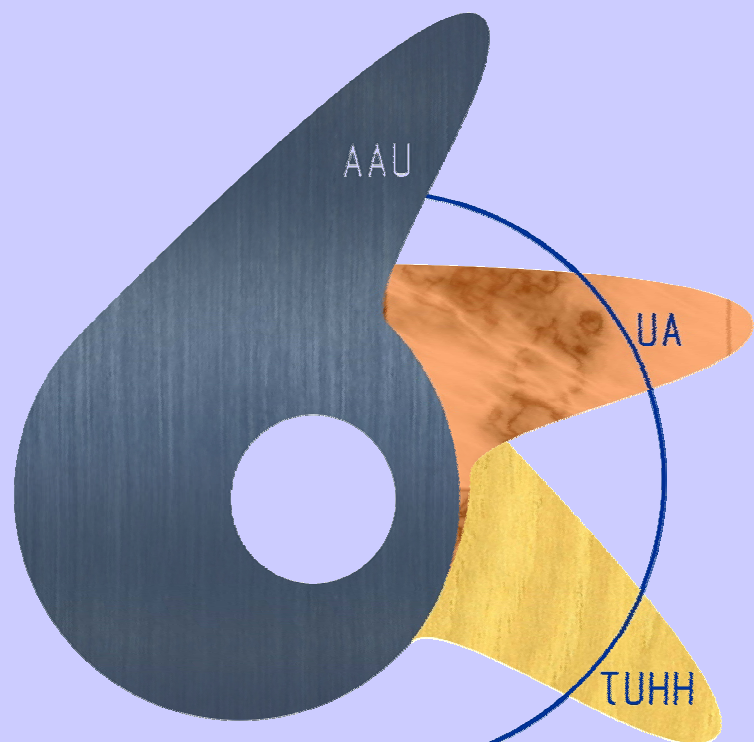


EMMS STUDENT MOBILITY HANDBOOK



EMMS

European Master in Materials Science
An Erasmus Mundus Course



Education and Culture

Erasmus Mundus

MARCH, 2007

PREFACE

The aim of this handbook is to provide you with an overview about the procedures involved during student mobility within the activities of the European Master in Materials Science (EMMS). Information about visa procedures and traveling can be changed by the corresponding countries or companies without previous notice. Therefore, it is necessary to double check this information before taking any decisions based on it. On the other hand, it is also important to check the updates on the EMMS course homepage (<http://emms.web.ua.pt>).

This handbook is divided in two main parts. Within the first part, the procedures related with the preparation for moving to one of the partner universities are described. Four different cases are described depending on the student's home university. These cases are:

- a. Starting at TUHH and moving to AAU
- b. Starting at TUHH and moving to UA
- c. Starting at UA and moving to TUHH
- d. Starting at UA and moving to AAU

Some information about traveling is provided also in this first part.

Throughout the second part, the procedures related with settling down in the corresponding cities are described. Furthermore, information about finding accommodation is provided.

Finally, information about public services in Hamburg, Aveiro, and Aalborg is given in Appendix A, B, and C, respectively. This information is provided since it could be useful.

Ricardo Chávez
Student Representative
EMMSSA 2005-2006

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FROM HAMBURG TO AALBORG

(Preparation time: 3 months)

If you are planning to spend one semester or year in Aalborg Universitet (AAU), you shall consider the following information:

1. Send an e-mail to Prof. Ryszard Pyrz (rp@ime.auc.dk), explaining your plans for your stay at AAU: attend lectures, thesis, project work, etc. If you are planning to make your thesis and / or your project work in Aalborg, you should tell him the topics in which you are interested. This should be done in order to find the proper supervisor for your work.

2. The academic departments in AAU are presented in the following Table:

Department	Web-site
Mechanical Engineering	http://www.ime.auc.dk/index.asp

The AAU homepage can be found at the following address: <http://en.aau.dk/>.

3. Once you have defined from Prof. Schulte or Dr. Wittich the lectures you would like to attend and your project work or thesis, you need to fill in the Learning Agreement. To get information about the lectures offer at the AAU for the EMMS, you shall check the semester structure document available at the internet under the following address: <http://emms.web.ua.pt>. The set of lectures has to be approved by Prof. Karl Schulte, signing the Learning Agreement as Departmental Coordinator. Once the Learning Agreement form is complete, make two copies of it. You have to leave a copy to Dr. Wittich and the other one to Mrs. Angela Steffen (Examination Office, *Prüfungsamt* in German). The original Learning Agreement has to be sent to Mrs. Christina Dellgren Larsen (CDL@adm.aau.dk), International Coordinator of the AAU International Office, to the following address:

Mrs. Christina Dellgren Larsen
International Office
Aalborg University
Fredrik Bajers Vej 7F
DK - 9220 Aalborg East
Denmark
Phone: +45 9635 9652
Fax: +45 9815 4522

Once Mrs. Larsen has received the Learning Agreement, you shall ask her for a letter for the Danish Consulate in Hamburg in order to ask for a visa. The letter can be send per mail or per fax. This letter shall explain what you are planning to do at the AAU and for how long you are planning to stay in Denmark.

4. After receiving the letter of the University or knowing that the faxed version is already at the Danish Consulate in Hamburg, you can start the application procedure for a student visa. All non-European students need a visa to study in Denmark. The address of the Danish Consulate in Hamburg is:

Danish Consulate in Hamburg
Heimhuderstrasse 77
20148 Hamburg
www.gkhamborg.um.dk
Tel. (040)41-40-05-26
Fax (040)410-40-57

The office hours of the consulate are:

Monday-Friday: 9:00-12:00

The person in charge of the Visas department is Mrs. Kristina Blach (kribla@um.dk).

