees-scholarships/



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 IT4BI – 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 IT4BI 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.

IT4BI 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 IT4BI 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 Steering Committee 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 UFRT. 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.



© sxc

- 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 StrCo reviews and discusses the students' results, and, at the end of year 2, harmonises the marks and distributes the ECTS credits. Our starting point for equivalencies across grading scales will be reviewed regularly to ensure similar grades from different partners truly reflect similar underlying student behaviour.
 - 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".

IT4BI Administrative Affairs



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 IT4BI, 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 or Spanish). Then you will be able to use the European Health Card to get reimbursed your medical expenses.

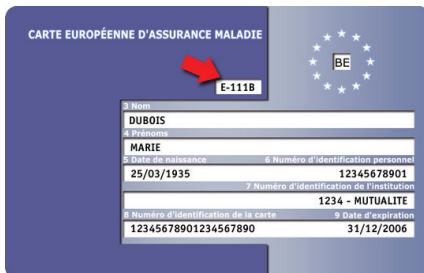
More information is available in each partner's part of this guide.

Indicative insurance coverage

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

IT4BI 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	Comprehensive
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	5 visits
Module 2: Assistance Abroad	Comprehensive
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	€ 10.000
Advance of security deposit	€ 25.000
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: <ul style="list-style-type: none"> • accommodation expenses by family members • travel expenses for 1 family member 	max €75 per person per day max € 7.500 (economy)
Module 3: Accidents	Comprehensive
Permanent disability due to accident	€ 150.000
Death by accident	€ 5.000
Module 4: Baggage & Household Furniture	Comprehensive
Home content, household furniture	€ 5.000
Maxima:	
photo, film, video, sound and computer apparatus, per item	€ 500
jewellery, watches, per item	€ 150
(sun)glasses including frame, contact lenses	€ 150
sports equipment (surfboards, skis, bicycles, etc) per item	€ 250
musical instruments	€ 250
ID and travel documents	€ 150
study materials (documents, books, study tools ...)	€ 500
Purchase of essential clothing and toiletries in case of a baggage delay of at least 1 night	€ 200
Deductible per claim (except for travel documents and baggage delay)	€ 125
Module 5: Extra Contractual Liability - Private Life	Comprehensive
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 IT4BI

Semester 1

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Université libre de Bruxelles

ULB





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:
 - home to more than 120 international institutions (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 the students grant A, 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: it4bi@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.





Getting to Brussels

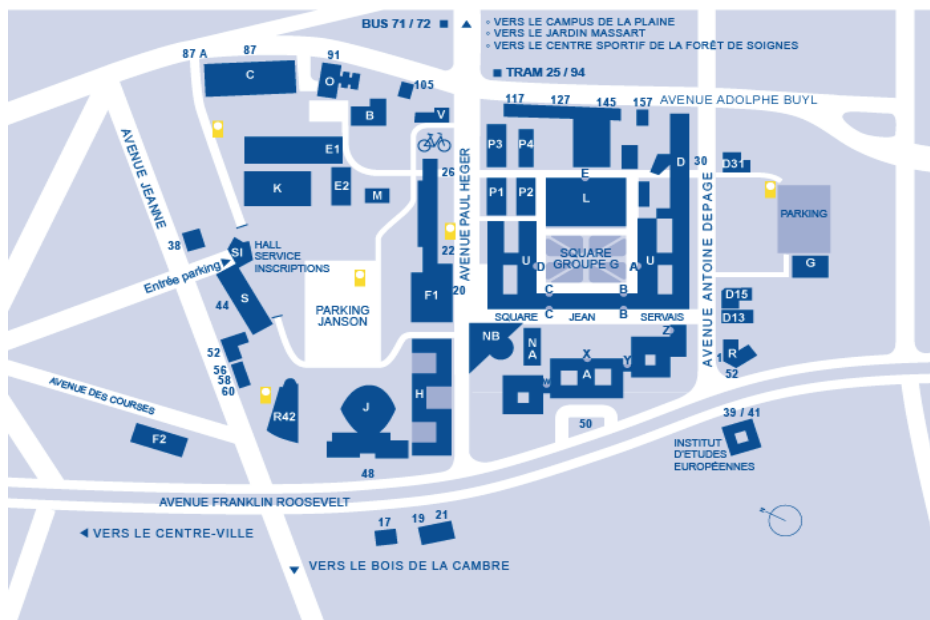
Once in Brussels, how to reach ULB?

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.



Getting to the Solbosch campus by public transport: bus (B), subway (M) and tram (T).



Bruxelles-Midi

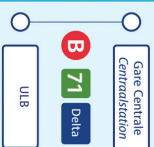


1

±28' = 25' 3'



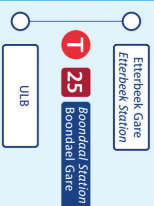
Bruxelles-Central



±24' = 21' 3'



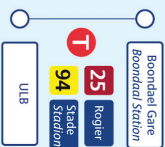
Etterbeek



±10' = 7' 3'



Boondael



±8' = 5' 3'



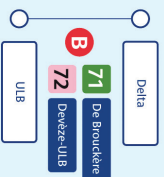
Bruxelles-Midi



2

±28' = 25' 3'

ULB Campus de La Plaine



Public transport (SPTB)

±9' = 6' 3'

Go out Boulevard de La Plaine-side, and take the Avenue Arnould Fraiteur right opposite you.
 Keep on walking opposite in the Avenue de l'Université and enter the Campus du Solbosch

Afoot

±12'

ULB Campus Erasme



±46' = 43' 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).

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 IT4BI students with their accommodation installment as they arrive in Brussels, the Université Libre de Bruxelles (ULB) proposes them accommodation in a university residence close to the campus at an affordable price.

This residence generally offers single bedrooms. The facilities, such as showers, toilets, kitchen facilities, etc., can be either shared or private. An Internet connection is available in the residence and students have the possibility to do laundries (usually, considering some additional fees). The residence is generally close or well connected to the campus by public transportation. The renting fees of the rooms vary between 300€ and 400€ (all charges included) per month according to the size of the room.

Of course, students are free to look for accommodation on the private market by themselves. For those of you who go for this option, you hereby agree to take full responsibility for finding your own accommodation and understand that ULB will no longer intervene in this matter.

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

Here are a few things you should know: There are various websites offering accommodation and house shares. When consulting these websites, please bear in mind that the prices shown may not always include charges such as electricity, water or insurance. These charges could eventually be between 50 and 150€ per month.

A typical rental contract is 3 years and landlords usually ask for a deposit of two months' rent in advance. Students can sometimes find contracts for 10-12 months but you may find that your deposit will be higher. If you leave earlier than your contract stipulates, the landlord is entitled to keep the deposit.

For any damage to the property upon your departure, the landlord may not give you back your full deposit. To avoid future disputes over the rental deposit, it is common practice in Belgium to open a blocked account between you and your landlord at your bank and to put the money for the deposit in there.

Prices for housing in Brussels vary but can be roughly 340-500€ for a room in a shared house or 500-800€ for a single studio. Be very wary of any offers that seem too good to be true and never wire any money from abroad before seeing the apartment and signing a contract.



■ Library

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

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

■ Sport & Culture

... University Sports Infrastructure

Different sport activities are organised on Campus through the University's Sports Association called 'ULB-Sport'.

You will find more information on:
www.esprit-ulbsports.eu/programme

An annual membership card will give you access to collective sport lessons and a reduction to sport infrastructures. Members of the 'University Community' are asked to pay a one-time annual registration fee of 40 € upon joining.

