



Erasmus Mundus Master Course

**Joint European master in Tribology of Surfaces
and Interfaces –**

TRIBOS+

Student handbook

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DEAR ERASMUS MUNDUS TRIBOS+ PARTICIPANTS OR PERSPECTIVE STUDENTS

Hello and thank you for considering Erasmus Mundus Master Programme TRIBOS+ as your continuation of study. This handbook was especially written for perspective TRIBOS+ students who are searching for detailed information regarding TRIBOS+ programme and also for students who have already been accepted for participating in TRIBOS+ programme. We hope that this handbook will help you decide in favour of TRIBOS+ programme and will provide you with enough information to ease your preparation for study abroad.

Erasmus Mundus TRIBOS+ programme is a unique programme because of its interdisciplinarity and its mandatory mobility. Therefore this handbook provides information regarding TRIBOS+ programme, application procedure, after admission procedures and also information about every TRIBOS+ University.

We hope that this handbook will help you to make your stay at the universities pleasant and enjoyable. Should any questions still remain unanswered after reading this handbook, please do not hesitate to contact info@master-tribos.eu.

We are wishing you a pleasant stay at every University you will visit and to enjoy in every moment of this international experience!

TRIBOS+ Consortium

1 ABOUT TRIBOS+ PROGRAMME

1.1 What is TRIBOS+?

TRIBOS+ - Joint master programme in Tribology of Surfaces and Interfaces is a two year Erasmus Mundus master programme of total 120 ECTS. It is divided into four semesters during two years, with a chance of internship with one of several groups and renowned supporting and associated partners.

The key goal of the TRIBOS+ joint master programme is to provide the students with the high-level contemporary knowledge, required for the next generation of engineers. It is an interdisciplinary and complementary joint master programme about **tribological surfaces and interfaces, lubricants and lubrication, friction and wear mechanisms at nano and macro scale and computational, modelling, analytical and experimental skills**. This knowledge is urgently needed in the fields of transport, industry, medicine and energy, and cannot be obtained in a single university or even single country at so comprehensive and advanced level.



Figure 1: *TRIBOS+ programme mobility path*

Joint Erasmus Mundus Master programme is a programme with mandatory mobility. First semester of a first study year is performed at University of Leeds, UK. The second semester of a first year is carried out at University of Ljubljana, Slovenia. In the third semester (2nd year) students must decide whether they will continue their studies at Luleå University of Technology, Sweden, or at University of Coimbra, Portugal (depending on their study focus).

1.2 Consortium

In order to provide to the students the highest possible and contemporary knowledge required for the next generation of engineers, it seems natural to bring together complementary **European leading groups** in different areas of tribology into a joint European high-class educational master study programme TRIBOS+. Strong connections of the partner universities to industrial and academic organisations from all over the world (**5 continents, 16 countries, 24 partners**) will significantly contribute to establishing new academia-commercial networks.

1.2.1 Partners

The key academic groups of TRIBOS+ consortium are leading and world renown in their own field of Tribology and Surface engineering. They are very complementary from point of view of surfaces, lubricants and interfaces, as well as engineering component design. Thus, their involvement in a single programme enable integration of the whole range of tribology sub-areas required for successful application solutions. The consortium of **four partner universities**: University of Ljubljana, Slovenia; University of Leeds, UK; University of Coimbra, Portugal and Luleå University of Technology, Sweden represent an outstanding added value to the teaching of tribology and surface engineering. They will consequently have a large impact on the industry, transport and energy sectors, as well as on the implementation of novel interface nanotechnologies, tribophysics and tribochemistry science in these fields, and will contribute to environment and socio-economic aspects of quality of life.

- ***University of Ljubljana, Slovenia***

University of Ljubljana (est. 1919), largest university in Slovenia, is one of the top 500 universities (Shanghai rank).

It has 50.000 students, taking over 300 under- and postgraduate study programmes, structured in accordance with the Bologna Declaration. It employs 6.000 teachers, researchers, assistants and other staff in 23 faculties and 3 art academies.

University of *Ljubljana*
Faculty of *Mechanical Engineering*



The key TRIBOS+ activities will be carried at Faculty of Mechanical Engineering in Laboratory for tribology and interface nanotechnology (TINT). With about 20 members, TINT is recognized for research in the fields of surface and interface nanotechnology, boundary lubrication, functional surfaces and contact engineering, friction and wear mechanisms at micro and nano scale, focusing primarily on tribological systems with advanced materials. With activities in green lubrication technologies, TINT provides a comprehensive and effective sustainable treatment of the most demanding tribological problems in various engineering systems.

- ***University of Leeds, UK***

University of Leeds is among the top 100 universities in the world with international reputation in research and teaching.

School of Mechanical Engineering in the University of Leeds has an international reputation for teaching and research and have consistently achieved the highest

possible rating in the UK government Research Assessment Exercise. With its 70 academic and research staff and over 700 students the School is a major player in the field of mechanical engineering. Tribology research in Leeds is the main activity of two institutes (Institute of Medical and Biological Engineering and Institute of Engineering Thermofluids, Surfaces and Interfaces) which together host over 100 academic post-doctoral and post-graduate researchers and staff working in a variety of research areas of Tribology. Leeds is also host of the first Tribology postgraduate course in the world which started around 35 years ago and is now re-started showing the commitment of Leeds to Tribology training.



UNIVERSITY OF LEEDS

- ***Luleå University of Technology, Sweden***

Luleå University of Technology is a leading education and research institution situated in Sweden.