The Consulate will ask you for some documentation. The Danish Consulate accepts only documents in Danish and English. If the documents are emitted in other language, you will require an **official translation**. Most of the times, the translation can be obtained from the Consulate. Nevertheless, you shall contact the Consulate to confirm if they can do the translation. If not, you shall contact the closest embassy or consulate of your home country and ask for that translation. You may also ask any official translation office that can provide authenticated translations. Please consider that in any case, you have to pay for it. The requested documents are:

- Passport
- 2 Passport pictures in colour
- Scholarship contract that you signed at the beginning of the master course, e.g. proof of economic resources to live in Denmark during your stay.
- Erasmus Mundus medical insurance contract.
- Card of your German student medical insurance. This document is not compulsory if you present the Erasmus Mundus medical insurance contract. Nevertheless, it makes the procedure easier. This document does not need to be translated to English or Danish.
- Letter of the AAU, explaining for how long you will stay in Denmark and your plans for your study at the AAU.
- Student ID from the TUHH.

- Bank account statements to prove that you have a bank account to e.g. receive the money of the scholarship. (These documents do not need to be translated to English or Danish).
- Residence Permit for Germany (*Aufenthaltstitel* in German) (This document does not need to be translated to English or Danish).
- You need to complete the application form for a student visa provided by the Danish Consulate.
- Pay a 91€ fee.

You will need the original and a copy of all these documents, except of the scholarship contract that you only have as a copy, provided by the TUHH. Only the copies will be kept by the Consulate, the originals are only asked in order to be compared with the copies. Therefore, they shall not be kept by the Consulate. **Please consider that the Danish Consulate will need around two months to emit the visa.**

After submitting the corresponding documentation to the Danish consulate, the Visa department will send to Aalborg University International Office a document called “the purple form”. This form confirms that you were admitted to a Danish University. The personal at the International Office will fill some parts of this form and provide the corresponding stamp. Thereafter, the “purple form” will be sent to you. You need to complete the form and send it back to the Danish consulate. It is important that you send back the “purple form” as soon as possible. The Danish consulate will not finish the Visa procedure until they received again the “purple form” filled with the necessary information.

Citizens of some countries or students with a Schengen visa do not require a visa to enter to Denmark. The ones in this situation can enter as tourist, but they will experience troubles trying to get some services as opening a bank account or getting the Danish insurance card. In these cases, the Schengen Visa is not enough. Therefore, enter as tourist shall be done only to avoid missing lectures or losing time for the project work or thesis; whilst the Danish student visa is ready. Consider also that entering as tourist implies to return to Hamburg to pick the Student Visa once it is ready. **Only having a Danish student visa is possible to complete the registration procedure at the Aalborg’s City Hall.**

5. Once your learning agreement has been processed by the International Office, an admission acceptance form will be sent to you. You need to fill this form and send it back as soon as possible to the International Office.

6. The International Office of AAU can help you to find accommodation for your stay in Aalborg via its Accommodation Office. You will receive the application form for accommodation once the International Office has processed your learning agreement. You have to send back the application form for Accommodation as soon as possible. If you send it too late, the Accommodation Office cannot assure to find for you accommodation.

7. The best alternatives to travel from Hamburg to Aalborg are the train and bus. Deutsche Bahn covers the route from Hamburg to Aalborg and sometimes has offers and discounts. Some discounts are provided by buying the Bahncard or the Eurorail. To get more information about these discounts and schedules, you have to ask for more information in any desk (Reisebüro) of the Deutsche Bahn or check the website (www.diebahn.de). You can find a desk at Harburg Train Station or at Hamburg Main Train Station.

In the bus case, Eurolines covers the track Hamburg-Aalborg. To get more information about schedules and prices you have to ask for more detailed information at Eurolines desk at Hamburg Main Bus Station (ZOB) that is located in front of Hamburg Main Train Station. It is possible to look for schedules at Eurolines homepage: www.eurolines.com.

FROM HAMBURG TO AVEIRO

(Preparation time: 2.5 months)

If you are planning to spend one semester or year in Universidade de Aveiro (UA), you shall consider the following information:

1. Send an e-mail to Prof. Helena Nogueira (helenanogueira@ua.pt), explaining your plans for your stay at UA: attend lectures, thesis, project work, etc. If you are planning to make your thesis and / or your project work in Aveiro, you should tell her the topics in which you are interested. This should be done in order to find the proper supervisor for your work.

2. The academic departments in UA are presented in the following Table:

Department	Web-site
Chemistry	http://www.dq.ua.pt/ingles/index.htm
Physics	http://www.fis.ua.pt/DFUA/investigacaoof.html (only available in Portuguese)
Ceramics and Glass Engineering	http://www.cv.ua.pt/ (only available in Portuguese)
Ceramic and Composite Materials Research Centre	http://www.ciceco.ua.pt/en_default.asp

The UA's homepage has the following address: <http://www.ua.pt/english.asp>.