... University Cultural Infrastructure

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

... Activities within the Broader City

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

You can also have a look at these websites:

Brussels' events: www.quefaire.be

Tourist info for young travellers:
www.use-it.be

Facilities



■ 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

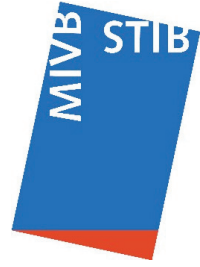
You are free to use all the computer rooms situated within ULB campuses.

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.



■ Public Transport

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

A single ticket entitles you to a one-hour journey, with the possibility of changing between tram, metro and bus lines during a 60 minute period, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21). It is also valid on the urban networks of DE LIJN and TEC and the trains inside of Brussels.

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



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

■ Phone & Internet

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

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

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

Proximus <http://www.proximus.be>

Mobistar <http://www.mobistar.be>

Base <http://www.base.be>

■ Post Services



Here are the post offices closest to ULB:

- Chaussée de Boondael 55, 1050 Ixelles
- Square du Vieux Tilleul 6, 1050 Ixelles
- Place Eugène Keym 50,
1170 Watermael-Boitsfort

These post offices are basically opened from Monday to Friday, 9.00 am - 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 IT4BI 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 IT4BI 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.



■ 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, 10.00 am to 6.00 pm.

Supermarkets are usually open from 9.00 am to 8.00 pm.

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

There are different ways to go to France:
by car, train, plane, bus.
The following will tell you how to get to Blois.

■ From Brussels to Blois

... By Train

You can take the train from “Brussels Midi Station” to the station of “Paris Nord”. It takes in average 1.30 hours and costs about 90€.

Then you will have to reach the station called “Paris Austerlitz” so as to catch a train for Blois.

To do so, take the underground with the Line M5 going to “Place d’Italie” and leave at the stop called “Gare d’Austerlitz”. You just have to follow the guideposts announcing “SNCF Grandes Lignes- Départs” and you will find the station easily.

Now, if it’s not already done, buy a ticket for Blois: the travel takes about 2 hours and it costs 25€.

Please note that some trains do not go directly to Blois. They stop in Orléans and you then need to take a shuttle (smaller trains) that will take you to Blois itself (this is the case when “Paris Austerlitz via Orleans Centre” is written on your ticket).

... By Plane + Train

You can also choose to travel by plane with Brussels Airlines.

Go to Brussels airport and ask for a ticket to *Paris Charles de Gaulle*. It costs around 400€ and the duration of the travel is about 1 hour.

Then you need to use the RER Line B, going to “Massy Palaiseau”. Get off at “Gare du Nord” and search for the underground’s Line M5, going to “Place d’Italie”. Leave at the stop called “Gare d’Austerlitz” (that is where the train station you will use is).

You just need to book a ticket for Blois and wait for your train!

■ Visa Request for France

Before moving to France, non-EU students will have to apply for a French student Visa, at the Consulat général de France in Brussels.

Maximum three months before your departure to France, ULB will guide you to apply for the French Visa, through the French Consulate in Brussels.

YOUR CONTACTS AT ULB

ESTEBAN ZIMANYI, Programme coordinator

CHARLOTTE MEURICE, Local Administrative Manager
it4bi@cs.ulb.ac.be

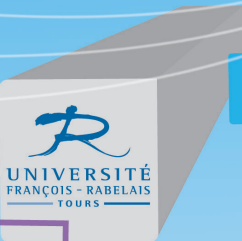


Joining IT4BI

Semester 2

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Université François Rabelais de Tours



Université François Rabelais de Tours

Blois Campus



Facts & Figures

■ BLOIS



Blois and its castle
© Ville de Blois



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

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

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

BLOIS IN SHORT

- Location: 150km away from Paris, situated right between Tours and Orléans.
- Population: around 50.000 inhabitants.
- People living in Blois are named "Blésois".
- Crossed by the longest river of France: *La Loire* (1013 km)
- Special features: Numerous kings of France used to live in Blois.
This was also the place of residence of Robert Houdin, considered as the father of modern conjuring.

Bienvenue à Blois !

■ L'université F Rabelais de Tours



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



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

The University F.Rabelais is mainly located in Tours but also owns a campus 60km away, in Blois.

The Blois Campus welcomes a University Institute of Technology (IUT in French), a part of the Law faculty, and the Computer Science Department.

THE UNIVERSITY AT A GLANCE

- 22.500 students in Tours, among which 2500 foreigners
- 4.000 students in Blois
- More than 1.400 teaching and research staff
- More than 1.100 technical and administrative staff
- 34 research laboratories

The University François Rabelais gathers 7 disciplinary units, which are used for teaching the students and for accommodating the university research teams:

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

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

The University of Tours endorses the following two mottos:

"One is not born as Man, one becomes Man" - Erasmus

"Knowledge without conscience is but the ruin of the soul" - François Rabelais



This is the English translation of relevant parts of the document «MODALITES DE CONTROLE DES CONNAISSANCES, D'EVALUATION ET REGLES DE PASSAGE DE L'UNIVERSITE FRANCOIS-RABELAIS».

Art. 1: Admissions and Registration

N/A

Art. 2: Course Structure

N/A

Art. 3: Student Evaluation Terms

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

Exceptional Provisions

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

Art. 4: Compensation - Accumulation

– Grade Transfer - Validation

1/ There is compensation between the modules (éléments constitutifs, EC) composing a course unit (unité d'enseignements, UE);

2/ The modules (EC) the student has passed are definitely capitalized. Obtaining a module (EC) entails that the corresponding European credits are obtained;

3/ There is compensation between the course units (UE) of a semester;

4/ The course units (UE) the student has passed are definitely capitalized. Obtaining a course unit (UE) entails that the corresponding European credits are obtained (30 credits per semester);

5/ If the average of all of the units stands below 10/20, the student must retake all the modules (EC) whose average grades are below 10/20 in the units (UE) for which the grade is below 10/20;

6/ Compensation is organized over the semester, on the basis of the average of the grades for the various course units (UE), weighted by coefficients.

However, for Master's programs including a Master's thesis or a placement period longer than two months, there is no compensation - in any sense whatsoever - between the grade of the placement and/or the Master's thesis, and the grade of other units (UE);

7/ There is no compensation between semesters;

8/ Any unjustified absence at one of these tests will result in the failure of the corresponding course unit (UE) and of the corresponding semester. Failure prevents the calculation of the result to the test, then to the unit (UE), and therefore to the semester, thus preventing any validation.

Art. 5: Organization of Testing Sessions

Two testing sessions are organized per semester. Dissertations, internship reports and tutored projects take place in a single session.

Art. 6: Jury

A jury is appointed for each year of study.

Jury deliberations are final and the students' grades are set at the end of each semester. The jury decides on the obtaining of course units (UE) and the validation of semesters (through the compensation rules – when appropriate - cf. Article 4).

The composition of the jury is displayed at the location of the testing sessions, before the beginning of the tests.

Repetition of the second year of the Master is not permitted except in cases of exceptional circumstances decided by the jury.

Art. 7: Issuance of Diploma

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

Art. 8: Distinction

A distinction is granted for each of the four semesters of the Master.

A distinction is granted for the completion of the first year of the Master (M1), on the basis of the average grade of the two semesters of M1. The distinction at the end of the second year of the Master (M2) will be calculated on the basis of the average grade of the two semesters of M2.