Today the university has 17.000 students, 1.600 employees and offers courses and programmes in the fields of engineering, business, administration, economics, media, music, drama, social sciences, teaching and health sciences. Luleå University of

Technology cooperates with universities worldwide and believes that international exchange and the international angle are important for achieving high quality in education. The ECTS mechanism and the standardized Diploma Supplement are used for all international collaborations and exchanges. Luleå University of Technology has participated in Erasmus since the 1990's, acts as coordinator for Erasmus Mundus Space Master and is a partner in Erasmus Mundus AMASE, DocMASE, SUSCOS, EMERALD and PERCOM.



The Department of Engineering Sciences and Mathematics conduct research in 19 research areas and in 6 centres of excellence. Examples of research areas are tribology, mechanics, materials, and energy.

- ***University of Coimbra, Portugal***

University of Coimbra has a strong internationalisation; one can feel the international atmosphere created by the gathering together, on a permanent basis, of students, teachers and researchers of different cultural backgrounds from all around the world (20 % of its students come from about 60 countries).



University of Coimbra has also a large experience in managing European exchange projects and in supporting the foundation of important European networks.

The Faculty of Science and Technology is the major Faculty of University of Coimbra (FCTUC) drawing on its involvement in cutting-edge research to make sure that students get the best education at all levels. The University of Coimbra members of this proposal integrate the biggest RTD centre in mechanical engineering at Portugal (CEMUC), ranked as Excellent by international evaluation committee. Furthermore, surface modification and tribology are exciting scientific domains being developed in CEMUC and giving rise to outstanding results with scientific, learning and social impact.

1.2.2 Associated partners

Associated partners promote the study, actively participate in the management of TRIBOS+ programme, act as board members, review and evaluate the projects and programmes. They also help defining master programme projects and thesis, offer complementary visits and seminars and offer students internship possibilities.

List of the Associated partners are:

Associated Partners					
Partner	Country	Region	Partner	Country	Region
INDUSTRY					
ABB AB	Sweden	P	Huf Portuguesa	Portugal	P
AB SANDVIK Coromant	Sweden	P	Intermolde	Portugal	P
AdvaMat	Czech Republic	P	Iskra Mehanizmi	Slovenia	P
Applied Nano Surfaces	Sweden	P	Nanotul d.o.o.	Slovenia	P
Artia Nanoengineering & Consult.	Greece	P	OERLIKON Balzers	France	P
BA Glass Portugal	Portugal	P	Parker Hanniffin. Manufacturing	Sweden	P
Celoplas Plasticos para a Industria	Portugal	P	Sweden AB		
Croda	UK	P	Plasmar Tecnologia	Brazil	P
Ducom	The Netherlands	P	Scania CV AB	Sweden	P

IREIS	France	P	SSAB EMEA	Sweden	P
Gestamp HardTech	Sweden	P	TEandM	Portugal	P
Gorenje d.d.	Slovenia	P	Vattenfall	Sweden	P
HIDRIA Group	Slovenia	P	VOLVO Group Trucks Tech.	Sweden	P

UNIVERSITIES & RESEARCH INSTITUTES

Czech Technical University Prague	Czech Republic	P	University of Caxias do Sul	Brazil	8
Nagoya University	Japan	13	University of Malaya	Malaysia	6
Nation.School of Eng. of Monastir	Tunisa	3	University of Minho	Portugal	P
Northwestern University	USA	13	University Mohamed Khider	Algeria	3
Tsinghua University	China	6	University of Sao Paulo (TRIBES)	Brazil	8
Universidad N. Auton. de Mexico	Mexico	8	University of Southampton	UK	P
Universidade Estadual Paulista	Brazil	8	University of Twente	The Netherlands	P
Université 20 aout 1955 at Skikda	Algeria	3	University of Utah	USA	13
Centifme	Portugal	P	Malavyia Nat. Ins. of Tech. Jaipur	India	6
Instituto Pedro Nunes	Portugal	P			

ASSOCIATIONS & GOVERNMENTAL ORGANISATION

Assoc. of Mech. Eng. of Slovenia	Slovenia	P	Slovenian Maintenance Society	Slovenia	P
Boston Tribology Associates	USA	13	Slovenian Society for Materials	Slovenia	P
Slovenian Society for Tribology	Slovenia	P	The Institution of Engineering and Technology	UK	P
The County Admin. Board of Norrbotten	Sweden	P	The Institution of Mech. Engineers	UK	P

