

HANDBOOK

ERASMUS MUNDUS JOINT MASTER DEGREE



Version 06/2023

PARIS-SACLAY UNIVERSITY (FRANCE)
ADAM MICKIEWICZ UNIVERSITY (POLAND)
UNIVERSITY OF GENOA (ITALY)
UNIVERSITY OF PORTO (PORTUGAL)



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SERP+ in brief

GENERAL SCHEDULE

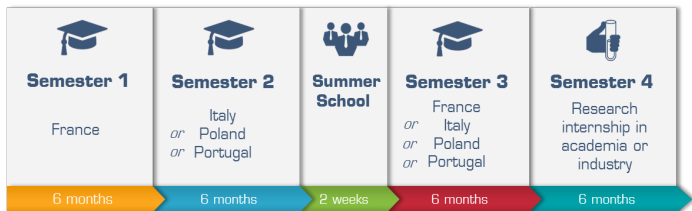
First Year (M1)

- Start of the first semester: beginning of September
- Winter holidays (Christmas-New year): 2 weeks
- End of January: end of the first semester
- First week of February: mobility to the other country for the 2nd semester
- Easter holidays: 1 week
- Summer school: 2 weeks

Second Year (M2)

- Start of the third semester: end of August
- Winter holidays (Christmas-New year): 2 weeks
- Start of the internship: February
- Master thesis defense: end of August
- Graduation: end of August

MOBILITY SCHEME



CONTACT

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STUDYING IN SERP+

ARRIVAL (semester 1)

Pickup service

In order to help us organise the first weeks of the programme, please fill in the following form to let us know about your arrival date, as soon as your flight is booked : <https://tinyurl.com/mvc48zey>

In addition, a pick up service will be proposed. In order to benefit from our support, please fill in the same form at the latest on August 20th.

In case of delayed flight, they will do their best to wait for you. However, if we have no information on your flight and if we cannot contact with you, they will not be able to wait for several hours. So be sure to check how to go to your accommodation by yourself in case of any problem (see transport section).

If you arrive outside the opening hours of the residence : be sure to book a place where to stay for one night ! This will not be paid by the master. The taxi service will be proposed for the way from the airport/train station to your hotel, but a second taxi service from your hotel to the residence will not be provided by the master.

In addition, no taxi service will be organized in the following situations:

- Students arriving at Beauvais airport (it takes approx. 4h to reach the

campus in Orsay from this airport)

- Students travelling by bus

Please be aware that it might not be possible to organize a pickup service during the weekend or too early in the morning / late at night.

The taxi service will only be organized for the first semester, in order to help you with your first mobility experience.

COVID:

You can check the conditions of entry on the French territory here :

<https://www.interieur.gouv.fr/covid-19-international-travel>

Buddy programme:

We advise you to register for the buddy programme proposed by the university before the end of June :

<https://www.universite-paris-saclay.fr/en/international-mentoring-programme-buddy-programme>

Payment card

You must have an international payment card at your arrival (to pay for the first rent at your arrival for example). Cash money is not always accepted.

Do not bring too much cash money with you. In fact, it is not possible to put cash money on a French bank account without being able to justify the source of this money. This is forbidden by law and banks cannot accept it.

Phone

We recommend you to have a phone that can be used in Europe at your arrival (at least with internet).

INSURANCE

Expat&Co Company

www.expatinsurance.eu

The SERP+ consortium will contract a private insurance for each student.

It covers **unexpected medical expenses**. It also provides **accident cover** and protects against some costs arising from **civil liabilities** (a kind of third-party insurance which is required in many European countries). The insurance will also provide you with assistance if you lose your passport, tickets or other travel documents. However, it is not a comprehensive-travel insurance.

You will receive your insurance certificate by email before the start of the programme, as well as the general conditions of the insurance.

You should read it carefully in order to know which risks and health problems are covered:

<https://www.expatinsurance.eu/en/study-insurances/student-insurance>

In case medical care has to be reimbursed, you must contact personally the insurance company. The contact details can be found on the insurance certificate.

For urgent matters (only emergency or hospitalization), you should call them immediately!

Please note that in case of hospitalization, you will not have to pay. The company will directly pay the hospital.

In all other cases, the costs will be reimbursed:

In order to receive the reimbursement, the students must fill a claim form. This form, together with the original invoices (medical center – pharmacy) must be sent to the company:
Expat & Co - Noordkustlaan 12/6-7 - 1702 Groot-Bijgaarden - BELGIUM.

Claim forms: <http://www.expatinsurance.eu/en/CLAIMS>

For any question:
claims@expatinsurance.eu

Always give a copy of your insurance in your wallet!

Insurance details

Medical Treatment *

this part of GSI covers you in case of:

- hospitalisation costs
- treatment costs
- urgent dental care
- dental surgery following an accident
- annual dental check-ups^o
- psychological help after trauma

^o comprehensive version only

* comprehensive version includes worsening or sudden attacks of pre-existing chronic diseases

* comprehensive version also includes winter sports, underwater sports and speleology

Assistance Abroad

this module covers you for:

- referral service for doctors / hospitals in host country
- linguistic assistance in case of covered claim
- repatriation or evacuation
- forwarding essential medications
- tracing and rescue
- telecommunication costs^o
- assistance in case of theft or loss of travel and ID documents
- early return in case of death of a family member
- juridical assistance
- and much more....