The distinctions are the following:

Honors (Assez Bien): average grade higher than or equal to 12/20.

Great Honors (Bien): average grade higher than or equal to 14/20.

Highest honors (Très Bien): average grade higher than or equal to 16/20.

Art. 9: Publication of Results - Availability of examination papers

Grades cannot be displayed by name. They may only be communicated to the student concerned.

Results must be anonymously displayed, bearing the student number, without mentioning his/her name.

Results are published in the digital work environment.

Results are final and can in no way be questioned - except in case of a material error duly noted by the jury. Students are entitled - upon request and within a reasonable time - to the communication of their examination papers and to a personal interview.

Université François Rabelais de Tours

Blois Campus



Detailed evaluation regulation for IT4BI semester 2 - session 1 & session 2

	Session 1				Session 2			
	ECTS	Evaluation mean	Nature of the test	Coef.	ECTS	Evaluation mean	Nature of the test	Coef.
Advanced Data Warehousing	5	W and/or O	CE and/or TE	5	5	W and/or O	TE	5
Knowledge Discovery and Data Mining	5	W and/or O	CE and/or TE	5	5	W and/or O	TE	5
XML and Web Technologies	5	W and/or O	CE and/or TE	5	5	W and/or O	TE	5
Information Retrieval	5	W and/or O	CE and/or TE	5	5	W and/or O	TE	5
Business Intelligence Seminar	5	W and/or O	CE and/or TE	5	5	grade of session 1 reported		5
Humanities	5	W and/or O	CE and/or TE	none	5	W and/or O	TE	none

Evaluation mean:

- W: written
- O: oral

Nature of the test:

- CE: continuous evaluation,
- TE: terminal exam only

□ For Humanities, you will have a binary evaluation (pass/fail), which will not averaged with the other grades.

□ If you happened to have an absence at the first session:

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

■ A justified absence at the first session also prevents the validation of the semester. You will have to present a certificate supporting the reason of this absence (medical attestation, appointment attestation ...).

In this case the student retakes the corresponding modules at the second session but keeps the benefit of the continuous evaluation.





Getting to Blois

Your Consular Paperwork

You have to apply for a French Visa through the French Consulate while being in Belgium (nothing can be done once you are in France).

Processing time usually goes from 2 to 15 days, but it can be longer. You can apply 3 months before your departure.

Non-EU students wishing to stay over three months in France must apply for a long-stay visa.

The long-stay visa application includes an OFII certificate request form (French Agency in charge of migration and welcoming foreigners). You need to fill out this request form and file it to the Consulate along with your visa application.

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

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

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

OFII
4 rue de Patay
45000 ORLEANS

At this point of the procedure, please get in touch with your LAM: he/she will care of sending the OFII certificates of your whole grade and will negotiate a group appointment.

This appointment is absolutely mandatory and should not be missed! Should you not be able to attend the appointment, it will be your own responsibility to set another one (and this is pretty hard).

Then, OFII will ask you to come and validate your visa in Orléans. You will have to be carrying:

- your passport
- a proof of your residence in France (rent receipt, electricity bill...)
- a full face passport photo, head uncovered
- OFII stamps (www.timbresofii.fr) corresponding to the amount of the tax due for a first residence permit (58€)
- a proof of your health coverage
- a properly stamped envelope

Because of the new long-stay visa policy, this appointment at OFII will also include a physical examination.

During this physical examination, you will have mandatory medical examinations, such as a lung X-ray, eyesight test, weight, size...

This examination aims at:

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

There's no need for you to come with an empty stomach but please provide an updated list of vaccinations/health record.

■ **How to Reach your Residence Hall**

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

Taxis are parked right in front of the station. The bus company is called TUB (*Transport Urbain Blésois*), you can consult travel times on this website: www.azalys-blois.fr

The fare is 1.20 €. Tickets can only be purchased from the driver and can be used for one hour whatever bus line you take.

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

- **If you arrive before 4:00 p.m.**, you will need to have an appointment at CROUS before retrieving your keys from the office in your hall. Indeed you have to provide CROUS some administrative documents before obtaining your studio's keys.

If you feel you need some assistance to run this appointment (people at CROUS are not fluent in English), please contact Mrs. Leila Abdellatif, from the Computer Science Department.

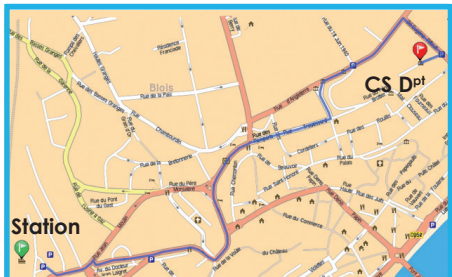
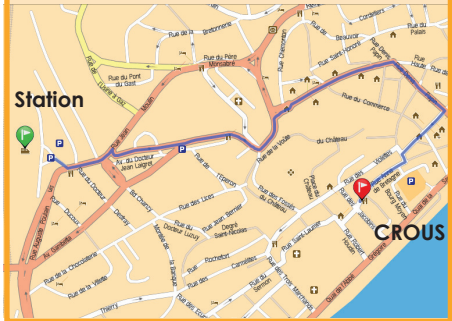
- **If you arrive after 4:00 p.m.**, CROUS will be closed and you will need to go directly to the hotel to spend the night there (refer to "Finding accommodation") and meet the CROUS the day after.

It will be impossible for you to get your hall keys after CROUS office hours.

REACHING THE CROUS

The CROUS is located 10-12 rue Anne de Bretagne, it is in the center town of Blois.

From the station, take a bus (TUB) Line 4 going to "Blois- Rond point Pasquier" and leave at the stop "Blois- Abbé Grégoire". Follow the signs and walk about 5 minutes to find the CROUS.



REACHING BLOIS CAMPUS & THE COMPUTER SCIENCE DEPARTMENT

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

Université François Rabelais de Tours

Blois Campus



Accommodation

There are different types of accommodation in Blois.

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

■ Where to Find Accommodation in Blois

... University Residence Halls

DESFRAY residence hall

5 rue du Docteur Desfray
41000 Blois
tel : (+33) 02 54 78 61 38

*Situated near the train station,
15minutes afoot from the university.*



LES FLANDRES residence hall

37 rue de Flandres
41000 Blois
tel : (+33) 02 54 78 61 38

Situated 15minutes afoot from the university.

ROCHERON residence hall

8 rue du Pré Rocheron
41000 Blois
tel : (+33) 02 54 78 61 38

*Situated near shops and the town center,
15 minutes afoot from the university.*



You will find detailed information, pictures and videos about them on the website of the *Centre Régional des Oeuvres Universitaires et Scolaires* (CROUS, an organization that helps students with accommodation, catering, scholarships and so on)

<http://www.crous-orleans-tours.fr/logement/resid.php?crous=blois>

□ Who is Entitled to University Halls?

Age prerequisites:

- First-registration Licence and 1st year Master students should not be over 28
- 32 years old for 2nd year Master or Doctorate students.

□ Type of Accommodation & Budget Required

- Rent for 18 m² individual studio apartment: 310 to 370 € a month
 - Rent for 36 m² apartment with cotenants: about 250 € per person
- Please note that the rents don't include charges such as water, electricity, and heating.

CROUS will let you choose your electricity provider, a list of the different electricity companies will be given to you.

□ **Deposit:** one month's rent

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

All university accommodations are furnished ones.