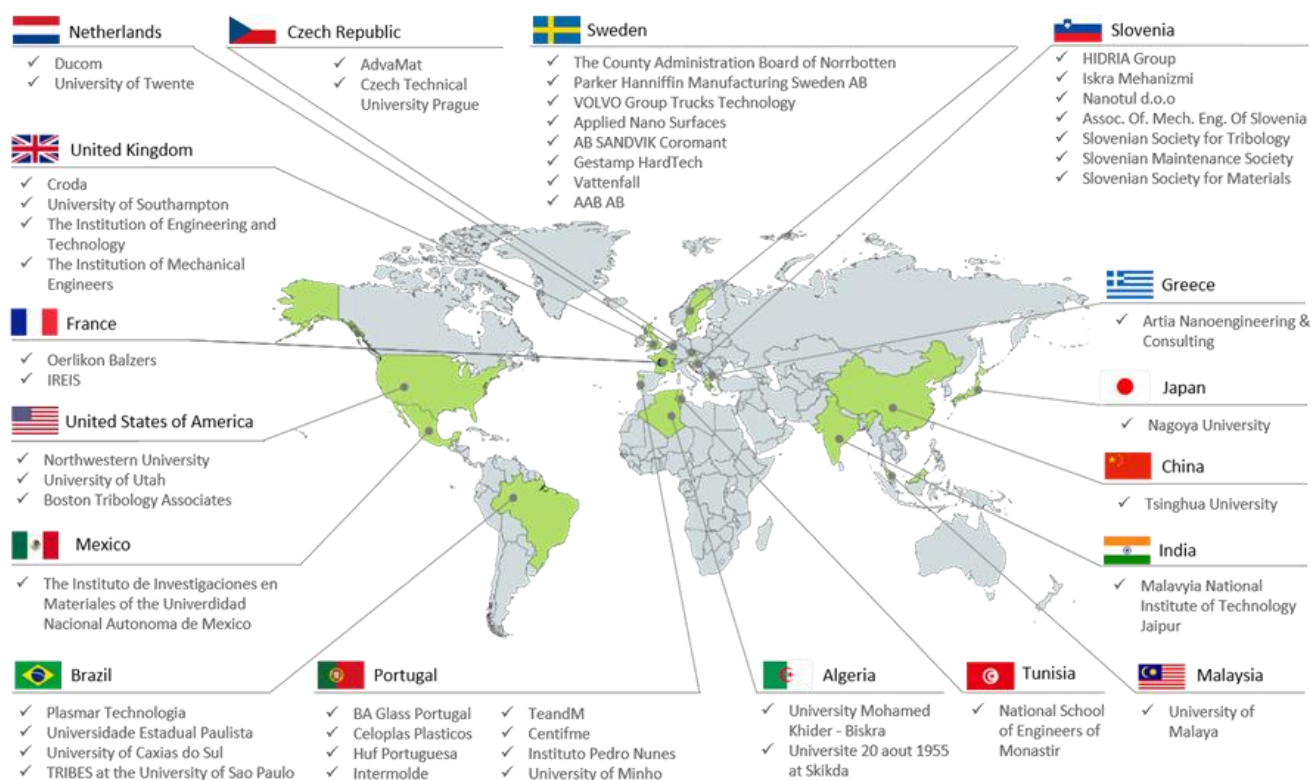


Figure 2: Map of the World showing locations of the TRIBOS+ Associated Partners.

1.2.3 Supporting partners

Supporting partners offer a number of internship to acquire practical experience and understanding of the engineering and scientific challenges in real sector.

Supporting partners are:

- Acroni – steel company, Slovenia
- Cadi Ayyad University, Morocco
- Celoplas, Portugal
- CSM Instruments, Swiss
- Danish Technological Institute, Denmark
- E!-Surf Eureka Umbrella & Vito, Belgium
- Indian Institute of Technology Kanpur, India
- Italian Tribology Association, Italy
- Keronite, UK
- Northwestern University, USA
- Scania CV AB, Sweden
- Slovenian Society for Tribology, Slovenia
- Tekniker, Spain
- Tsinghua University, China
- Total, France
- University Abdelmalek Essaadi, Morocco
- University of Ouro Preto, Brasil
- Volkswagen Autoeuropa, Portugal

1.3 Programme information

The agreement with the rules and minimum requirements for awards defined in the Curricular Ordinances and Regulations and legal requirements of each TRIBOS+ partner university. These rules detail the principles under which all four TRIBOS+ University partners communicate to agree the final joint award.

- The programme is coordinated by the University of Ljubljana, Slovenia.
- The programme contains 120 ECTS credits that are delivered by University of Leeds (Year1/Semester 1/30 ECTS credits), University of Ljubljana (Year 1/Semester 2/30 ECTS credits) and University of Coimbra or Lulea University of Technology (Year 2/60 ECTS credits).
- There is no final degree classification, the degree document contains only the GPA mark obtained based on averaging the grades obtained across all modules taken in all four partner institutions.
- The Rules for Award takes into account the key partners' regulations and procedures. The arrangement are designed to be consistent with the QAA Framework for Higher Education Qualifications and regulations relevant to each partner university, including taking due

account of the relationship between assessment arrangements and programme learning outcomes.

- These rules are designed to ensure that:
 - The transparency of arrangements are retained, and increased when necessary
 - The arrangements are articulated as clearly as possible to all staff and students