^o comprehensive version only

Accidents *

this bit covers you should you suffer:

- permanent disability due to an accident
- death by accident

* comprehensive version includes winter sports, underwater sports and speleology

Baggage & * Household Furniture

we've thought of the goods too:

- baggage
- contents of your home and household furniture (incl: photo, film, sound and computer apparatus, jewellery, watches, mobile phones, (sun) glasses, including frame, contact lenses, etc.)

* most of these are only available under the comprehensive package

Extra Contractual Liability Private Life

and just to make sure you're covered for absolutely any eventuality, we also cover you for:

- physical damage to third parties
- material damage to third parties
- tenant liability **

** not in the US or Canada

OPTION: Cancellation

if you have to cancel or curtail your stay we can pay back part of your fixed costs:

- cancellation costs
- course fees
- attendance and registration fees
- pre-paid travel and accommodation costs
- pre-paid rent for housing
- and/or transfer costs when moving housing

TUITION FEES PAYMENT

We remind you that beneficiaries of the Erasmus+: Erasmus Mundus scholarship do not have to pay the tuition fees.

In all other cases, tuition fees must be paid to the University Paris-Saclay, irrespective of the mobility path chosen.

The payment must be done before enrollment at the university (before the beginning of September).

The payment must be done by bank transfer with the following conditions:

- 1) The transfer must be made in Euros.
- 2) The transfer purpose should indicate: "Tuition fees SERP+ master (+ your name)"
- 3) You should provide us with a clear receipt of your bank with, at least, the following information:

- your name,
- date of the transfer,
- amount of the transfer,
- to whom the transfer was made (the name of the university should appear),
- the transfer reference (code or number).

Amount of the tuition fees:

Partner country: 6575 €
Programme country: 3600 €

Students who do not have the Erasmus Mundus scholarship must in addition pay the «Student and Campus Life Contribution» (CVEC) before getting registered.

More information:

<https://www.campusfrance.org/en/10-things-you-need-to-know-about-the-new-student-and-campus-life-contribution-cvec-0>

Website of the CVEC:

<https://cvec.etudiant.gouv.fr/>

Banking details

Owner: Agent Comptable – Université Paris-Saclay
Orsay 91405 FRANCE

Bank: Trésor Public - 91000 Evry FRANCE

IBAN: FR76 1007 1910 0000 0010 0294 065

BIC: TRPUFRP1





université PARIS-SACLAY

www.universite-paris-saclay.fr

Paris-Saclay University is located in the south of the Paris region.

With of 48,000 students, 9,000 professors and lecturers, and 11,000 technical and administrative staff, Université Paris-Saclay is a driving force for the development of its territory and one of the best institutions in France.

The university maintains a close relationship with leading research organizations such as CNRS, INSERM, INRIA, INRA and CEA, as well as the French “Grandes Ecoles” such as Ecole Polytechnique, Supélec and HEC.

SERP+ OFFICE :

The SERP+ office will move to a new building on July 2022.

New address :

Building Henri Moissan (see F1 / F2 on the map p. 20)

91190 ORSAY cedex - France

ENROLMENT AT THE UNIVERSITY

Enrolment will be done online through the university platform. There will be 2 sessions : one in July and one in September. Precise dates can change from one year to another, you will be informed by email.

Documents to be prepared:

- Identity card or Passport (EU) / Passport and visa (non EU)
- 1 passport photograph
- Acceptance letter
- Certified translation to French or English of your Bachelor or Master diploma (certified copy of the original document). In case you do not have yet the diploma, a graduation certificate or a final transcript of records can be accepted (translation + certified copy).

- Insurance certificate (Expect&Co)
- Tuition fees payment CVEC receipts (for self-financed students only)
- CVEC (for all students) : <https://cvec.etudiant.gouv.fr/>

Once you are registered, you're student ID card will be issued.

This card will be required for your exams and to borrow books in the library. But it is also a payment method. You can use it in the cafeterias. You can load credit on your card online via www.izly.fr

French social security

Registration to social security is free and mandatory for all students in France.

As soon as possible after your academic registration, go to:

<https://etudiant-etranger.ameli.fr>
(available in French, English and Spanish).



ACCOMMODATION

Accommodation is the most difficult part of the preparation of your stay in France. The master will ask a room for all students in public halls of residence called «CROUS» (a state-body institution managing student residences, which is independent from the university). However, we cannot guarantee that all the students will be accepted by the CROUS. In case you will not given a CROUS accommodation, the university will guide you and give you several contacts to find an accommodation on the private market.

The CROUS procedure is often complicated, it takes time and a lot of paperwork. We will do our best to help you and solve the problems! So do not hesitate in contacting us so we can follow the status of your application.

What's the procedure?

1. The accommodation service of the university will contact you (around June/July) and ask you to fill in a form, to choose between different accommodation options.

Here is a short document with advices on how to fill in that form:

<https://tinyurl.com/s7puehe2>

2. The CROUS will contact you by email and send you a "Housing proposal" ("proposition d'accueil"). Read the step by step guideline here :

<https://tinyurl.com/2tycwjs7>

If you decide to reject the offer, you will have to find your own alternative accommodation, the CROUS will not make a second offer. However it can be possible to change of residence after your arrival, not the first month but in October, by simply going to the reception of the residence and filling in a transfer form.