3. Once you have defined from Prof. Schulte or Dr. Wittich the lectures you would like to attend and your project work or thesis, you need to fill the Learning Agreement. To get information about the lectures offer at the UA for the EMMS, you shall check the semester structure document available at the internet under the following address: <http://emms.web.ua.pt>. If you would like to have more information about the lectures' contents, please look the following address:

http://www.posgrad.ua.pt/en_resultDtl.asp?RefIDCurso=24

The set of lectures has to be approved by Prof. Karl Schulte, signing the Learning Agreement as Departmental Coordinator. Once the Learning Agreement form is complete, make two copies of it. You have to leave a copy to Dr. Wittich and the other one to Mrs. Angela Steffen (Examination Office, *Prüfungsamt* in German). The original Learning Agreement has to be sent to Mr. Niall Power (niall@adm.ua.pt), Chairman of the International Relations Office of the UA, at the following address:

Mr. Niall Power
International Relations Office (Relações Internacionais)
Campus Universitario de Santiago
3810-193 Aveiro, Portugal

Once Mr. Power has received the Learning Agreement, you shall ask him for a letter for the Portuguese Consulate in Hamburg in order to ask for a visa. The letter can be send per mail or per fax. This letter shall explain what you are planning to do at the UA and for how long you are planning to stay in Portugal.

4. After receiving the letter of the University or knowing that the faxed version is already at the Portuguese Consulate in Hamburg, you can start the application procedure for a student visa. All non-European students need a visa to study in Portugal. The address of the Portuguese Consulate in Hamburg is:

Portuguese Consulate in Hamburg
Gänsemarkt 23
2nd Floor
20354 Hamburg
Tel. 040-355-3484

The office hours of the consulate are:

Monday-Friday: 9:00-13:00
Thursday: 9:00-14:00

The person in charge of the Visas department is Mrs. Cristina Biersack (cristina.biersack@cgham.dgaccp.pt).

The Consulate will ask you for some documentation. Please notice, that some documents require three weeks or one month to be emitted by the governments or official institutions or that you will need to ask your home country institutions for them. The Portuguese Consulate accepts only documents in Portuguese, English and Spanish. If the documents are emitted in other language, you will require an **official translation**. Most of the times, the translation can be obtained from the Consulate. Nevertheless, you shall contact the Consulate to confirm if they can do the translation. If not, you shall contact the closest embassy or consulate of your home country and ask for that translation. You may also ask any official translation office that can provide authenticated translations. Please consider that you have to pay for the official translation. The requested documents are:

- Good conduct certificate from the Police: You can ask for this document in the Citizens Bureau (*Einwohneramt*) in Harburg. The German name of it is *Polizeiliches Führungszeugnis*. Nevertheless, the document will require around three weeks to be emitted. Therefore, it is strongly recommended to ask for it as soon as you have decided to spend one semester or year at UA. This document is written only in German. Therefore, you will require an **official**

translation, which you can get from the Portuguese Consulate and costs around 30€.

Before having the good conduct certificate translated, you shall contact the Portuguese Consulate and ask if the document emitted by the German authorities is valid. Only the people who have already spend a certain time in Germany can use the German certificate. If the German version is not valid, you shall ask for this document in your home country, considering that it shall be translated from the official language of your home country to Portuguese, Spanish or English.

- Medical certificate: This document has to certify that you do not have chronic diseases and that you are mentally healthy and stable. This certificate is difficult to obtain in Germany because the doctors need to have your complete medical registers to emit it or to perform tests which require long time and that are not covered by the student insurance. Therefore, it is recommended to obtain it from your doctor at your home country.
- Letter of the UA, explaining for how long you will stay in Portugal and what are you planning to do at the UA.
- Student ID from the TUHH.
- Scholarship contract that you signed at the beginning of the master course, e.g. proof of economic resources to live in Portugal during your stay.
- Bank account statements to prove that you have a bank account to e.g. receive the money of the scholarship. (These documents do not need to be translated. They can be presented in German).
- Letter written by you, declaring that you can redraw money in Portugal from your bank account in Germany.
- Passport.
- Residence Permit for Germany (*Aufenthaltstitel* in German). (This document does not need to be translated. It can be presented in German).
- 2 Passport photographs in colour.
- Erasmus Mundus medical insurance contract.
- Card of your German student medical insurance. This document is not compulsory if you present the Erasmus Mundus medical insurance contract. Nevertheless, it makes the procedure easier. This document does not need to be translated to English or Portuguese.

- You need to complete the application form for a student visa, provided by the Portuguese Consulate.

You will need the original and a copy of all these documents, except of the scholarship contract that you only have as a copy, provided by the TUHH. Only the copies will be kept by the Consulate, the originals are only asked in order to be compared with the copies. Therefore, they shall not be kept by the Consulate.

Please consider that the Portuguese Consulate will need around a month to emit the visa. Nevertheless, citizens of some countries or students with a Schengen visa do not require a visa to enter to Portugal. The ones in this situation can enter as tourist, but they will experience troubles trying to get some services as opening a bank account, telephone, water, or electricity at the moment of renting an apartment. To get some of the services in Portugal, you will need a Tax Number (*Numero de contribuyente* in Portuguese). You can only get this number in Portugal from the Tax Office of Aveiro showing your Portuguese visa. In this case, the Schengen visa is not enough. For more information about the Tax Number, see also the chapter about the procedures that you have to do once you have arrived to Aveiro.

5. Please consider that you have to look for accommodation for your stay in Aveiro. Contact your colleagues of the EMMS who are studying in Aveiro to receive information about the accommodation possibilities. The UA's International Office can also help you to find accommodation. For more information about accommodation, look the chapter about the procedures that you have to do once you are in Aveiro.

6. To travel from Hamburg to Aveiro, there two cheap airlines that can be used: Ryanair, Tuifly and Air Berlin.

Air Berlin offers a flight from Hamburg to Porto, making a stop in Mallorca. For more information about prices and schedules, please visit Air Berlin's web site at: <http://www.airberlin.com>.