1.3.1 Programme structure

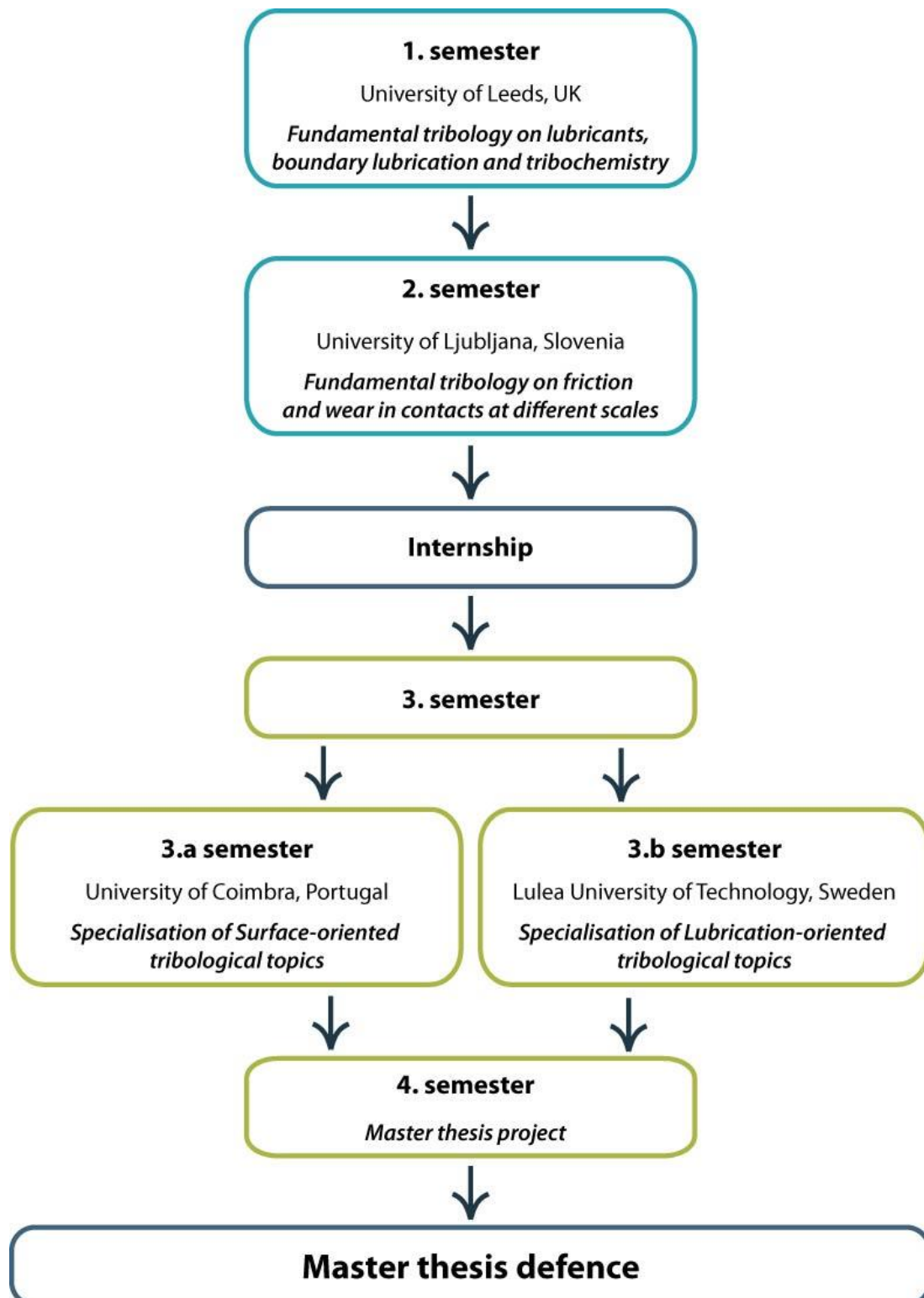


Figure 3: TRIBOS+ programme structure

• **FIRST YEAR**

The first two semesters are dedicated to acquire fundamental tribology knowledge, mandatory for all students, to gain a selection of key interdisciplinary basic courses related to friction and wear mechanisms at different scales, as well as contacts and role of surfaces and lubricants, which will be obtained in University of Leeds and University of Ljubljana.

• **First semester**

All the students of each edition will obtain the required fundamental knowledge about lubricants and lubrication, tribochemical reactions that additives provide at different materials (surfaces), and required conditions to achieve the formation of boundary films – thus, all fundamentals related to lubricants and surrounding environment conditions of the contacts, in the **first semester** at **University of Leeds, UK**, which is highly specialised in this area. The first semester will be also purposely performed at University of Leeds, an English speaking country, for the students to equal and advance in professional terminology in English in early stage of the international study programme.

• **Second semester**

In second semester all the students will allocate to **Ljubljana**, where the group is specialising in surface wear and friction phenomena and the role of contact engineering at different scales. Students will learn about contacts and role of materials and surfaces, wear and friction mechanisms, nano and macro scale contact specifics, contact mechanics and diagnostics of mechanical components. Thus, all necessary tribological fundamentals mainly related to solid part of the contact. **University of Ljubljana** also provides high-level experimental equipment to develop skills in these subjects, for students being able to experimentally and theoretically, using literature and independent study, analyse, apply, select and develop ideas about required properties of tribological surfaces, lubricants and interfaces in the contact.

• **INTERNSHIP**

Students are encouraged to explore summer placement opportunities to be taken in July and August between 1st and 2nd year. TRIBOS+ partner universities and associated industrial partners will provide support but securing the placement opportunity should be done by the student.

The internship is not obligatory, but is highly recommended experience and advancement of the students understanding of the subject, to link theoretical and practical skills, as well as set grounds for their employment reference.

• **SECOND YEAR**

The second year is focused on obtaining more specialised scientific knowledge and increase the level of skills towards final competences. Students will select their preferences – whether

further specialise in **lubrication-oriented tribology** or **surface-oriented tribology**, which are very well defined areas, with many specifics that need to be treated separately at the level of implementation. So, we offer to students exactly these two complementary areas for continuation of study, with two highly specialised and leading groups in these fields: **University of Coimbra, Portugal**, with expertise in materials and coatings processing, coatings development, materials and surface characterisation, and **Luleå University of Technology, Sweden**, with renown and leading position in integration of lubrication to mechanical components with sophisticated lubrication technology and modelling know-how.

- ***Third semester***

The third semester given in **University of Coimbra, Portugal** will provide in-depth specific knowledge on surface and materials processing and development, and their properties and characterisation for specific tribological output. In **Luleå University of Technology, Sweden**, however, students will gain profound understanding on lubrication modelling, and lubrication design required for specific mechanical components, which are also comprehensively studied. A part of the third semester – in a larger “Master thesis preparation” module - will also focus on integration of so-far obtained knowledge from both fundamental-components aspects (solid-surfaces and lubricants), combined with acquired in-depth specialisation, into a definition of requirements and developing strategy toward solutions for specific tribological problem.