3. In France, it is compulsory to have a «guarantor». As an international student, it is difficult for you to find a French person to act as a guarantor. You will thus have to go through the VISALE procedure:

<https://tinyurl.com/274ndr53>

4. Housing insurance.

To complete your CROUS procedure, you will also have to get a housing insurance. We propose you to take the following insurance:

Online ADH insurance

(Policy 2 - 27.40€/year):

<https://www.assurances-etudiants.com/en/5349-student-accommodation-insurance-prices-warranties.html>

Accommodation offer.

The main CROUS residences located close to the campus are the following:

- La Pacaterie (single rooms with shared kitchen and bathroom - monthly rent between 150 - 250 euros)
- Residence de l'Île, Jardins de Fleming, Rives de l'Yvette, Eileen Gray (single rooms with private kitchen and bathroom, monthly rent between 350 - 550 euros)
- Jean Zay, located in the city of Antony, between Paris and the Campus (single rooms with private kitchen and bathroom, monthly rent between 350 - 550 euros)

We advise you not to choose a single room with shared kitchen and bathroom. Even if it is less expensive, the residences proposing this type of accommodation are old and less comfortable than the others.

Please note that sheets and blankets as well as plates and cutlery are not provided.

On the day of arrival, you should be able to pay for the annual deposit and the rent of September. The deposit you paid online to confirm the booking will be deducted from the total amount.

Housing benefit (APL)

This benefit is designed to help the students bearing the housing costs. The amount you receive depends on your rent.

<https://wwwd.caf.fr/wps/portal/caffr/aidesetservices/lesservicesenligne/faireunedemandedeprestation/manderlaideaulogement/>

Document needed: birth certificate translated to French (English translation not accepted), issued less than 3 months before the application.

BANK ACCOUNT

The master has an agreement with the association **Science Accueil** which will allow you to open a French bank account before your arrival in France, with the bank Société Générale. Your credit card will be ready at your arrival.

Start your application on the following website: <https://www.science-accueil.org/en/request-services/>

Indicate «Université Paris-Saclay: Erasmus Mundus Masters» as the host institution.

Tick the box «Bank account» as the type of request. *The association will not be able to help you with the other services listed, so please only choose Bank account.*

You will then be contacted to start the procedure.

Beneficiaries of the Erasmus+ Erasmus Mundus scholarship should send a copy of their bank account details to the manager of the master as soon as they receive it. The scholarship will be transferred to this account for the whole duration of the master.

In other countries, especially Poland (which is not part of the Euro zone), in order to avoid bank charges you can open another account and transfer your scholarship on it (free trans-

fers). A lot of former Erasmus Mundus students opened an account with the online bank Revolut, which is very convenient for travelers: www.revolut.com/en-FR

CAMPUS LIFE

Library

<https://www.universite-paris-saclay.fr/en/campus-life/libraries>

Building 407.

Sports

More than 50 different sport activities are offered to the students.

Up to 3 sports for 25€ per year.

Registration online:

<https://sports.universite-paris-saclay.fr/>

Student health service

The student health services are here to welcome students, listen to them and provide them with health information. A multidisciplinary team of nurses, doctors (including sports doctors), psychologists, and dieticians are here to help you.

<https://www.universite-paris-saclay.fr/en/campus-life/student-health-service>

University account activation – Wifi

In order to activate your university account:

- Go to: <https://adonis.u-psud.fr/activation>
- Enter your student number, date of birth and personal email
- Fill in the fields Login and Password (can be found on your registration certificate)

Afterwards, you must change the default password.

- Go to the URL: <https://adonis.u-psud.fr>
- Fill in the fields Login and Password (the default which has been assigned to the user during the activation of the account)
- Click on the icon Connect
- Click on the line “password” on the left of your screen
- Enter the requested information and validate the modification

Once you've got your account, you can access student email and the university WiFi - Eduspot or Eduroom.

Eduroam is an international roaming service that can be used in almost all education and research institutions in Europe. With your codes from Paris-Sud university, you will be able to connect to the wifi in the other universities in Poland, Italy or Portugal.

eCampus platform

After registration and 24h after the activation of your university email, you will be able to activate your eCampus account. It is the platform where all teaching material and timetable will be available.

- Go on <https://identiteutilisateur.fr>
- Select « Paris-Sud University »
- Login with your UPSAY credentials (email/password)
- Scroll down the page until « Activation des services » and tick the « eCampus » box (note the white box is hardly visible. It becomes blue once ticked)
- Click on “Validez vos choix”
- Wait 12h then check you can login on <https://ecampus.paris-saclay.fr>

National Holidays

New Year's Day: 1st January

Easter Monday: in March or April

Labour Day: 1st May

Victory in Europe Day: 8th May

Ascension Day: on a Thursday in April or May

Bastille Day - National Day: 14th July

Assumption day: 15th August

All Saints' Day: 1st November

Armistice Day: 11th November

Christmas Day: 25th December

DAILY LIFE

Transports

The Campus of Orsay (Faculty of Sciences) is situated in the south of the Paris region. You can reach the Campus of Orsay with the **RER line B** (suburbs railway). This line runs through the centre of Paris with several stops in Paris centre. From all the stops in Paris, you have access to the Metro of Paris which takes you all over the city

How to reach the University?

Take the RER line B, direction "Saint-Remy Les Chevreuses".

Stop at "Orsay-Ville", «Le Guichet» station or "Bures-sur-Yvette" station depending on where you need to go/

If you intend to frequently use the RER or Metro, buy a monthly pass (**Imagine R card**). It costs 37€/month. You can get the documents for the subscription at the Orsay-Ville station.