Ryan Air offers a flight Hamburg (from Lübeck airport) to London (Stansted) and a flight London-Porto. Nevertheless, the connection is not direct and you need to wait some hours at London Stansted airport. The only feasible option is the flight Hamburg-London in the morning and London-Porto in the afternoon. Therefore, it is necessary to wait in the airport. For more information about prices and schedules, please visit Ryan Air's web site at:

<http://www.ryanair.com/site/EN/>

Tuifly offers a direct flight from Hamburg to Porto, the only problem is the arrival time which is quite late. For more information about prices and schedules, please visit Tuifly's web site at: <http://www.tuifly.com/en/index.html>.

Lufthansa sometimes has offers to fly from Hamburg to Porto. You can look for further information about schedules and discounts on Lufthansa's homepage: www.lufthansa.com. Consider also going to Lisbon and taking the train afterwards. From Lisbon airport you can pick a bus to go to Lisbon train station. For information about Portuguese trains, refer to the next paragraph.

Once you are in Porto, the best option to reach Aveiro is the train. From Porto airport you can take a bus to the train station. There are three different kinds of trains: Urbano, Intercidade, and Alfa Pendular. The cheapest one is the Urbano. Nevertheless, it is the slowest one and it is possible that you will not find a place to sit. The Alfa Pendular is the most expensive, but it is the fastest one and you will find a place to sit. The Intercidade train is not as expensive as the Alfa Pendular, but it is slower. To get more information about prices and schedules, refer to the website of the Portuguese Train company (*Comboios Portugueses* in Portuguese): <http://www.cp.pt>. Porto has two train stations: Campanha and São Bento. The Alfa Pendular and Intercidade trains depart from Campanha. The Urbano departs from São Bento; but it makes a stop also in Campanha.

FROM AVEIRO TO HAMBURG

(Preparation time: 3 months)

If you are planning to spend one semester or year in Hamburg University of Technology (TUHH), you shall consider the following information:

1. Send an e-mail to Dr. Hans Wittich (wittich@tu-harburg.de). Dr. Wittich is your contact person for all questions concerning academic matters. In your e-mail, please explain your plans for your stay at TUHH: attend lectures, thesis, project work, etc. If you are planning to make your thesis and / or your project work in Hamburg, you should mention the topics in which you are interested. This should be done in order to find the proper supervisor for your work.

2. The academic departments in TUHH are presented in the following Table:

Department	Chairman	Web-site
Polymer Composites	Prof. Karl Schulte	http://cgi.tu-harburg.de/~kvwww/
Metallic Materials	Prof. Joachim Albrecht	
Advanced Ceramics	Prof. Gerold Schneider	http://www.tu-harburg.de/gk/
Microsystems technology	Prof. Jörg Müller	http://www.tu-harburg.de/mst/english/index.shtml
Biomechanics	Prof. Michael Morlock	http://www.tu-harburg.de/bim/
Materials for electronics and optics	Prof. Wolfgang Bauhofer	http://artus.et7.tu-harburg.de/~et7www/

You can find the TUHH's homepage at the following address: http://www.tuhh.de/index_e.html.

3. Once you have defined which lectures you would like to attend and your project work or thesis, you need to fill the Learning Agreement. To get information about the lectures offer at the TUHH for the EMMS, you shall check the semester structure document available at the internet under the following address: <http://emms.web.ua.pt>. If you would like to have more precise information about the content of each lecture, you can check the following address at the TUHH internet site:

http://www.tuhh.de/education/master/material_sciences/course.html.

On this site, it is possible to see the contents of some lectures. It may be possible that some of the lectures offered for the EMMS are not included.

The set of lectures has to be approved by Prof. Helena Nogueira, signing the Learning Agreement as Departmental Coordinator. The Learning Agreement

has also to be signed by the Academic Vice rector. In order to get the signature of the Vice rector, you have to give it to Mr. Nial Power (niall@adm.ua.pt), Director of the UA's International Relations Office. You can only give the Learning Agreement to Mr. Power once it was signed by Prof. Helena Nogueira. Mr. Power's office is located in the Rectory building (*Reitoria* in Portuguese). It is important to consider that to get the Vice rector's signature could take around 1 or 2 weeks.

4. Once the Learning Agreement form is complete, you have to send it to Mr. Matthias Buntenkötter (buntenkoetter@tu-harburg.de), at the following address:

Mr. Matthias Buntenkötter
Office of International Academic Programmes
Schwarzenbergstrasse 95, Raum 0058
D-21073 Hamburg
Germany
Tel.: 00-49-40-42878-3499
Fax: 00-49-40-42878-2546

Mr. Buntenkötter is your "entry point" at TUHH. Once Mr. Buntenkötter has received the Learning Agreement, you shall ask him for a letter for the German Embassy in Lisbon in order to ask for a visa. The letter can be send per mail or per fax. This letter shall explain what you are planning to do at the TUHH and for how long you are planning to stay in Germany.

5. After receiving the letter of the University or knowing that the faxed version is already at the German Embassy in Lisbon, you can start the application procedure for a student visa. All non-European students need a visa to study in Germany.