- ***Fourth semester***

The **fourth semester** is dedicated to Project work and Master thesis, related to selected field of specialisation. Preferentially, the students will stay at the two universities of specialisation University of Coimbra and Luleå University of Technology, but each student and local mentor will closely collaborate also with mentors from University of Ljubljana and University of Leeds. Depending on projects offered each year, and students’ selection of topics, students could fully or partially perform experimental project work also in University of Ljubljana or University of Leeds, and have mentors from all four partner universities. Thesis defence will be performed at the university where most of the work was done. Co-mentors from other universities are envisaged in most of the thesis.

- ***Grading and marking***

Each University of the consortium will adopt ECTS credits for teaching units. In order to facilitate the transfer of credits and grades, the ECTS grading scale will be adopted within the consortium.

University of Ljubljana (UL): UL uses the Slovenian university credit system where 1 Slovenian University credit equals 1 ECTS credit. Modules, examination scripts and other assessment

work undertaken at the University of Ljubljana will be marked on a scale of 1-10. The marks will be returned to the administration at UL.

University of Leeds (UnivLeeds): UnivLeeds uses the UK university credit system where 2 UK university credit equals 1 ECTS credit. Module, examination scripts and other assessed work undertaken at the University of Leeds will be marked in accordance with the Faculty of Engineering Code of Practice on Assessment. Module leaders mark and return their marks to administrators on the 0-100 scale. The School converts there to the standardized 20-90 scale before they are returned to Taught Student Administration. A translation between marks on the 0-100 and 20-90 scales is given at www.leeds.ac.uk/secretariat/.../rules_for_award.pdf. Final marks on the 20-90 scale are available on the student portal once relevant exam boards have taken place and marks have been ratified.

Lulea University of Technology (LTU): LTU uses the Swedish university credit system where 1 Swedish university credit equals 1 ECTS credit. Modules, examination scripts and other assessment work undertaken at the Lulea University of Technology will be marked on a scale of 1-5.

University of Coimbra (UC): UC uses the Portuguese university credit system where 1 Portugal university credit equals to 1 ECTS credit. Modules, examination scripts and other assessment work undertaken at the University of Coimbra will be marked on a scale of 0-20.

Table 1: Grade conversion table

ECTS score	A	B	C	D	E	FX	F
Grade at UL	10	9	8	7	6	5	4-1
Grade at UnivLeeds	First 1 72 – 100	Upper2 nd 67 – 71	Upper2 nd 59 – 66	Lower 2 nd 53 – 58	3 rd pass 50 – 52	Fail 0 – 49	
Grade at LTU	5	4	4	3	3	2	1
Grade at UC	17 – 20	15 – 16	13 – 14	11 – 12	10	0 – 9	

- Minimum pass grade/Mark for modules***

The minimum pass grade/mark for modules at the University of Leeds is 50.

The minimum pass grade/mark for modules at the University of Ljubljana is 6.

The minimum pass grade/mark for modules at the University of Coimbra is 10.

The minimum pass grade/mark for modules at the Lulea University of Technology is 3.

The equivalent minimum pass grade/mark expressed in ECTS score is E and is valid for all modules, no matter where they are delivered. A more detailed breakdown on grade equivalence between partners is included in the TRIBOS+ Code of Practice on Assessment.

• ***Dissertation***

According to the TRIBOS+ programme, students will take the dissertation module at the University of Coimbra or Lulea University of Technology, depending on the specializing route. The dissertation marks will be recorded according to the marking scheme and procedures of the institution in which the student is registered in the 2nd year (UC or LTU). To ensure equivalence of learning outcomes between the partners, marking will be guided by a single set of marking criteria as given in Appendix III.

Each partner university will report to the Coordinating Institution (University of Ljubljana) on the progress of the students, the number of credits obtained and the marks. The communication will be undertaken in English.

- **Classification Grades:** Before averaging of the marks, Module Marks on each scale are converted to Classification Grades on 2.0-9.0 Classification Grade Scale (UnivLeeds), 1-10 (UL), 0-20 (UC) and 1-5 (LTU).
- **Classification Average:** Grades obtained from all the modules will be forwarded to the University of Ljubljana who, by using the Grade Conversion Table in Appendix 1, will calculate the GPA in percentage and in EGS grades.
- **Academic Transcripts:** the internal scales are used for publication of marks in the Academic Transcript, including the Grade Conversion Table.

• ***Conditions for progression through the programme***

Promotion from first to second year is done by achieving a minimum of 60 ECTS and for finishing master studies another 60 ECTS (in total of 120 ECTS for whole programme), see Figure 3. Exceptionally, a student may also enrol in a higher year if he has not completed all the requirements set by the study programme for enrolment into a higher year in the event of justified reasons (motherhood, extended illness, exceptional family or social circumstances, a recognised status of a person with special needs, active participation at top scientific, cultural or sport events or active participation in the bodies of the University). Students are permitted up to two attempts to pass a module (the first attempt plus one resit).