More information:

E-map, plan your journey, fares, ect.: www.ratp.fr/en/

The Campus of Orsay is the biggest campus in France. Download the campus map by clicking [here](#), it will be very helpful for your first days / weeks on the campus!

The Campus is divided into two parts: the "Vallée" which is the old part the campus, and the "Plateau" which is the new and modern part of the campus. Most classes will take place on the «Plateau», in a brand new building that will be inaugurated in July 2022!

Look on the map «PÔLE BIOLOGIE – PHARMACIE – CHIMIE SITE MÉTRO 2022», close to building 640 (F1/F2).

To reach this building, you can take the bus line 7, that connects the Vallée and the Plateau. Direction - Plateau de Moulon – Corbeville. Stop at "Lieu de vie". Download the bus timetable [here](#).

Or the the line 9, from the RER station «Le Guichet». Direction - JOUY-EN-JOSAS or CHRIST DE SACLAY. Stop at "Université Paris-Saclay". Download the bus timetable [here](#).

BUDDY PROGRAMME

Register to the Buddy Programme proposed by the university! It is a free mentoring programme for international students who have recently arrived in France for their studies. Thanks to the programme, each international student is matched with a local student, who can support him/her in the administrative procedures, show him/her around, share local tips for students and have him/her discover the French way of living.

<https://www.universite-paris-saclay.fr/en/international-mentoring-programme-buddy-programme>

Groceries/Shopping

The residences do not come with kitchenware.

Carrefour is a one-stop shop to get all pots, pans, dishes and food. To get to Carrefour from Orsay-Ville station, take bus 3 to Les Ulis. From Bures-sur-Yvette station take bus 4 to Les Ulis. (Last stop of the both buses).

For everyday grocery shopping, if living closer to Bures-sur-Yvette, Simply Market has a wide array of foods, toiletries and miscellaneous stationery items at an affordable price. The supermarket Franprix is located in the city centre of Orsay.

Post office

A post office is situated in the city centre of Orsay and Bures-sur-Yvette. They are marked with the symbol of the national postal services "La Poste". Stamps can also be bought in Tabaco shops.

More information: www.laposte.fr

Cell phones

Where to buy a SIM card?

You can buy a prepaid SIM card in supermarkets like Carrefour. Once you have a bank account, you can buy a SIM card online with a better data plan.

Which company? Advices from former students:

Usually Bouygues, Free, and Sosh have very good offers

A useful site for students to compare the best plans: <https://lebonforfait.fr/comparateur.html>

Emergency numbers:

It can be used for any life-threatening situation.

From fixed phones:
Fire and rescue: 18
Ambulance: 15
Police: 17

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

SUMMARY

Welcome Desk for international students

The GATE (Guichet d'Accueil des Talents Étrangers) is open every year from September to mid-December.

It is a place where you can get a free comprehensive range of services, all gathered in one place, to guide you through your administrative procedures related to your settlement in France.

There is a permanent presence, or digital information points, for institutions such as CAF (housing benefit), CPAM (social security), CROUS, RATP (transports), Campus France,...

In-person appointments are available:

<https://gate.paris-saclay.fr/en/>

Do not hesitate in going there if you encounter any problem.

| April | May | June | July | Aug. | Sep. |
|-----------|------------------------|--|--|------------------------------|--|
| Admission | Expatriation insurance | | Accommodation Visale procedure + Housing Insurance | | Housing benefit (CAF - APL) |
| | | Visa application (Campus France procedure if applicable) | Visa application (Campus France procedure if applicable) | | Visa validation procedure Or Permit of stay application |
| | | | University enrollment Tuition fees + CVFC payment (if applicable) | | Social security Activation student-ship + campus |
| | | Opening bank account | | | |
| | | | | Form for pickup service | |
| | | | | Registration busby programme | |

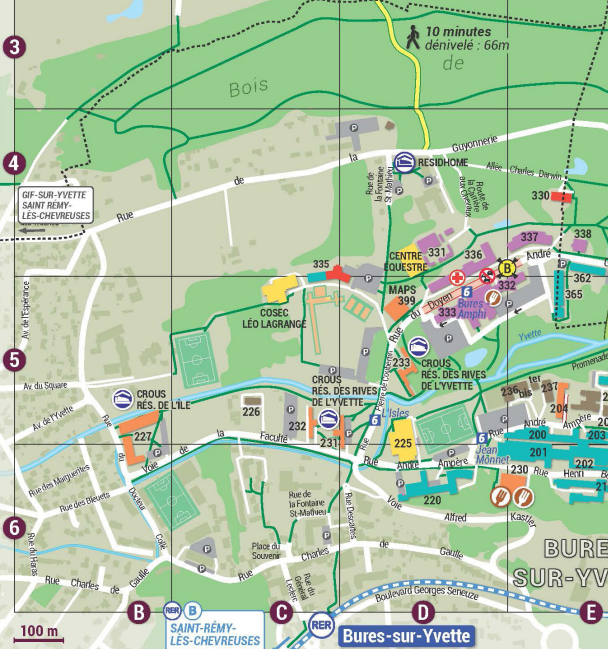


SAINT-AUBIN



GIF-SUR-YVETTE

- ◆ Administration
 - ◆ Enseignement
 - ◆ Recherche Laboratoire
 - ◆ Établissement composante Université Paris-Saclay
 - ◆ Vie de campus
 - ◆ Sport
 - ◆ Autre bâtiment
-
- Ⓞ Résidence étudiante
 - Ⓞ Hôtel
 - Ⓞ Bibliothèque universitaire
 - Ⓞ Restaurant universitaire CROUS
 - Ⓞ Restaurant du personnel
 - Ⓞ Autre restaurant
 - + Infirmerie
 - + Circulation interdite aux véhicules
-
- Chemin piéton
 - 6 Arrêt de bus