□ **Amenities** (for 18m² and 36m² apartment studios)

- There are kitchenettes in each studio: it includes a fridge, a sink and two hotplates.

- The bedroom consists in a single bed with a mattress, a desk and a chair, a book shelf, a closet or cupboard.

- The bathroom includes shower, toilet and sink.

- Residence halls provide Laundromats; cleaning gear (broom, dustpan), computer rooms with Internet access, working rooms and TV rooms (please check specifics for each residence hall).

- All of them are served by the bus service of the town of Blois.

- In compliance with regulations, smoking is prohibited inside residence halls.

□ **Things you will (usually) need to bring with you**

- Bed linen, continental quilts and pillows (but you may request these from your residence hall under certain loan conditions)

- Bath towels

- Dishes, kitchen utensil

- Kettles, coffee makers and other household equipment (radio alarm clock for instance)

- Telephone

Note: voltage in France is 220V (volts). If it is different in your country, get an adapter to use your electrical appliances. You will find those in supermarkets.

Université François Rabelais de Tours

Blois Campus



Accommodation

■ Where to find accommodation in Blois

... Private Rentals

There are also rooms and studio apartments or apartments, furnished or not, that you can rent from private individuals.

For this type of accommodation, you will need to be autonomous and talk to the landlord directly.

Except if you can afford to buy your own furniture, be careful to search for a furnished accommodation ("*logement meublé*" in French).

- Ads of the CROUS :

www.crous-orleans-tours.fr -> logement -> Petites annonces logement -> Consulter les offres

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

www.lanouvellerepublique.fr

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

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

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

www.appartager.com - www.colocation.fr

- Real estate agencies

There are always agency fees. They usually amount to a month's rent.

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

Location	Rent	Good to know	Contact
Appart'city	420€, charges not included	Near the train station, 15 min on foot from university.	blois@appartcity.com www.appartcampus.com
Astuloc	from 280 to 350€, charges included	not far from city center and facilites - 20 min on foot from university. English spoken	astuloc@gmail.com www.astuloc.com
Les cottages	from 300 to 400€	inside city center, 10 min from university on foot. English and German spoken.	gaubenhenri@hotmail.com www.les-cottages.fr
Le Vinci	from 375€	15 min on foot from university	www.suitetudes.com

... Temporary Accommodation

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

You have several options:

The simplest solution is to take a hotel for one or more nights. In that case, you can have a look at the non-exhaustive list on the following page.

Rates are in Euros and you need to add a tourist tax of 0.99€ to 1€ a night per person.

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



Accommodation

■ A Few Valuable Tips

... Lease (or rental contract)

This is an official document that both you and the landlord will need to sign. A lease lasts one year. However, if you want to leave your rented apartment before the end of the contract, you will need to give a one month notice.

Should you not meet this requirement, the landlord may retain all or part of your deposit (see below).

... Deposit

This is a month's rent (service charges not included) that you will need to pay upon signing the rental contract.

It will be returned to you within 2 months at the latest after you leave the accommodation, unless things have been damaged or you forgot about the three months' notice.

... Guarantor

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

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

... Inventory of Fixtures

This is a description of the state of the accommodation and its contents room per room, including amenities.

There will be two copies of it and these 2 copies will both be signed on the premises by yourself and the landlord upon receipt of the keys and when you leave.

Don't hesitate to test taps and toilet flush to detect potential leaks. Check for holes in the walls, humidity or mold spots, parasites, unglued wallpaper, broken tiles, and so on, and be sure to mention all these important details so you will not be held responsible for them when you leave.



... Home Insurance

In France, as a renter, you have to take out a comprehensive home insurance policy called in French "*Multirisques habitation*", which covers fire, water damage, theft and so on and includes civil liability.

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

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

... Service Charges

(do not concern residence halls)

Usually include cold water, cleaning of common parts, caretaking fees and heating when it's collective. Enquiring about heating costs is really important, because they can be quite high if the place is not well insulated.

... Standing Charge

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

Electricity provider contact (EDF):

Bilingual service : (+33)5 62 16 49 08

www.particuliers.edf.com

You will need to give them the name of the former tenant, your exact adress, and the peak hour (*heures pleines*) and low hour consumptions (*heures creuses*).

Gas provider contact (GDF):

Phone: (+33) 0810 800 801

www.dolcevita.gazdefrance.fr

Compagnie générale des eaux (Water provider):

Phone: 0811 904 904 (local call)

Upon arrival and departure, remember to take note of your energy consumptions by checking meters.

At the end of your stay and before leaving France, don't forget to terminate all your contracts.

... Using the Phone & the Internet

Refer to the chapters "Everyday life", paragraph named "Means of communication".

... Local Residence Tax

(does not concern residence halls)

This is a tax the renter is required to pay if he/she was staying in the accommodation on Jan. 1st of the current year. It is payable once a year to the Tax Office.

... French Housing Subsidy

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

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

The online application is available on this website: www.caf.fr

>Etudiants>Aide au Logement

To be entitled to housing subsidy, you need:

- to possess a french bank account
- to rent a housing by yourself and your name needs to show on the lease

Should you need any assistance filling the CAF application, please refer to your LAM.

Université François Rabelais de Tours

Blois Campus



Upon Arrival

Your life as a student in Blois

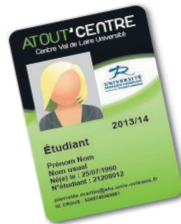
■ Registration at the Registrar's Office of the Computer Science Dpt

This is at least to make acquaintance and also to check your student file with you.

The Computer Science Department is located 3 place Jean Jaurès, Blois, and its Registrar's office is situated at the 3rd floor, office 335.

■ Meeting at the Start of the Semester

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



■ Atout'Centre Card

This card is your student card. It is for your use only. It has your picture, your first, middle and last names and subject on it, as well as the year you are studying in. It is a multi-use card which enables you to borrow books from the university libraries, to eat at the university restaurants (RU), to print documents from the computers in the computer rooms of the university.

You will have to recharge credit on your card thanks to your ENT. It enables you to credit your card with your bank card. You just have to connect to your ENT (Virtual Work Environment), click on the «Bureau» tab, and go to the line *atout'centre*. There you will be able to change your password (*Mot de Passe*), to charge money for the restaurant (*porte monnaie CROUS en ligne*) or copy machines (*porte monnaie impressions*).

It is therefore important that you take great care of it. Should you lose it, should it be stolen from you or not work, you can obtain a new card from the registrar's office. You will then need to pay for a new card.

■ Mentorship

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

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

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

■ University Restaurants

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

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

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

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

Facilities



■ Libraries

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

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

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

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

You can access your reader's account from any computer connected to the Internet by using your login. This way, you can manage your loans, consult the online catalog, reserve one or several books and extend the loan period.

The Library is opened **from monday to friday from 8:30 to 18:30** and on **saturday from 13:00 to 17:00**.



Library Abbé Grégoire

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Université François Rabelais de Tours

Blois Campus

■ Computer Rooms/Printing & Copying Services

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

To Print

As explained in the Everyday life part (c) Means of communication; 2-Internet), you can print from a university computer (in computer rooms) on copiers. You will only be asked to bring your own paper.

To Make Copies

If needed, you can ask the Registrar's office of the Computer Science Department for some copies or scans.