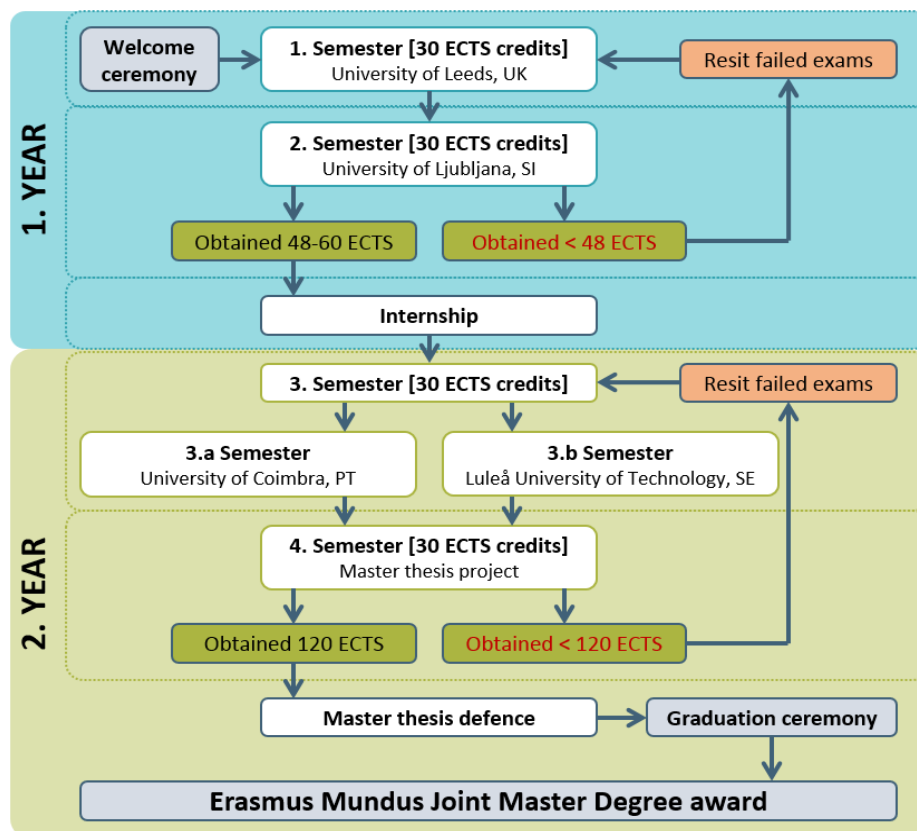


Figure 4: TRIBOS+ Progression flow chart

• **Re-Examination**

For the modules taken at the University of Leeds, one re-sit attempt will be offered and the maximum mark on re-examination is 50 (on both the standardized 20-90 and the extended 0-100 scale. Eligibility for re-examination does not depend upon reaching a minimum standard in an earlier attempt.

Detailed procedures for the modules taken at the University of Ljubljana, University of Coimbra and Lulea University of Technology are given in the TRIBOS+ Code of Practice on Assessment document.

• **Final Award and Classification**

a) Eligibility for Award

Students' eligibility for award is determined on the basis of their:

- Complying with relevant Ordinance and Regulations of the University of Leeds, by law of Zakon o visokem šolstvu (ZViS-UPB7) (Ur. l. RS, št. 32/2012), 33.b člen of the University of Ljubljana, the Normative Decree 43/2008, of 1th June 2008 of Portugal and The Higher Education Act (Högskolelagen) of Sweden, and

- Obtaining the required number of credits at the appropriate level in the prescribed manner, and
- Meeting the requirements of the approved Programme Specification concerned to satisfy the programme learning objectives through passing all compulsory and sufficient optional/elective modules, and
- Through achieving a “Classification Average” grade, calculated as the average of the grades achieved in all the modules comprising the relevant programme years , which is equal to or greater than the prescribed minimum Classification Average pass grade.

The minimum Classification Average pass grade for the award of a Taught Postgraduate Degree is the average of 50 on the University of Leeds 0-100 scale, 6 on the University of Ljubljana 0-10 scale, 3 on the Lulea University of Technology scale and 10 on the University of Coimbra scale.

b) “Additional” modules

On the TRIBOS+ programme, students may not take “additional” modules over and above those specified in the approved Programme Specification. Where any “additional” modules are taken these will not count towards classification.

c) Calculation of Grade Point Average (GPA)

Final award will include the average grade across all modules (GPA). Appendix I lists the marks and their equivalences for the four universities marking scales. All module marks will be converted to the percentage scale by using the Appendix I table. A final average grade will then be calculated on the percentage scale and then the Appendix I table will be used to determine the final grade in European Grade System. The final classification will include the GPA and corresponding EGS grade.

1.3.2 Courses and modules

The TRIBOS+ programme is designed in an integrated way with complementary subjects. It is developed based on students' needs and requests from economic sector for education of the highest-quality engineers and researchers in the field of tribology of surfaces and interfaces and related interdisciplinary subjects that the TRIBOS+ consortium can provide because of the complementarity, academic experience and scientific leadership.

- ***First semester - University of Leeds, UK***

- Lubricants and lubrication
- Oilfield chemistry and corrosion
- Materials selection and failure analysis
- Computational and experimental methods

- ***Second semester - University of Ljubljana, Slovenia***

- Tribology
- Contact engineering
- Nanotechnology
- Technical diagnostics
- Industrial maintenance
- One Elective course:
 - Two-phase flow
 - Physics of materials
 - Designing with non-metal materials
 - Random phenomena
 - Operational strength
 - Thermodynamics of mixtures
 - Heat treatment and surface engineering

- ***Third semester - University of Coimbra, Portugal***

- Material selection and processes
- Protection and degradation of surfaces
- Advanced characterization techniques

- ***Third semester - Luleå University of Technology, Sweden***

- Advanced machine element
- Simulations in tribology

- Design of lubricated contacts

- ***Fourth semester - Project work and master thesis writing***

- Master thesis project

1.3.3 Learning outcome

The TRIBOS+ joint programme will educate the next generation of engineers and researchers to work in diverse teams, to cross disciplinary and sectorial boundaries and apply advanced communication and information technologies to work across many scales of time and space.