The Embassy will ask you for some documentation. The German embassy accepts only documents in English and German. If the documents are emitted in other language, you will require an **official translation**. Most of the times, the translation can be obtained from the Embassy. Nevertheless, you shall contact the Embassy to confirm if they can do the translation. If not, you shall contact the closest embassy or consulate of your home country and ask for that translation. You may also ask any official translation office that can provide authenticated translations. Please consider that you have to pay for it. The requested documents are:

- Passport
- 2 Passport pictures in colour
- Scholarship contract that you signed at the beginning of the master course, e.g. proof of economic resources to live in Germany during your stay.
- Erasmus Mundus medical insurance contract.

- Letter of the TUHH, explaining for how long you will stay in Germany and your plans for your study at the TUHH.
- Student ID from the UA.
- Bank account statements to prove that you have a bank account to e.g. receive the money of the scholarship. (These documents do not need to be translated to English or German).
- Portuguese Visa (This document does not need to be translated to English or German).
- You need to complete the application form for a student visa provided by the German Embassy.

Please contact the German Embassy in Lisbon in order to check that you do not need any additional document. The address of the German embassy is:

German Embassy in Lisbon
 Campo dos Mártires da Pátria 38
 1169-043 Lisbon
<http://www.lissabon.diplo.de/pt/Startseite.html>
 Tel.: 00351-21-8810210
 Fax: 00351-21-8853846

6. Please consider that you have to look for accommodation for your stay in Hamburg. Contact your colleagues of the EMMS who are studying in Hamburg to receive information about the accommodation possibilities. The Accommodation Office of the TUHH can provide you some help to find accommodation. Please contact Mrs. Sophie Dishman, chairwoman of the Accommodation Office, before your arrival. Please consider, that it is easier to find accommodation if you start looking in August/September or February/March instead of October or April. Therefore, you shall contact Mrs. Dishman as soon as possible. Mrs. Dishman's contact is:

Mrs. Sophie Dishman
 Schwarzenbergstrasse 95 (E)
 Room 0.057
 21073 Hamburg
 Tel. 0049-40-42878-2707
 E-Mail: accommodation@tu-harburg.de

To get more information about accommodation, please refer to the section about once you are in Hamburg.

6. To travel from Aveiro to Hamburg, there two cheap airlines that can be used: Ryanair, Tuifly and Air Berlin.

Air Berlin offers a flight from Porto to Hamburg, making a stop in Mayorca. For more information about prices and schedules, please visit Air Berlin's web site at: <http://www.airberlin.com>.

Ryan Air offers a flight from Porto to London (Stansted) and one London-Hamburg (Lübeck airport). Nevertheless, the connection is not direct and you need to wait some hours at London Stansted airport. The only feasible option is the flight Porto-London in the morning and the London-Hamburg one in the afternoon. For more information about prices and schedules, please visit Ryan Air's web site at: <http://www.ryanair.com/site/EN/>. From Hamburg Lübeck airport, it is possible to pick a bus to go to Hamburg Main Train Station.

Tuifly offers a direct flight from Hamburg to Porto, the only problem is the arrival time which is quite late. For more information about prices and schedules, please visit Tuifly's web site at: <http://www.tuifly.com/en/index.html> .

Lufthansa sometimes has offers to fly from Hamburg to Porto. You can look for further information about schedules and discounts on Lufthansa's homepage: www.lufthansa.com. Consider also travel via Lisbon.

FROM AVEIRO TO AALBORG

(Preparation time: 3.5 months)

If you are planning to spend one semester or year in Aalborg Universitet (AAU), you shall consider the following information:

1. Send an e-mail to Prof. Ryszard Pyrz (rp@ime.auc.dk), explaining your plans for your stay at AAU: attend lectures, thesis, project work, etc. If you are planning to make your thesis and / or your project work in Aalborg, you should tell him the topics in which you are interested. This should be done in order to find for you the proper supervisor for your work.

2. The academic departments in AAU are presented in the following Table:

Department	Web-site
Mechanical Engineering	http://www.ime.auc.dk/index.asp

The AAU homepage can be found at the following address: <http://en.aau.dk/>.

3. Once you have defined which lectures you would like to attend and your project work, you need to fill the Learning Agreement. To get information about the lectures offer at the AAU for the EMMS, you shall check the semester structure document available at the internet under the following address: <http://emms.web.ua.pt>.

The set of lectures has to be approved by Prof. Helena Nogueira, signing the Learning Agreement as Departmental Coordinator. The Learning Agreement has also to be signed by the Academic Vice rector. In order to get the signature of the Vice rector, Prof. Helena Nogueira will send the document to Mr. Nial Power (niall@adm.ua.pt), Director of the UA's International Relations Office. It is important to consider that to get the Vice rector's signature could take around 1 or 2 weeks.

Once the Learning Agreement form is complete, it will be sent to Mrs. Christina Dellgren Larsen (CDL@adm.aau.dk), International Coordinator of the International Office at AAU, to the following address:

Mrs. Christina Dellgren Larsen
International Office
Aalborg University
Fredrik Bajers Vej 7F
DK - 9220 Aalborg East
Denmark
Phone: +45 9635 9652
Fax: +45 9815 4522

Once Mrs. Dellgren Larsen has received the Learning Agreement, you shall ask her for a letter for the Danish Embassy in Lisbon in order to ask for a visa. The letter can be send by mail or by fax. This letter shall explain what you are planning to do at the AAU and for how long you are planning to stay in Denmark.

4. After receiving the letter of the University or knowing that the faxed version is already at the Danish Embassy in Lisbon, you can start the application procedure for a student visa. All students need a visa to study in Denmark.