To Bind

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

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

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

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

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

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

■ Sport and Culture

□ Physical Activities and Sports

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

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

www.univ-tours.fr/suaps/

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

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

□ The Sport Pack

This is intended for all students. You will get it while registering at the registrar's office of the Computer Science Department. It is already included in your tuition fees. It enables you to practice one or two physical and sports activities for free. Thanks to this, you can take part in sports periods, events (badminton night, U ride a bike, event weekends), sports challenges and competitions in general.



□ **Cultural Passport for Students**

This booklet has the size of a passport, and once you have it, outings will be easier for you! It contains free tickets to theaters, dance, music events, as well as many discounts on exhibition, movie, shows, or festival tickets in Tours and its surrounding area and also in Blois. Just as the “*Sport pack*”, this is included in your tuition fees and the Registrar’s office will provide it to you from your arrival.



CRL of Blois (Language Resource Center)
© IUT de Blois

■ **Medical Services**

□ **Health**

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

□ **Disability**

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

There are specific regulatory measures regarding tests and exams. If you request those, you must make an appointment at the “*Mission Handicap*” located 60 rue du Plat d’Etain in Tours.

You can reach them at 02 47 36 68 30 and their office is open to students from 9:00 a.m. to 5:30 p.m., preferably by appointment one month at the latest before the beginning of your exams.

“*Mission Handicap*” aims at:

- advising students on courses to follow and helping them during their studies
- adjusting studies and exams to students
- assisting students to integrate the world of work
- heightening staff awareness to disability



Everyday Life in Blois

Ufrt has a special partnership with bank «Société Générale». We highly recommend you to open a bank account here. For more informations, follow this link or get in touch with your LAM.

■ Your Bank Account

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

There are two types of bank cards:

- Basic withdrawal cards used only to withdraw money from your bank's Automatic Teller Machines 24/7.
 - Withdrawal and credit cards used both to withdraw money from any ATM and to pay for your purchases in shops.
- Banks charge you 30€ and 40€/year.

To open a bank account, you will need to provide the following:

- Identification (passport, visa, residence permit)
- A proof of where you live (phone or electricity bill, rental contract)
- A student card
- Documents to show proof of your incomes
- A deposit of 20€ at least but it is not always demanded.

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

	Société Générale	BNP Paribas	CIC	Caisse d'Epargne
Address	32 Avenue du Maréchal Maunoury	42 Rue Denis Papin	23 Avenue du Maréchal Foch	55 Rue Denis Papin or 34, avenue du Maréchal Foch
Credit card cost	Direct debit international card (MasterCard or Visa): 1€ a year.	- Direct debit international card VISA CLASSIC: 40 € a year - Direct debit card 18 - 24 year old 20 € a year	Direct debit international card: 37.75€ a year	Direct debit card Visa Classic or Visa: 17,94 € a year
Insurances	- Loss or theft of payment means: included - "Home" insurance : 8€ per month	- Loss or theft of payment means: 26,90 € a year - health insurance - "Home" insurance	- Health insurance - "Home" insurance	- Loss or theft of payment means: 18,30 € a year - "Home" insurance - Health insurance

■ Means of Communication

... Cell Phones

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

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

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

... Internet

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

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

People renting an apartment from a private individual can have a phone line through an internet provider. Most suppliers offer monthly all-inclusive prices with unlimited connection, unlimited ground line calls in France (except for special numbers) and in many countries in Europe and in the world (EU, USA, Canada ... but make sure that the country you want

is included in that offer) and cable or satellite TV channels. This costs roughly 30€ a month and the different FAI are France Télécom (often a bit more expensive than the others), Free, Neuf Telecom, Bouygues Telecom, Numéricable. Check the time period to which you commit yourself and cancellation fees.

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

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



LA POSTE

■ Post Services

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

This post office is opened from Monday to Friday, 9.00am - 6.30pm.

On Saturdays, only from 8.00am to 12.30am.



Everyday Life in Blois

■ Food

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

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

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

Here are the main and biggest outdoor markets of Blois:

- **Marché Coty**, rue Pierre et Marie Curie, on Wednesday mornings
- **Marché du Centre-ville**, Place Louis XII, on Saturday mornings
- **Marché Lorjou**, Place Bernard Lorjou, on Sunday mornings.

The French usually have three meals a day:

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

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

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





WHERE TO EAT?

- You can eat for a low price (3.20 € a meal in 2013/2014) in a university restaurant (RU) or at the ESPE restaurant.

The RU and cafeteria are situated 10-12 rue Anne de Bretagne, exactly at the same place than the CROUS indeed.

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

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

Here are some restaurants we recommend:

- **Le Duc de Guise** (13 place Louis XII) : pizzeria and French traditional cooking

- **Au Bureau** (1 rue du Chant des Oiseaux) : pizzas, hamburgers, and French cooking

- **Via Vietnam** (2 boulevard Vauban): Asian cooking

- **Les Banquettes Rouges** (16 rue des Trois Marchands) : French traditional cooking

- **La Scala** (6, Rue Minimes) : pizzeria and Italian cooking.

To shop in supermarkets, don't forget to take a shopping bag or basket, as shops do not provide plastic bags to take away your groceries.

You can pay by check, bank card or in cash, and most shops now have regular customer's cards which entitle you to discounts on your purchases or to get points that you can exchange for discounts also or gifts later on.

There are different types of shops:

- **Superettes** which are small grocery stores that remain open until late in the evening. Products usually cost more in those shops than in supermarkets.

- **Mid-sized stores** (Carrefour Market, Diagonal, Intermarché): they usually belong to a big chain store (Géant, Carrefour, Auchan).

Opening hours are 9-10:00 in the morning to 7-8:00 in the evening.

- **Hypermarkets, supermarkets** (Auchan, Cora, Leclerc) : they are usually located in malls where you'll find shops of all kinds (shoe stores, sportswear stores, cafeterias, costume jewelry, gadgets). These malls are located in the suburbs of the town, but buses can take you to them (website of the Blois bus service: www.tub.fr).

They keep longer hours and some stay open until 9:00 – 10:00 p.m.



Everyday Life in Blois

Health

... Health Insurance

If your Belgian *mutualité* enables you to be covered everywhere in Europe, you will be able to use your European health insurance card in France.

If that condition isn't satisfied, you will need to choose between two organizations that are in charge of health insurance for students living in France:

-LMDE: 4 B rue Paul Louis Courier,
37000 Tours, 09.69.36.96.01

- SMECO: 16 rue Saint Lubin, 41000 Blois
02.54.58.80.51

... Doctors

If you happen to be sick, make an appointment with a doctor. You may choose one close to where you live by looking one up in the Yellow Pages (phone directory where people are listed according to their jobs) for instance or by looking for their golden plates on the front of their offices when you walk in the streets.

A consultation usually costs 23 € and you will get 70% back from your health insurance.

Please note that you will have to make an appointment by phone and go to the doctor's office for your appointment. If you are unable to, call a doctor who will tell you whether or not he/she makes house calls.

If the doctor cannot come, you can call a service called "SOS médecins" at this number 02 47 38 33 33.

If you are sick on a Sunday or a national holiday, there's always a doctor on duty and you can get his/her number by dialing 17 (Police Department). However, please note that in that case, the doctor's fees will be higher. If it's an emergency, dial 18 directly.

... Pharmacies

The doctor will give you a prescription with the medicine you need to buy from the pharmacy.

Choose the closest one to your place because, if you need to renew a treatment or if they do not have all the medicine you need, you will have to go back. In addition to this, your file will be registered there and you won't have to provide all your documents each time.

You will be asked to show your European health insurance card: generally this allows you to pay less than 50% of your medicine's cost. The pharmacy will be paid directly by Social Security.