100 m

SAINT-RÉMY-LÈS-CHEVREUSES

Bures-sur-Yvette



- A3 Présidence de l'Université
- 301 Direction de la Faculté des Sciences
- 335 Direction de la Faculté des Sciences du Sport
- 605 Direction de l'IUT d'Orsay
- 620 Direction de Polytech Paris-Saclay
- D2 CentraleSupélec
- D1 ENS Paris-Saclay

N118 PARIS - Porte d'Orléans par A10 - A6 MONTLHERY / EVRY CORBEIL-ESSONNES CHARTRES

30 VITESSE LIMITÉE À 30 KM/H SUR L'ENSEMBLE DU CAMPUS

Le Guichet (RER)
 PARIS MASSY • TGV
 ORLY
 ROISSY CDG

Temps de trajet à pied en partant de...

...la gare de Bures-sur-Yvette

| | | | |
|---|--------|---|--------|
| A | 14 min | B | 13 min |
| E | 26 min | | |

...la gare d'Orsay Ville

| | | | |
|---|--------|---|--------|
| A | 9 min | B | 15 min |
| C | 12 min | D | 23 min |

...la gare du Guichet

| | | | |
|---|--------|---|--------|
| C | 10 min | D | 21 min |
| E | 33 min | | |

| | | | |
|---|--------|---|--------|
| A | 10 min | B | 13 min |
| D | 13 min | E | 8 min |



UNIVERSITÀ DEGLI STUDI DI GENOVA

www.unige.it

Genoa is located in the north west of Italy, in the region called Liguria.

The University of Genoa is organized in 5 Schools (Mathematics - Physical and Natural Sciences, Medical Sciences and Pharmacy, Social Sciences, Humanistic Sciences, and Polytechnic).

SERP+ classes will take place in the Department of Physics, via Dodecaneso 33

Key numbers:

40.000 students

2500 foreign students

14 Doctoral Schools

ARRIVAL

Students who communicate their arrival time at least four days before can be welcomed to Genoa and picked up by fellow Erasmus students who already live and study in town. These last will meet the newly arrived either at the airport or train or bus station, and help them to reach their accommodation.

ENROLMENT AT THE UNIVERSITY

Enrolment will be done upon arrival in Genoa, at the central offices.

Documents needed:

- Passport or ID card,
- 2 passport photos
- Academic title (original or certified photocopy), if this title is not written in English, French, Portuguese or Spanish, you need it to be translated into Italian.

- Certificate (original needed) with the detailed courses and examinations passed to obtain the bachelor degree (transcript). Authentication not required, translation not required if the documents are provided in English, French, Portuguese or Spanish.

Once you have enrolled, you'll be given the **student ID card** and the **UniGepass Key**

After enrolling at the University of Genoa, students will have to contact the **Sass** office to get information about the following necessary documents:

- **Codice Fiscale (Italian Tax code):** the **Sass** has all the forms that you need to apply for a fiscal code and will help you to fill-in the application forms,
- registration statement from the **Registry office** (for European students only),
- residence permit (for non-European students only).

Accommodation

University dorms – choice of preference for the SEM2 students

Students can be accommodated at the **Casa dello Studente**, situated at foot distance from the Department of Physics. **An application by January 10th is needed** and a deposit must be paid (see below).

Address:

Corso Aldo Gastaldi, 25
16131 Genoa

Description: single/double rooms with private bathroom. Sheets and blankets are provided, with free laundry, ironing and sheet replacement (provided by the residences) for all its guests. All residences are endowed with launderettes.

The monthly rent includes also the energy, heating, water and maintenance fees.

A cleaning company provides for the daily cleaning of every common space.

There is a LAN internet connection, study rooms, and a photocopy machine.

There are no common kitchens available and no oven is permitted, but cold meals can be eaten in the rooms. The canteen is inside the same building.

Price (2017): 250€/200€ per month, which become 350€/300€ with one meal per day (lunch or dinner) at the

canteen in the same building, and the possibility of buying the second meal at 2€.

If this option is not chosen the canteen tickets cost around 6,00 €.

The monthly rent has to be paid by the 15th of each month. Broken months will be paid on a per diem basis.

Deposit: 500€/400€ must be paid upon application and will be reimbursed at the end of the stay.

Further information can be found at www.arssu.liguria.it

Opening hours:

The porter's lodge of the dorm closes around 10 pm, but on the day of your arrival, you have to check in by 14:00 in order to register.

For the check-in, you will be asked to provide the following documents (prepare copies):

- Passport /Identity document
- Codice Fiscale (Italian Tax Code)
- University card / presentation issued by the enrolment offices
- Residence Permit/ Application

Upon your arrival, you must be able to pay the rent of the first month.

If you decide to refuse the offer, you will have to find your own alternative accommodation. It is possible to find rooms in shared flat. Market prices are between 150,00€ and 250,00€, all expenses excluded.