The Embassy will ask you for some documentation. The Danish Embassy accepts only documents in Danish and English. If the documents are emitted in other language, you will need an **official translation**. Most of the times, the translation can be obtained from the Consulate. Nevertheless, you shall contact the Consulate to confirm if they can do the translation. If not, you shall contact the closest embassy or consulate of your home country and ask for that translation. Please consider that you have to pay for it. Some of the documents are:

- Passport
- 2 Passport pictures in colour
- Scholarship contract that you signed at the beginning of the master course, e.g. proof of economic resources to live in Denmark during your stay.
- Erasmus Mundus medical insurance contract.
- Letter of AAU, explaining for how long you will stay in Denmark and your plans for your study at the AAU.
- Student ID from the UA.
- Bank account statements to prove that you have a bank account to e.g. receive the money of the scholarship. (These documents do not need to be translated to English or Danish).
- Portuguese Visa (This document does not need to be translated to English or Danish).
- You need to complete the application form for a student visa provided by the Danish Consulate.

In order to get a complete list of the necessary documentation, it is necessary to contact the Danish Embassy in Lisbon. The address of the Danish Embassy is:

Danish Embassy in Lisbon

Rua Castilho 14-3°
1296-077 Lisbon
www.amblissabon.um.dk
Tel.: 351-21-3512960
Fax: 351-21-3554615
E-mail: lisamb@um.dk

You will need the original and a copy of all these documents. Only the copies will be kept by the Embassy, the originals are only asked in order to be compared with the copies. Therefore, they shall not be kept by the Embassy. Please consider that the Danish Embassy will need around two months to emit the visa.

After submitting the corresponding documentation to the Danish consulate, the Visa department will send to Aalborg University International Office a document called "the purple form". The personal at the International Office will fill some parts of this form and provide the corresponding stamp. Thereafter, the "purple form" will be sent to you. You need to complete the form and send it back to the Danish embassy. It is important that you send back the "purple form" as soon as possible. The Danish embassy will not finish the Visa procedure until they received again the "purple form" filled with the necessary information.

5. Once your learning agreement has been processed by the AAU's International Office, an admission acceptance form will be sent to you. You need to fill this form and send it back as soon as possible to the AAU's International Office.

6. The International Office of AAU can help you to find accommodation for your stay in Aalborg via its Accommodation Office. You will receive the application form for accommodation once the International Office has processed your learning agreement. You have to send back the application form for Accommodation as soon as possible. If you send it too late, the Accommodation Office cannot warranty to find accommodation for you.

7. To travel from Aveiro to Aalborg, there two cheap airlines that can be used: Ryanair and Easy Jet.

Ryan Air offers a flight from Porto to London (Stansted) and one London-Aarhus. Nevertheless, the connection is not direct and you need to spend one night at London Stansted airport. The only feasible option is the flight Porto-London in the evening and the London-Aarhus in the next day morning. Therefore, it is necessary to spend a night at the airport. For more information about prices and schedules, please visit Ryan Air's web site at: <http://www.ryanair.com/site/EN/>. From Aarhus, it is possible to pick a train that goes to Aalborg.

The other possibility is to fly first Porto-London by Ryan Air and afterwards London-Copenhagen by EasyJet. It is possible to arrive to London in the morning and pick the flight to Copenhagen. There are two flights to Copenhagen: one at midday and other in the late afternoon. For more

information about prices and schedules, please visit Easy Jet's web site at: <http://www.easyjet.com/en/book/index.asp>. It is possible to pick a train to Aalborg from Copenhagen airport.

For more information about schedules and prices for these trains, please visit the following site: <http://www.dsb.dk>.

ONCE YOU ARE IN HAMBURG

The aim of this section is to provide you an overview about the things that you have to do once you have arrived to Hamburg. Prior to their arrival, all the students coming from Aalborg or Aveiro should get in touch with their EMMS colleagues who are already at TUHH. They are ready to assist you, and their knowledge about the “local situation” can help in many ways. For example in finding your way through formalities like registering your apartment, opening a bank account, getting around on campus, leisure activities and shopping in Hamburg, etc.

1. Once you have arrived to Hamburg, you shall contact Mr. Randolph Galla to notify him about your arrival. The office of Mr. Galla is located at the following address (See the map of the TUHH at the end):

Mr. Randolph Galla
Schwarzenbergstrasse 95, Room 4006
D-21073 Hamburg
Germany
Tel.: 00-49-40-42878-4263
Fax: 00-49-40-42878-2366
E-mail: r.galla@tu-harburg.de

Mr. Galla will provide you with the scholarship contract (which explains your rights and duties). This document has to be signed by you and the TUHH President. This can only be done once your registration is completed.

2. All students shall get in contact with the TUHH's Office for International Master Programmes. The head of this office is Mr. Matthias Buntenkötter and his contact is (See the map of the TUHH at the end):

Mr. Matthias Buntenkötter
Office of International Academic Programmes
Schwarzenbergstrasse 95, Room 0058
D-21073 Hamburg
Germany
Tel.: 00-49-40-42878-3499
Fax: 00-49-40-42878-2546
E-mail: buntenkoetter@tu-harburg.de

Mr. Buntenkötter is your “entry point” at TUHH. There the staff of the International Master Programme Office will give you further instructions to complete your matriculation at the TUHH.

Immediately after your arrival, you shall contact the TUHH's International Office. The staff of this office can provide you information about further procedures and the support provided by the TUHH's Mentor Group to complete them. On the other hand, the International Office has a variety of offers to facilitate your integration. This includes city walks, orientation, and German language courses.