However, beware! Some prescriptions cannot be reimbursed even with an European card, and you will need to pay for your medicine, but the doctor or pharmacist should let you know about any exception.

If you need to go to a pharmacy on a Sunday, Monday morning, national holiday or during the night, there is always a pharmacy on duty. You'll find its name and address in the local newspaper or just call the police (17) to know. You may also find the name and address of the pharmacy on duty posted on your local pharmacy's door.

..Useful Phone Numbers and Addresses

Emergency Phone Numbers

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

□ Hospitals

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

□ Ambulances

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



□ English speaking doctors in Blois

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

□ University Medicine

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

2, rue du Hallebardier - 37000 Tours 02 47 36 77 00

Physical examinations, but also consultations carried out by professionals: doctors, nurses, social workers.

You can also have free specialized consultations: psychological support, psychiatry, sexology, dietetics and nutrition, gynecology, contraception, dermatology and STDs (sexually transmitted diseases), sports medicine and health monitoring of top athletes, dental hygiene and vaccinations.

□ Social Worker

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

Université François Rabelais de Tours

Blois Campus



Everyday Life in Blois

■ Leisure

...Public Libraries (or BM)

BMs (Bibliothèques municipales) are located throughout town and their access is free of charge. Registration is free for students under the age of 25 and free for 25-year-olds and over who possess the "Passeport Culturel étudiant".

The biggest and most accessible to you is the one situated right next to the Blois campus:

- *Bibliothèque Abbé-Grégoire*: Place Jean Jaurés, <http://biblio.ville-blois.fr/>
Moreover, the university library is located at the second floor of this municipal library.

Please note that this is also a multimedia library: besides books, you will be able to borrow cds, DVDs, video games, music scores...

To consult or borrow books, all you need to do is request a reader's card from one of the desks.

To register, you will need to bring the librarian:

- Your student card
- Your Passeport Culturel Etudiant
- Your identity card or passport
- A proof of domicile



Library Abbé-Grégoire

© Université de Tours - D.Darrault



© SXC

...Movie Theaters & Bowling

THE LOBIS - 12, avenue du Marechal Maunoury

This movie theater will permit to you to see films at 8€ a ticket, 6.20€ on the afternoon for students under the age of 26 and you will pay only 5.20€ on the morning.

This cinema tends to show low-budget movies, very rarely blockbusters. You can watch some films in their original language with French subtitles, which is a good exercise for you.

You will be able to use the cafeteria which offers a selection of home-made and fresh dishes prepared by the members of the association each day.

CAP'CINE - Rue des Onze Arpents

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

BOWLING WORLD - Rue Robert Nau

You can play for 6.90€ a party. There are also many snookers.

...National Museums and other Historical Sites

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

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

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

...Zoo de Beauval

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

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

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

More info on: www.zoobeauval.com/

...Trips

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

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

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

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

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



© Zoo de Beauval



■ Transport

Watch your bags at all times when you arrive in France or during the trips you will take: as a security measure, France has implemented the Vigipirate Plan (against bombs and suspicious parcels).

This plan consists in paying closer attention to suspicious bags. You therefore need to label your luggage (which may also help authorities to find you if your things are stolen or lost). Write your first and last names, address in capital letters. Do not leave your bags unattended at any time in the airport halls or in the train station. They could then be considered a threat and security services could blow them up as a security measure.

... To Move Around Blois

You can take Azalys town buses (www.azalys-blois.fr/) which run throughout the town and its suburbs.

Buses operate from 6-7:00 a.m. to approx.1:00 a.m. A single ticket can be used on all routes. It costs 1.20 € in 2014/2015 and is valid for one hour. You have to purchase it on the bus.

You can also purchase a book of 10 tickets and/or a day pass.



... To Move Outside Blois

You have several options.

- **By train:** The SNCF (*Société Nationale des Chemins de Fer*) offers special rates for people under the age of 30. You can purchase a 12-27 card to get 25% or 60% discount on fares - depending on the time periods you're traveling. It costs about fifty euros and is valid for one year. It also entitles you to car rental discounts at SNCF partners (Avis and Accor).

If you do not want to buy the card, the SNCF website (www.voyages-sncf.com) offers specials called "découvertes 12-25".

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

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

- **By plane:** There is an airport in Tours (Tours-Val de Loire Airport: www.tours.aeroport.fr) which operates to different cities in France and Europe: Pau, Figari, London, Dublin, Marrakech, Porto,...

It is also very easy to take the TGV which will take you directly to Roissy-Charles de Gaulle Airport, and from there, the world is yours! All you need to do is book your tickets in a travel agency or on a website.

■ Cost of Living

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

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

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



Preparing for next semester

■ Travelling from Blois to Berlin

...By plane

First, you have to reach *Charles de Gaulle* airport that is situated in Paris. Here is the easiest way to do so.

Go to Blois station and take a ticket for "Paris Charles de Gaulle 2 TGV". Please note that your train will make a stop in *Saint Pierre des Corps* station, near Tours, and that you will have to take another train to reach directly the airport. It takes about 2.30 hours to get to *CDG* airport and cost around 60€.

Once *Charles de Gaulle* airport reached, you can take an AirFrance plane direct to Berlin (Tegel airport). The travel lasts about 1.30 hour. When this guide was written, the ticket's price was about 400€.

...By train

You can also choose to get to Berlin by train, using a night train.

While in Blois station, take a ticket for Berlin HBF. Your first train will leave you at Paris Austerlitz station and you will have to reach *Paris Est* station to catch the second.

To get to "Paris Est station", you need to take the underground, line M5 going to "Bobigny-Pablo Picasso" and leave at the stop called "Gare de l'Est" (that's just where the train station is). Then just follow the signs «SNCF GRANDES LIGNES - DÉPART» and take your final train to Berlin (night train).

Altogether, the travel costs between 100 and 200€ and lasts about 15 hours.

■ Travelling from Blois to Barcelona

...By plane

You can book a plane ticket to go directly from Paris Charles de Gaulle airport to Barcelona. The ticket costs about 350€ and the trip lasts around 1.40 hours.

To reach Paris *CDG* airport, go to Blois station, and take a ticket for "Paris Charles de Gaulle 2 TGV". Please note that your train will make a stop in *Saint Pierre des Corps* station, near Tours, and that you will have to take another train to reach directly the airport. It takes about 2.30 hours to get to *CDG* airport and cost around 60€.

...By train

Train is not the easiest way to go to Barcelona, however it is less expensive than plane.

Here is one of the possibilities: go to Blois station and book a ticket for Barcelona-Franca. The travel is almost nonstop to Barcelona except a change in Orleans station where you will have to take a shuttle to reach *Les Aubrais* station. The train for Barcelona leaves from *Les Aubrais* station. The whole trip lasts around 13 hours and costs about 90€.

■ Travelling from Blois to Paris (CentraleSupélec)

Take a train ticket for *Paris Austerlitz*. Once there, you have to use the RER (rapid-transit rail system in the Paris region) Line C, going to “*Versailles-Rive Gauche*”. Get off at the stop “*Saint-Michel Notre-Dame*” and then take the RER line B going to “*Saint Remy lès Chevreuse*”. Stop at “*La Croix de Berny*” and cross the “*Parc des Sceaux*” to reach the university (15 minutes afoot).

REMINDER

Visa: depending on your next host country, you have to apply for a visa.