BANK ACCOUNT

The currency used in Italy is the Euro.

Beneficiaries of the Erasmus Mundus scholarship will receive their scholarship on their French bank account opened during the first semester.

You can open an account with an Italian bank, the closest at hand being UniCredit Bank (see below).

Documents required to open an account:

- Passport / Identity document
- Codice Fiscale (Italian Tax Code)
- University card / presentation issued by the enrolment offices
- Residence Permit/ Application

CAMPUS LIFE

Food

Servizio di Ristorazione – Casa dello Studente - Corso Gastaldi, 25.
Puggia – Viale Garbano 54 (near the Physics Department)

Opening hours: Monday to Friday, from 12:00 to 14:00 and from 19:00 to 20:30.

Open on Saturday and during holidays. Closed on Sunday

After enrolment at the university, you should go to the A.R.S.E.L.

office (in via San Vincenzo 4) to activate the discount in the university canteens with your ID student card.

Library

The library is located on the 5th floor of the Physics Department

Opening hours:

- 8.00-13.00 ; 14.00-17.00 Monday to Thursday
- 8.00-13.30 Friday

Another library is located on the 5th floor of the Chemistry Department

Opening hours:

- 9.00-18:00 Monday to Friday

University account activation

Upon enrolling at the University of Genoa you will receive the UniGePass Uni, username and password. The UniGePass allows you to activate your university e-mail address.

In order to activate your university account:

- Go to: webmail.studenti.unige.it/servizio/

All the students enrolled at the University of Genoa can have access to the internet with their laptops. The accesses are easy to find thanks to the GenuaWifi logo displayed on the walls.

To access the wifi network, you should:

- go to the university webpage: ge-nuawifi.unige.it
- make a request to access the GenuaWifi network typing your username and password UniGePass

You will be also given access to the Eduroam wifi.

Sports

The university sport centre (C.U.S.) organizes many sport activities, and has also several agreements with museums, movie theaters, and stores. You can find the whole list on: www.cusgenova.it

The CUS card can be requested by all the students, its cost depending on the sport activity and facility chosen.

Documents required for registration:

- enrolment certificate/student card
- medical certificate (it can be issued at the C.U.S. medical centre)

Address:

Via Monte Zovetto, 21

Opening hours: Monday to Friday:
9.00-12.30 and 14.30-17.30
Saturday: 9.30-12.30)

DAILY LIFE

Transports

The cost for one ticket is 1.50€ and allows you to use buses and lifts for 100 minutes, whereas metro and

trains can be taken only once with one ticket.

You can also choose a weekly, monthly or annual card.

The Departement of Physics can be reach with buses 16, 17, 43, 44, 45, 85, 86, 87 and bus 18 (stops very close to it).

For more information:

www.amt.genova.it

You can also travel around Genoa by bike with the Bike Sharing Mobike: www.bicincitta.com

National Holidays

New Year's Day: 1st January

Epiphany: 6th January

Easter Monday: Monday after Easter

Liberation Day: 25th April

International Workers' Day: 1st May

Republic Day: 2nd June

Patron saint of Genoa (Saint John) 24th June

Ferragosto/Assumption Day: 15th August

All Saints' Day: 1st November

Immaculate Conception: 8th December

Christmas Day: 25th December

St. Stephen's Day: 26th December

Bank

The nearest to the Physics Department is a branch of the UniCredit Bank

Address: Corso Gastaldi 143/R
Working hours: Monday to Friday
8:20-13:20 and 14:30-16 :00-
Saturday and Sunday closed

Post office

Many post offices are spread around the city and are marked with the symbol of the national postal services "Poste Italiane". The closest post offices from the department of Physics are located:

- Via Lagustena 78R
- Via Pisa 2

Emergency numbers:

It can be used for any life-threatening situation.

From fixed phones:

Fire and rescue: 115

Ambulance: 118

Police: 113

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

Cell phones:

Where to buy a SIM card? Throughout Genoa, a lot of stores sell SIMs of the major Italian carriers (TIM, 3, Vodafone).





ADAM MICKIEWICZ UNIVERSITY IN POZNAŃ

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<https://amu.edu.pl/>

Adam Mickiewicz University is located in the west-central Poland along the Warta river.

Most of the campus branches are located in the brand new Morasko Campus. It has 15 faculties dedicated to sciences and humanities, and 3 research centres.

Key numbers:

49000 students

1500 foreign students

ENROLMENT AT THE UNIVERSITY

Before the beginning of the semester 2, you will have to send a set of documents to the Student Affairs Section by e-mail to the address:

amuoes@amu.edu.pl

(copy bskalski@amu.edu.pl and master.serp@universite-paris-sa-clay.fr)

Required documents:

- Application to the Vice-rector for Student's Affairs: you have to write this application by yourself, asking for admission for the degree course you are interested, it's kind of cover letter (template will be provided);
- Bachelor diploma and transcript of records (apostille / legalization no required)
- Translation of the above documents, unless they are issued in English
- Admission letter (English version)
- Identity document – passport (or ID card for EU students)
- Insurance valid for period of stay in Poland
- Valid French residence permit or long-term visa

The student ID card will be ready when the Student Office creates the USOS account for you (after registration). Then you must upload the photo in USOS account and send it to approval

BANK ACCOUNT

The currency used in Poland is the Złoty.

Beneficiaries of the Erasmus Mundus scholarship will receive their scholarship on their French bank account opened during the first semester.