For further information about schedules, starting dates, and registration, please contact the staff of the International Office as soon as possible. It is located in the same building and floor as Mr. Buttenkötter's office.

On the other hand, try to get in touch as soon as possible with TUHH's academic staff as well. First contact Dr. Hans Wittich whose office is located at the following address:

Dr. Hans Wittich
Denickestrasse 15, Room 3513
D-21073 Hamburg
Tel.: 00-49-40-42878-2633
Fax: 0049-40-42878-2002
E-mail: wittich@tu-harburg.de

3. Once you have finished your registration at the TUHH, you will need to register at the City Hall's Citizens office (*Einwohneramt* in German) and to get your Residence Permit at the City Hall's Foreign Affairs Office (*Ausländeramt* in German). TUHH's Office for International Master Programmes will provide you with information on these procedures. If a significant number of new students is available, a group visit to the City Hall may be arranged to get the Residence Permit. Both offices are located in the same building at the following address:

Harburger Rathauspassage 2
21073 Hamburg

4. All students applying for accommodation in a student hall should do so by the middle of August at the latest. TUHH's Accommodation Office will do their best to assist in this process. "Studentenwerk Hamburg", who is the owner of these rooms (your "landlord"), will distribute its rooms to applicants who have applied by 15.08.2006 at the latest. According to availability, students will then receive an offer from the Accommodation Office TUHH by email. It will then be important that they respond promptly and appropriately in order to make a firm booking of the room. The booking of the room will include transferring the sum of €280 (not a commission – please see link below for further details).

When the booking has been completed, the agreement made will then be binding for both parties. Students applying for this kind of accommodation usually have to commit themselves for 12 months (13 months if the contract starts from 1st September). There are a very limited number of rooms available for one semester only. Any students who wish to apply for one of these should do so by the end of June at the very latest. The rooms are largely distributed on a first come, first served basis.

Those who need more flexibility should opt for private accommodation. The Accommodation Office TUHH is glad to offer support in looking for a room. However, most landlords are also not very flexible about cancelling contracts at short notice on the private housing market either. In Germany it is usually

necessary to give three months notice in writing. It is therefore in your interests to clarify the length of your stay well before you leave Hamburg.

Please see website for further details:

http://www.tu-harburg.de/education/intoffice/accommodation/rooms_tu.html

In addition to the Accommodation Office, there are other places to get information about free apartments. In the library and the University restaurant (*Mensa* in German) you will find boards with announcements of rooms and apartments for rent (See the map of the TUHH at the end).

5. You have to open an account in a German bank. In Hamburg, there are different options. You can choose the one that you think is the best. Most of the banks offer a special kind of account for students. These accounts are free of charges and include a debit card, provided also without any charges.

If you bring a debit card from a Portuguese bank within the Maestro net, you can use it to pay at some stores that are also in the same net. You will not pay any fee. Nevertheless, if you redraw cash from a cash machine using the Portuguese card, you have to pay a fee of about 4€ per time that you redraw.

MAP OF THE TUHH

- C. Schwarzenbergstrasse 95c
- D. Schwarzenbergstrasse 95d
- E. Schwarzenbergstrasse 95e (Mr. Galla's, Mr. Buntenkötter's, and Accommodation Office)
- F. Kasernenstrasse 12
- G. Kasernenstrasse 10
- H. Schwarzenbergstrasse 95h
- I. Denickestrasse 22 (University Restaurant)
- J. Denickestrasse 22 (Library)
- K. Denickestrasse 15
- L. Denickestrasse 17 (Prof. Schulte's and Dr. Wittich's office, Polymer Composites Department; Prof. Schneider, Advanced Ceramics Department; Prof. Morlock's office, Biomechanics Department)
- M. Eissendorferstrasse 42 (Prof. Albrecht's office, Metallic Materials Department; Prof. Müller Office, Microsystems Technology Department)
- N. Eissendorferstrasse 40
- O. Eissendorferstrasse 38 (Prof. Bauhofer's office, Materials for Electronics and Optics Department)



Taken from <http://www.tuhh.de/about/campusmap.html>

ONCE YOU ARE IN AVEIRO

The aim of this section is to provide you with an overview about the things that you have to do once you have arrived to Aveiro. More detailed information about registration and further procedures will be provided by the UA's International Office once your matriculation is completed.

1. Once you have arrived to Aveiro, you shall contact Mr. Nial Power, Chairman of the International Relations Office of the UA, to notify him about your arrival to Aveiro. The office of Mr. Power is located in the Rectory Building (*Reitoria*) (See the map of the UA at the end). You have to announce yourself at the security post of the lobby of the building. The security personal will ask you for an ID card in order to allow you to go upstairs, where the office of Mr. Power is located.

2. Mr. Power will give to you the student ID of the UA. In order to receive it, you will need to give him two passport photos.

3. To complete your matriculation at UA, Mr. Power will ask you to go to Registration Office located at the basement of the Rectory building. At the registration office you will receive your e-mail address, password for the UA net, and your library card. The personal at the Registration Office will ask for your passport. You do not have to pay the tuition fee because you come from a partner university.

4. Once you have finished your registration at the UA, you will need to register at the Tax Office (*Finanças*) to get your Tax Number (*numero de contribuinte*). All students must be registered. The Tax Office is located at the City Service Bureau (*Loja do Cidadão*). You will need your passport with your Portuguese visa and to pay a fee of about 5.32€. The address of the Service Bureau is:

Rua Orlando Oliveira 41-47
3800 Aveiro

5. The UA's International Office can help you to find accommodation for your stay in Aveiro. Please ask Mr. Nail Power about information about accommodation before you arrive to Aveiro. On the other hand, there are also other places to get information about free apartments. In the buildings 23 and 12 of the UA, you will find boards with announcements of rooms and apartments for rent (See the map of the UA). The other option is to consult the local newspaper *Diário de Aveiro*. This newspaper has also an internet site (www.diarioaveiro.pt). Nevertheless, both the printed and web editions are only available in Portuguese.