Consulates of Spain and Germany are both located in Paris: Visa application forms can be done by s-mail, you will only need to go there to get back your Visa. 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 UFRT BLOIS:

PATRICK MARCEL, Local Programme Coordinator

THOMAS DEVOGELE, Director of the Computer Science Dpt

LUCIE KUHNEL, Local Administrative Manager
lam-it4bi@univ-tours.fr - (+33) 02.54.55.21.68

Intermediate Event



Summer School

After their first year in IT4BI, 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 IT4BI

Semester 3

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CentraleSupélec



CentraleSupélec





Facts & Figures



The Eiffel Tower,
and the Sacré Coeur
Basilique

■ PARIS

Paris is the capital and most populous city of France. It is situated on the River Seine, in the north of the country, at the heart of the Île-de-France region. Within its administrative limits (the 20 arrondissements), the city had 2,234,105 inhabitants in 2009 while its metropolitan area is one of the largest population centres in Europe with more than 12 million inhabitants.

Paris was the focal point for many important political events throughout its history, including the French Revolution. Today it is one of the world's leading business and cultural centres and its influences in politics, education, entertainment, media, science, fashion and the arts all contribute to its status as one of the world's major cities, enjoying one of the largest GDPs in the world, with €607 billion (US\$845 billion) as of 2011. Paris is one of the world's leading tourism destinations with its high concentration of national and international political, cultural and scientific institutions; most major French companies are headquartered in Paris or its inner suburbs.

Centuries of cultural and political development have brought Paris a variety of museums, theatres, monuments and architectural styles. Many of its masterpieces such as the Louvre and the Arc de Triomphe are iconic buildings, especially its internationally recognized symbol, the Eiffel Tower.

PARIS IN SHORT

Population: about 2.3 million people

Inhabitants are known in English as «Parisians» and in French as *Parisiens*. Parisians are often pejoratively called *Parigots*, a term first used in 1900 by those living outside the Paris region.

Special features:

- The city was called «Lutetia» during the Roman era
- Paris has many nicknames, like «The City of Love», but its most famous is *La Ville-Lumière* («The City of Light»)

Bienvenue à Paris !



■ CentraleSupélec

Please note that the CentraleSupélec campuses are located in Ile-de-France, in the suburbs of Paris

CentraleSupélec was created the 1st January 2015, as a result of merging of the two oldest and most prestigious engineering schools in France (France's Grandes Ecoles): Ecole Centrale de Paris (ECP) and Supélec (Ecole Supérieure d'Electricité). The school has today 4 campuses in France : Châtenay-Malabry (ECP), Gif-sur-yvette (Supélec), Rennes and Metz.

The school has today 4800 students and 30% are foreign students, 500 PhD and 70 post-doctoral students, 440 teachers/researchers, and over 31000 former students.

CentraleSupélec is also a part of the French mega university Paris-Saclay University which also was created on January 2015.



You can find famous people among the CentraleSupélec alumni:

- Gustave Eiffel (1855), designer of the Eiffel Tower and the internal structure of the Statue of Liberty
- Armand Peugeot (1895), founder of automobile maker Peugeot
- Jacques Maisonrouge (1948), Corporate Executive at IBM and Chairman of the Board of Governors CentraleSupélec
- Gérard Pélisson (1955), founder of the Accor group (Novotel, Sofitel, Mercure, and All Seasons hotels)

CentraleSupélec



Getting to CentraleSupélec (Châtenay Malabry Campus)

By train, from UFRT:

Tours (Centre) – Paris (Montparnasse) – TGV

Montparnasse – Denfert Rochereau - Metro 4 (Porte d'Orléans)

Denfert Rochereau – Antony - RER B (St. Rémy-les-Chevreuse)

Antony – Grande Voie des Vignes - École Centrale – Bus 395 (Clamart - G. Pompidou)





On-campus Housing

«La Maison des Élèves de l'École Centrale Paris» residence includes apartments and residence hall rooms (between 370€ and 500€, with all-inclusive rent).

- Résidence des Élèves de l'École Centrale Paris (<http://www.centralepariscampus.com>)
- 01 46 83 70 00
- secretariat@centralepariscampus.com

Off-campus housing :

Crous residences

(<http://www.cnous.fr/logement/>)

Crous Paris has 36 residences or 3,669 dwellings (rooms and studios). For example, near Châtenay-Malabry campus there is:

- Vincent Fayot residence (Châtenay-Malabry)
- Bagneux residence (Bagneux)
- Louise Bourgeois residence (Le Noyer Doré - Antony)

For more information, please visit the site

http://www.ecp.fr/home/Centrale_Paris/Campus_et_vie_etudiante/Logement

or contact sgae@ecp.fr

Other solutions

Many other solutions are detailed in this document:

http://www.ecp.fr/files/content/sites/ecp_internet/files/Formations/PDF/solutions_logements_etudiants.pdf.

CAF Financial Assistance

When you move into a new home, remember to apply for housing assistance from the CAF.

What can alleviate your rent budget? Foreign students can benefit from it. The allowance (APL : aide personnalisée au logement) is calculated on the basis of your financial resources, your family situation, types of housing, residence location and rent.

IMPORTANT:

CAF does not pay allowance in the month of occupancy. You must apply online: www.caf.fr, line Etudiants.

Information: 0 820 25 75 10 (€0.112 1st min+€0.09 following min) - 24 h/24 - 7d/7



STUDENT EVALUATION REGULATION - MASTER'S DEGREE

- Attendance is mandatory for all the courses
- Course assessment is based on written and/or oral exam and/or projects and homework
- If the average score for a course is less than 10/20 you will have the opportunity to resit it.
This resit exam will be organized at least 1 week after the first session.
- Any fraudulent act (cheating, falsification, plagiarism, ...) would result in your exclusion from the programme.
- To obtain the DSBI Master's degree, it is necessary to obtain 30 ECTS from courses and 30 ECTS from the Master's Thesis.





Upon Arrival

Please visit our website www.ecp.fr and you will find out more about the facilities Centrale offers:

- The university library
- The computer lab is accessible 24-7 on the campus with a swipe card.

Every student from the program receives a username and password to be able to use the computers to work and go on the internet.

- Sport facilities
- The medical center
- Map of the campus

Facilities



During the orientation week, you will carry out most of the administrative formalities (administrative and pedagogical registration, housing formalities, bank account, insurance cover).

The Service of student management (*Service de Gestion et d'Administration des Étudiants*) will help you with these formalities. During this week, you will also be able to take French language courses and learn more about Centrale and Paris.





Everyday Life in Paris

The small friendly size of the campus makes it an ideal place to study, to participate in one of the student associations, and to enjoy close interactions with the rich variety of international cultures present on campus.

■ An enriching lifestyle

The numerous cultural and sports events organized on campus and the proximity of Paris (30 minutes by public transportation from the heart of Paris) encourage an immersion in all levels of French culture, from jogging across the street at Parc de Sceaux to entertainment at the Paris Opera. A wide variety of extra-curricular activities (BBQs, cultural events, sports, humanitarian, media and more) are organized on CentraleSupélec Chatenay Malabry' campus to encourage camaraderie and enable students to learn skills that complement those acquired through formal coursework.

■ Bank

Upon your arrival in CentraleSupélec (Châtenay-Malabry), you will have to open a bank account. CentraleSupélec established partnerships with 3 bank agencies: BNP Paribas, la Société Générale and LCL. You can either go to one of these banks or meet one of their representatives in Centrale as they come here every week.