Students will obtain generic competences, such as:

- Ability and understanding of the needs for life-long learning;
- Ability of involving in multidisciplinary teams in discussing and solving technical problems;
- Awareness of importance of administrative requirements, punctuality, and cooperation;
- Communication abilities;
- Integration abilities.

Students will also obtain the following specific competences:

- Understanding of the tribological contacts and systems, the inter-relation of parameters and ability to determine key effects from nano- to macro-scale;
- Ability to develop theoretical and experimental routes to study and solve tribological problems;
- Ability to integrate multidisciplinary requirements into a coherent solution combining the knowledge from different fields related to tribology;
- Independent thinking, creativity and ability to tackle tribological problems in teams with individual responsibility;
- Ability to work as an expert engineer and researcher in multicultural and interdisciplinary teams in the broad field of tribology, surfaces, interfaces and maintenance;
- Acquaintance with the industrial requirements, and specifics of industrial sector and academia;
- Capability to evaluate, produce and apply scientific information and knowledge about tribological problems and solutions to industry;
- Ability to identify the problem, analyse possible solutions, propose the routes and write clear proposals to achieve the required goals;

- Ability to communicate with experts from academic and industrial background through written documents, presentations, and discussions;
- Acquaintance with contemporary IT techniques for fast and efficient communication and information sharing;
- Acquaintance with the mechanical systems, materials and lubricants production processes, surface and oil analyses;
- Ability to work on and interpret the experimental techniques and results to solve tribological problems, such as tribometers, microscopes, spectroscopes, profilometers, etc.;
- Internships experience at the industrial environment to link the application-related studies with theoretical education backgrounds.

1.3.4 Projects and Thesis

About equal number of projects from the lubrication- and surface- oriented specialization will be offered to students each year. Projects will be selected on a »first come – first take« basis, and the call for projects will be announced in advance and on time for every edition of students during the first year of study. Preferentially, thesis work will be associated by the university of study during specialisation period, i.e. during the second year. All details will be communicated with students and professors during the studies.

2 APPLICATION INFORMATION

2.1 Admission procedure

Start of application period is announced on TRIBOS+ web-page (www.master-TRIBOS+.eu) and it is (approx.) in November.

Students are asked to register via online application system, where they receive username and password. With this information they can access to online application form. When application form is fully completed and all required documents are attached application form is submitted. After submission no additional changes are possible.

Applications are then evaluated by group of different experts (only eligible applications are evaluated). Informal results are known (approx.) in March. Candidates for scholarships are submitted to EACEA (Education, Audiovisual & Culture Executive Agency) who makes additional proofing and makes official decision (approx. in May). After official results from EACEA enrolment procedure for TRIBOS+ programme starts.

2.2 Admission criteria

The Admission Requirements for students wishing to enrol in the EMMC TRIBOS+ Course are:

- **A minimum of a bachelor degree**

Bachelor degree must be an equivalent of 180 ECTS and comparable to the University of Ljubljana, Faculty of Mechanical Engineering RRP programme), with an **average grade of at least 80%** (grade point average GPA) in engineering, materials science, physical sciences or chemistry.

Students that have not yet obtained the bachelor degree, but are able to show with a high level of confidence that by the end of May they will obtain their bachelor degree, can also apply. A dedicated form is prepared to be filled by such applicant and her/his bachelor degree Mentor or appropriate University representative, such as Dean or Vice-Dean.

- **Proof of English knowledge**

Proof of English knowledge is required for all students from non-English speaking countries. Students from non-English speaking countries are required to have obtained the IELTS certificate or TOEFL certificate. No other form of proof will be recognized. English certificate must meet all of the requirements written in *Table 2*. A web interview can be conducted as a complementary means to prove language proficiency.

Table 2: *Minimum requirements for English knowledge*

Test	Minimum overall score	Listening	Reading	Speaking	Writing	Validity
IELTS	6,5	6,0	6,0	6,0	6,0	2 years
TOEFL (internet based)	92	21	21	23	22	2 years

2.3 Required documents

During online application the following information and/or documents are requested:

- **Personal and contact information**
- **Curriculum Vitae (CV)**
- **Information about education**
- **A copy of the highest degree obtained**
- **A transcript of study results and grades**

A full list of bachelor degree courses, scores and ECTS grading A to E must be provided. The list must contain name and signature of the person from the higher education institution, responsible for the conversion of the local grades to ECTS.

Both documents have to be translated to English.

- **English language certification**

IELTS or TOEFL certificate in accordance with minimum requirements (see **Table 2**).

- **Not-completed bachelor form**

Only the students that have not yet obtained the bachelor degree at the time of application, but will be able to finish it by the end of May must fill this form. The form must be downloaded, filled and signed by the applicant and her/his bachelor thesis Mentor or appropriate University representative, such as Dean or Vice-Dean.

- **Recommendation letter**

A minimum of two (2) and maximum of four (4) recommendation letters are required with author signature and contact information.

- **Motivation letter**

In motivation letter you should address: your motivation for choosing the TRIBOS+ programme, explain why you think you are a good candidate, and highlight your participation in professional and academic activities. Do not exceed the word limit of 1000 words.