Two banks actually have the favour of international students in Poznań: DEUSTCH BANK and WBK BANK (English spoken). For students having BNP Paribas French account, there is no commission at DEUSTCH Bank ATM machines if you use the unknown conversion rate which is always the option you should choose. This is by far the best way to withdraw money in PLN.

Bank Polski offers also very good services with excellent conversion rates and almost all representatives can speak English.

1 Euro = 4.59 Złoty (zł)

ACCOMMODATION

Accommodation offer

Students can be accommodated at the Hanka residence. From this location, the city centre is located 15 minutes away by foot and the Campus can be reached by tram in 20 minutes.

Address:

Dom Studencki Hanka,
Al. Niepodległości 26,
61-714 Poznań

Description:

Each room has its own bathroom, fridge and electric kettle. Some rooms have a kitchenette and others have shared kitchen.

The residence provides bed linen and the monthly possibility of replacing it with a clean one.

It is also possible to rent a vacuum cleaner, a mop with a bucket, ironing boards and irons at the reception desk. The residence has a laundry room, a restaurant and a psychological clinic. There is also a bicycle renting service.

The price of a single room per month is PLN 760.

The price for a place in an ordinary double room is PLN 600.

More information: https://www.facebook.com/DSHankaUAM1/?ref=page_internal

If you decide to refuse the offer, you will have to find your own alternative accommodation.

Private housing

Remember to follow the following advice in order to smooth the process:

- Look for someone fluent in Polish to help you.
- Start your search before the start of the semester
- Be sure of the renting conditions (contract, bills...)
- Ever consider the transportation network in order to avoid several minutes in the bus over winter.
- A modest room in a cosy flat cost around 800 zł / month (bills included)

CAMPUS LIFE

Food

Chemistry cafeteria

This is the closest place to eat.

Address: ul. Umultowska 89B

Biology cafeteria

University cafeteria (~5minutes away from Chemicum).

Address: ul. Umultowska 89

Library

There are branch libraries at all faculties, where you may find resources relevant to your studies.

Faculty of Chemistry Library (CAUAM):

ul. Umultowskiej 89b
Collegium Chemicum

For more information, visit the library website: <http://lib.amu.edu.pl>

University account activation – Wifi

You can sign up for your university account on USOS web which is the AMU online portal:

<https://usosweb.amu.edu.pl>

The website is available in both Polish and English languages.

DAILY LIFE

Transport

Several buses and trams head directly to Morasko Campus. However, Tram is the most convenient means of transportation as it stops just 100 meters away from the campus entrance.

It is possible to buy a monthly pass.

More information: <http://www.ztm.poznan.pl/fares-tickets/fares-new/>

In order to move faster in the city and to be punctual, you could use a very handy online application called Jakdojade, <https://jakdojade.pl/poznan/trasa/>

Moreover, the city is very bicycle friendly. Although, it is not the best means to go to the university, you can get around the city easily using a bicycle. Very cheap used bicycles can be bought from street markets on Sundays.

Chemistry department.

Stops:

- OS. Sobieskiego: TRAM: 8, 12, 14, 15, 16, N21 (Night tram), BUS: 74, 91, 98, 248 (Night bus)
- Sobieskiego Dworzec: BUS: 51, 74, 85, 88, 90, 91, 93, 98, 235 (Night bus), 248 (Night bus)

Polish course (Collegium maius)

Address: ul. Fredry 10

Stop:

- Fredry - Tram: 2, 3, 4, 5, 8, 9, 12, 14, 16, 17,
- Zamek - Bus: 51, 63, 68, 69, 71, 237 (Night bus)

Post office

Many post offices are spread around the city. The biggest post office is located:

Urząd Pocztowy Poznań
Tadeusza Kościuszki 77

Office hours:

Week 7:00AM to 8:00PM

Saturday 8:00AM to 3:00PM

More information: <http://www.poczta-polska.pl/>

National holidays

New years' day: January 1st

Easter: April 8th

Labour Day: May 1st

Constitution Day: May 3rd

Corpus Christi: 9th thursday after Easter

All saints' day: November 1st

National November 11th Independence day

Christmas eve and Christmas: Dec 25th / 26th.

Cell phones:

Where to buy a SIM card? Official stores of phone service operators

Operators recommended by former students:

- Play
- T-Mobile
- Virgin Mobile
- Heyah

Emergency numbers:

It can be used for any life-threatening situation.

From fixed phones:

Fire and rescue: 998

Ambulance: 999

Police: 997

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.





UNIVERSIDADE DO PORTO

www.up.pt/

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The University of Porto is currently the largest education and research institution in Portugal with 14 faculties (and other schools and centres) distributed in three campuses.

The Faculty of Science (FCUP) is localized in the Campus 3 in Campo Alegre. SERP+ students will have most of their classes in the Chemistry and Biochemistry department.

Key numbers:

32 500 students

3600 foreign students

84 Doctoral degree programmes

ENROLMENT AT THE UNIVERSITY

Documents needed:

All documents (same as for the semester 1) will directly be given by the SERP+ office to the University of Porto.

At your arrival, you're student ID card will be ready. This card allows access to an extensive range of services. It incorporates contact and non-contact technologies that fulfil a variety of functions and give access to many services on campus (copy machines, library loans, admission control, etc.).

You can load credit on it in the machines at the faculty.