■ Meals

On the campus, students have access to the cafeterias and university restaurant:

- Lunch: from 11:30 am to 1:45 pm
- Dinner: from 6:30 to 8:30 pm

■ Some Cultural Tips

When coming to CentraleSupélec (Châtenay-Malabry Campus), you can participate in an exceptionally rewarding associative life. Each student can benefit from one or more artistic, cultural, sporting or humanitarian activities among the 200 possibilities available. "CentraleSupélec International" is an association aiming at welcoming and facilitating the integration of international students in CentraleSupélec

■ Travel in Ile-de-France

For more information about train, RER, metro, tickets and fares... please visit the sites

<https://www.vianavigo.com/en/routes-district-maps/>

http://www.ratp.fr/en/ratp/c_21879/visiting-paris/

YOUR CONTACTS AT CENTRALESUPÉLEC (CHÂTENAY-MALABRY CAMPUS)

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Joining IT4BI

Semester 3

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Technische Universität Berlin





■ BERLIN



Berlin is the capital city of Germany and one of the 16 states of Germany. Located in northeastern Germany on the River Spree, it is the center of the Berlin-Brandenburg Metropolitan Region, which has about 4½ million residents from over 180 nations. Due to its location in the European Plain, Berlin is influenced by a temperate seasonal climate. Around one third of the city's area is composed of forests, parks, gardens, rivers and lakes.

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

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

BERLIN IN SHORT

- Population: 3.3 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 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.



■ Once in Berlin, how to reach TU Berlin?

... Bus and subway stations near the central campus

U-Bahn: Station Ernst-Reuter-Platz, line U2 (red Line)

Bus: Stop Ernst-Reuter-Platz, lines M45, 245 and X9

Stop Steinplatz, lines M45 und 245

S-Bahn: Station Zoologischer Garten, Lines S5, S7, S75

Station Tiergarten, lines S5, S7, S75

... From the airport

Airport Berlin-Tegel:

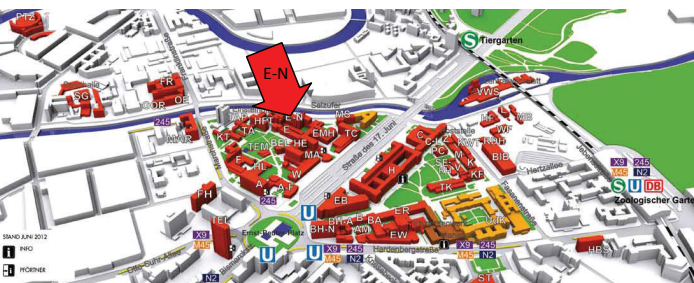
Bus: Line X9 to Ernst-Reuter-Platz (travel time: about 15 minutes).

Airport Berlin-Schönefeld

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

... From Berlin Central Railway Station:

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



Your courses take place at Database Systems and Information Management Group (DIMA), Department of Software Engineering and Theoretical Computer Science. The DIMA office is on the 7th floor of the building E-N (Elektrotechnische Institute, Neubau) on the main campus.



Please note, that TU Berlin does not have own accommodation resources. All students and guests have to apply by their own.

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

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

The LAM endeavors to make a reservation for the students, for example in the 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

- IT4BI students are not exchange students and not program students in the stated - on the website of Studentenwerk- sense and have no priority. The LAM or school IV cannot apply for the students in this case.
- There is a very much higher demand for those apartments than there is capacity.
- To apply for a room the semester fee for the expected term must be payed in advance.

A very common form of housing in Berlin is to share a private apartment with other students.

Each student gets an actual link list of alternative housing possibilities immediately after they are nominated as incomings. The LAM granted all necessary assistance in apartment-hunting.





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.

tubIT Information

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

■ Public Transportation Pass (*Semesterticket*)

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

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

■ Mensa Card

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

To obtain a Mensa Card you need:

- TU Student ID Card / Admission Letter
- 1,55 Euro (deposit)



You can obtain the card at the cashier's in the TU Mensa, preferably between 11.15 and 11.45 or 13.30 and 14.30 when it is less crowded.

The deposit of €1,55 will be refunded after you return the card. The card can be charged with money through the machines in the foyer of the Mensa (ground floor) and in the area of the food counters (first floor, near the cash registers).



■ 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
Tel. +49(0)30 314-76101

OPENING HOURS

Monday - Friday 09.00 - 22.00
Saturday 10.00 - 18.00

MORE INFO

www.ub.tu-berlin.de/

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

■ Computer Pools

The computer pools of TU Berlin can only be used after setting up a tubIT user account.

Sometimes the departments and institutes have their own computer pools for which other conditions may apply, e.g. a special application or the participation in a certain course of studies.

Since the computer rooms of the tubIT are often overcrowded, it is always a good idea to ask your own department if it provides a computer pool and whether you are allowed to use it or not.

PC-Pool in the building of Electrical Engineering

Einsteinufer 17, 10623 Berlin

Room EN 004 and EN 048 (24 hour access)

Monday, Wednesday, Thursday and Friday 08.00 - 18.00

Tuesday 10.00 - 18.00

PC-Pool in the main building

Strasse des 17. Juni 136, 10623 Berlin

Room H 3017

Monday - Friday 10.00 - 14.00

PC-Pool in the Mathematics building

Strasse des 17. Juni 136, 10623 Berlin

Room MA 270

Monday, Wednesday, Thursday and Friday 08.00 - 18.00

Tuesday 10.00 - 18.00

Hotline and Helpdesk

Tel: 314-28000



■ University restaurants

If you study hard (and probably do some serious partying at night) you will definitely get hungry sooner or later.

Whether you want to enjoy a feast or just have a quick snack, TU Berlin offers the Mensa (main student cafeteria) and a number of cafés and cafeterias to satisfy your needs.

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

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

... Mensa (Main Student Cafeteria)

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

The meals are subsidized by the citystate of Berlin. As a result you only pay the actual cost of the food and a part of the production costs: €1,50 to €2,50 per meal. So a main course with a side dish, a small salad, dessert and a drink is not very expensive.

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

Wednesdays 14.30 - 17.00

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

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

TORSTEN KRUMBMULLER, Local Administrative Manager
t.krumbmueller@campus.tu-berlin.de



Joining IT4BI

Semester 3

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Universitat Politècnica de Catalunya





■ 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.



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

1. Address yourself to your school/faculty

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

2. Visit the Reception Office nearest to your Campus

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

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

3. Orientation week

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

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

You can find information about the next one in our website from one to two months before it starts : www.upc.edu/sri

STUDENT EVALUATION REGULATION - MASTER'S DEGREE

Marks are given from 0 to 10.

- Suspès[0, 5): means failed.
- Aprofitat[5, 7): means passed.
- Notable[7, 9): means passed with honours.
- Excellent[9, 10): means passed with high honours.
- Matriculat' 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. All nitbus routes pass through Plaça de Catalunya and most run every 30 to 45 minutes.



... Tram

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

... Train

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

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

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

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

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

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

Most long-distance (*largo recorrido* or *Grandes Líneas*) trains have 1st and 2nd classes (known as *preferente* and *turista*). After the AVE, *Euromed* and several other similarly modern trains, the most common long-distance trains are the *Tren Articulado Ligero Goicoechea Oriol (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

YOUR CONTACTS AT UPC

OSCAR ROMERO, Local Programme Coordinator

MARIBEL GUTIÉRREZ DELGADO, Local Administrative Manager
maribel@fib.upc.edu

Joining IT4BI

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.