6. You can open an account in a Portuguese bank. In Aveiro, there are different options. You can choose the one that you think is the best. Most of the banks offer a special kind of account for students. To open your account, you will need your tax number (*numero de contribuinte*).

If you bring a debit card from a German bank within the Maestro net, you can use it to pay at some stores that are also in the same net. You will not pay any fee. Nevertheless, if you withdraw cash from a cash machine using the German card, you have to pay a fee of about 4€ each time that you withdraw.

MAP OF THE UA

1. Business Incubator
2. Department of Languages and Cultures
3. School of Health Sciences
4. Department of Electronics and Telecommunications
5. Department of Didactics and Educational Technology; Multimedia Library
6. Canteen, Social support services, shopping area, and Student Union front desk
7. Department of Environment and Planning
8. Department of Biology
9. Department of Ceramics and Glass Technology
10. Department of Economics, Management, and Industrial Engineering
11. Department of Mathematics
12. Department of Social, Legal, and Political Sciences
13. Department of Physics
14. Central Analysis Laboratory
15. Department of Chemistry
16. Department of Geosciences
17. Main Library
18. Department of Educational Sciences
19. Institute of Telecommunications
20. Institute of Telematics and Electronic Engineering of Aveiro
21. Department of Communication and the arts
22. Department of Mechanical Engineering
23. Pedagogical, Scientific, and Technological Complex
24. Bookshop
25. Rectory
26. Student union
27. Canteen, Snack bar
28. Institute of Higher Education for Accountancy and Administration
29. Computation Centre
30. Department of Civil Engineering
31. Technological Laboratories Centre



Taken from *International Student Guide. ECTS Practical Guide*. Universidade de Aveiro, External Relation Services. (2005)

ONCE YOU ARE IN AALBORG

If you arrived during the official arrival days established by the AAU International Office (this information is sent to you with the accommodation and admission acceptance forms), you have to follow the instructions that the International Office has sent to you. If you arrive later, you have to inform this to Mrs. Christina Larsen. She will give you further instructions.

All the information concerning about registration and matriculation is provided by the AAU International Office during the official registration dates. If you send your documentation within the established deadlines, it is very probable that the International Office will assign one Danish student to help you for settling down in Aalborg. The Danish students that help the foreign students are called “buddies”. The “buddies” are assigned within the activities of the official arrival days. Therefore, it is important that you send with time your documentation.

If you arrive later, you still can have a “buddy”. You have to inform about your late arrival to Mrs. Larsen. Nevertheless, the possibility of finding you a “buddy” cannot be warranted.

You can open an account in a Danish bank. In Aalborg, there are different options. You can choose the one that you think is the best. Most of the banks offer a special kind of account for students.

If you bring a debit card from a German or Portuguese bank, you will not be able to pay with it in Denmark. Most of the shops, only accept Danish debit cards. Nevertheless, you will be able to redraw money from the machines if the cards are within Maestro, Mastercard, or Visa net. By redrawing using the German or Portuguese debit cards, you have to pay a fee around 4€ per time that you redraw.

APPENDIX A.
INFORMATION ABOUT PUBLIC SERVICES IN
HAMBURG

If you will rent a private apartment, it is probable that you need ask for the provision of the services for it. This includes water, telephone, and electricity. The Accommodation Office can also help you with these technical matters. You can ask for these services at the following addresses in Harburg:

- Telephone

Deutsche Telekom
Harburg Arcaden (shopping mall)
Lüneburgerstrasse

- Electricity

Vattenfall
Hamburgerische Electricitäts-Werke (HEW)
Schlossmühlendamm 12

- Water

Hamburger Wasserwerke
The registration can be done on-line at: www.hww-hamburg.de
(available only in German)

APPENDIX B.

INFORMATION ABOUT PUBLIC SERVICES IN AVEIRO

If you will rent a private apartment, it is probable that you need ask for the provision of the services for it. This includes water, telephone, electricity and gas. You can ask for telephone, electricity, and gas at the City Service Bureau (*Loja do Cidadão*). The address of the City Service Bureau is:

Rua Orlando Oliveira 41-47
3800 Aveiro

The names of the companies are:

Telephone and Internet:	Portugal Telecom (PT)
Gas:	Lusitania gas (LG)
Electricity:	Electricidade de Portugal (EDP)

You can ask for the water service at the Municipal Services Office. This office is located beside the Service Bureau. The address is:

Av. Adelino Amaro da Costa
3811-901 Aveiro

To ask for all the services you will need your Tax Number. You can ask to pay all the services directly from a bank account of a Portuguese bank.

APPENDIX C.
INFORMATION ABOUT PUBLIC SERVICES IN
AALBORG

If you will rent a private apartment, it is very probable that all the services are already installed (water and electricity). Nevertheless, not all the private apartments have Internet connections. If this is the case, you can contact a telephone company and ask for the installation of the internet/telephone connection. One of these companies is TDC. You can find an office at Aalborg's city centre. The address is:

TDC
Slotsgade 77
9000 Aalborg

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http://europa.eu.int/comm/education/programmes/mundus/index_en.html