ACCOMMODATION

Accommodation offer

The housing application procedure is managed by the International Students Office of the Faculty. A pre-payment will be asked in order secure your booking.

Students can be accommodated at the SPRU residence.

Description: 15m² - Each room has its own microwave, cooking area, bathroom, heater, and cooking

equipment. Cooking equipment is provided. In addition, you will be provided a thick blanket and two pillows.

Other services: Internet, a cleaning service on a weekly basis...

Price: 330 €

Universitary Residence World SPRU Porto Campanhã

Rua do Monte da Estação - Porta B - 4300-342 Porto

Tel.: + 351 225 198 700 - Fax: +351 225 104 504

E-mail: porto@spru.pt

More information: <http://www.spru.pt/residence.cfm?langID=EN>

Other option:

Livensa Living Porto Campus
<https://www.livensaliving.com/porto?lang=pt>

If you decide to refuse the offer, you will have to find your own alternative accommodation:
<https://www.uniplaces.com/>

CAMPUS LIFE

Food

Students can eat in **SASUP restaurants** (Social Action Services of University of Porto).

The price for a student meal at a canteen is between 2.50 € and 4€.

Where to eat?

- “Cantina de Ciências” from 12:00 to 14:00
- “Cantina de Letras” from 12:00 to 14.00 and from 18:30 to 20:30
- “Snack-bar de Ciências” from 08:00 to 17:00
- “Pão com Manteiga” Restaurant, just next to the faculty has a daily menu for 3.75 € from 12:00

Library

The library of the Faculty of Science is located next to the mathematics department.

If you need to do a group work you can use the expositions classroom (sala de exposições) in the ground floor of the Chemistry and Biochemistry department.

If you need to study until late, you can use the computer science department (departamento de ciência dos computadores) which is open all night long even on weekends.

University account activation – Wifi

After registration at the University of Porto you will receive a username and a password. This will allow you to activate your university e-mail address and to access the wifi network.

You can also have access to Edu-roam wifi, with your French account.

Sports

The **U.Porto Sports Centre** (CDUP-UP) organizes many activities. You can find the whole list on: www.cdup.up.pt/

For more information on programmes, prices, opening hours etc. you should go to one of CDUP's service points.

U.Porto Sports Centre

Rua da Boa Hora, 20, (Main office)

4050-099 Porto, Portugal

Phone: (+351) 22 207 4164

E-mail: geral@cdup.up.pt / reservas@cdup.up.pt (for booking venues)

Emergency numbers:

It can be used for any life-threatening situation (ambulance, fire, and police).

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

Medical services

A wide range of medical and psychological support services are provided by the Office for Medical and Psychological Support: https://sigarra.up.pt/sasup/pt/web_base.gera_pagina?P_pagina=265395

Through this service, the students can have free medical appointments including in General Practice, Ob/Gyn, Psychiatry, Psychology, and other specialities. The Faculty of Dental Medicine (FMDUP) also provides affordable Dental appointments.

All appointments must be booked in advance. Students should contact the U.Porto International Office.

Gabinete de Apoio Médico e Psicológico (Office for Medical and Psychological Support)

Rua dos Bragas, 151 - 2nd floor
4050-123 Porto

Phone: (+351) 22 207 4160

E-mail: apoio medico@sas.up.pt

Opening hours: 9 am - 12.30 pm and
2 pm - 5.30 pm



DAILY LIFE

Transports

The Metro system of Porto has 6 lines.

Some important stations:

- Campanhã: SPRU Residence
- Casa da Musica: the nearest station to the Faculty of Science.
- Bolhão: the main shopping avenue of Porto, Rua Santa Catarina.
- Estadiodo Dragão: the nearest mall from the residence (Dolce Vita).

Moreover, you can use CP trains and STCP buses.

From the University, you can take the bus 200 or 207 (common touristic lines) until S. Bento CP station and then catch a train to the Porto-Campanhã CP station.

You can buy a **monthly pass** at any "Loja Andante" (Casa da Musica, Aliados, Campanhã...), they will ask for a copy of your passport and a picture. The cost of the card is 6€ and the fare is 30€/month (for 2 zones) and presenting the student certificate, you get a 25% discount (22,75€/month)

More information:

<http://en.metrodoporto.pt/>
www.cp.pt/passageiros/en/
www.stcp.pt/en/travel/
www.linhandante.com/

Post office

Many post offices are spread around the city and they are marked with the symbol of the national postal services "CTT Correios". The closest post offices from the university are located:

- Rua de Vilar 231
- Rua de Dom António Barroso

More information: www.ctt.pt

Cell phone:

The Erasmus office usually provides SIM cards from the NOS company for students at their arrival.

Advices of former students:

You can check at the NOS shop (close to Casa da Musica) They have a student plan that gives you unlimited data for social apps (facebook, whatsapp, snapchat...) for a low cost.

<http://erasmus.wtf.pt/>

National Holidays

New years' day: January 1st
Carnival: 47 days before Easter Sunday.
Good Friday: Friday before Easter Sunday
Easter: Sunday, date varies.
Freedom Day: 25th April
Labour Day: May 1st
Corpus Christi: 60 days after Easter Sunday.
Portugal Day: 10th June
Assumption: 15th August
Republic Day: 5th October
All saints' day: November 1st
Restoration of Independence: 1st December
Immaculate Conception: 9th December
Christmas day: 25th December

NOTES

A series of horizontal dotted lines for writing notes.