- **Previous relevant work, research and experience**

- **Copy of passport or identity card**

A clear photo-copy of the document with relevant information is requested for application.

- **Proof of no criminal record**

All of these documents must be attached to online application form as copies. Students will be asked to bring originals with them to the TRIBOS+ programme.

Some of the documents (e.g. Degree) are not needed to finish online application form, but are needed to finish application procedure i.e. if a student is selected to participate in TRIBOS+ programme he/she must provide all of the required documents to officially enrol to the TRIBOS+ programme (to receive scholarship letter and official invite to the programme and start visa procedures).

2.4 Selection criteria

The selection will be based on an objective evaluation of each criterion with the uniform “guidelines” table for evaluators.

Each applicant will be evaluated by several academic staff from the partner universities based on the Selection criteria defined by the TRIBOS+ Consortium. Uniform guidelines will be used by all evaluators to guarantee the objective selection.

The selection criteria and relative grading is as follows:

- Criterion 1: **Academic education** – 50%
- Criterion 2: **Language skills** – 20%
- Criterion 3: **Letter of motivation** – 10%
- Criterion 4: **Previous relevant professional experience** – 20%

2.5 Financing

2.5.1 Participation costs

TRIBOS+ programme welcomes students from all over the world. Participation costs are the same for all students (EU and non-EU).

Participation costs include the tuition, laboratory work, library access, accident and health insurance and other administrative academic costs. They do not include housing rentals, transportation and administrative costs other than academic ones (i.e. costs due to immigration procedure, visa, banking etc.).

Participation costs are estimated on € 8000 per year (TRIBOS+ is a two year programme), but are subject to change. Participation costs are determined for every edition separately.

2.5.2 Scholarship possibilities

Erasmus Mundus aims to enhance quality in higher education through scholarships and academic cooperation between Europe and the rest of the world by offering scholarships to students enrolling to high-quality study programmes.

Within Erasmus Mundus TRIBOS+ programme, applicants for TRIBOS+ master study programme can apply for Erasmus Mundus Scholarship, provided by European Commission through the EACEA agency under Action 1 activity.

Students can also apply for any other scholarship or financing but are therefore applying as self-funding students.

- ***Student scholarships***

Details on EACEA scholarships and programmes can be viewed at the EACEA web site under Action 1 activities.

Table 3: *Contribution to the travel and installation costs*

Contribution to the travel and installation costs	1 000 EUR per year per scholarship holder resident of a Programme Country for travel costs
	2 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder resident of a Partner Country whose location is situated at less than 4.000 km from the EMMC coordinating HEI
	3 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder resident of a Partner Country whose location is situated at 4.000 km or more from the EMMC coordinating HEI

The contribution to the travel costs takes into account the residence of the scholarship holder.

A unit cost per academic year and a distance band of 4.000 km applies to any student resident of a Partner Country (including students with a Programme Country nationality). Students resident of a Programme Country (including students with a Partner Country nationality) are covered by a fixed unit cost per academic year (1 000 EUR).

A contribution to installation costs is offered only to students residents of a Partner Country (1 000 EUR for the entire course). It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. As well as the temporary accommodation needs upon arrival in the first Programme Country hosting HEI.

Table 4: *Contribution to subsistence costs*

Contribution to subsistence costs (for both Programme and Partner Country scholarship holders)	1 000 EUR per month for the entire duration of the EMMC study programme (24 months maximum).
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Contribution to subsistence costs must not be given to:

- Scholarship holders for the EMMC periods (study /research /placement /thesis preparation) spent in their country of residence;
- Partner Country Scholarship holders for the EMMC periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

The amount of subsistence costs indicated in the scholarship application form reflects the duration of the master programme.

• ***Selection of applicants for scholarship***

Number of Partner Country and Programme Country scholarships is limited and decided separately for every edition of students on a yearly basis by the EACEA agency. Selection is valid for the whole duration of study programme, i.e. two years in the case of TRIBOS+.

Due to limited number of scholarships, these will be offered to the best ranking students according to Admission and Selection criteria, described in the appropriate sections of TRIBOS+ web site and this handbook, as well as based on the EACEA scholarship rules. The final decision is made in accordance with the EACEA procedures and agreement.

3 AFTER ADMISSION

In this section we will try to answer some general and most common questions and address some issues that you might face during enrolment procedure.

3.1 Immigration

3.1.1 Visa

After officially being accepted to TRIBOS+ programme it is advisable to start organizing your trip starting with visa procedures.

Students of TRIBOS+ programme will be studying in at least 3 countries and will also be travelling to other countries in case of meetings, internships, conferences, etc.

You will need 3 different visas – one for every country you will study in. It is not possible to get one Schengen Visa (e.g. for Slovenia) and then study in a different countries.

Here are some advices on visa procedure:

- Immigration law is subject to change and it is different in every country. Make sure you have the most up-to-date advice.
- Applying for Visa depends on whether the applicant's country and whether he/she is an EU or non-EU citizen.
- In most embassies and consulates there are big delays and administrative difficulties when applying for student visas (sometimes up to 6 months). Therefore, **we strongly recommend selected (or potentially selected) students to start all the procedures as soon as possible.**
- Students will need 3 different visas, starting with UK Visa and following Slovenian Visa. Third Visa depends on which country student decides to continue his/her studies (Portugal or Sweden).

Documents for Visa application differs between different countries. But for most visas you need following documents:

Document	Who
Visa application form	Student
Valid passport	Student (check if your passport is valid throw-out whole TRIBOS+ programme)
Proof of no criminal convictions	Student
Admission letter	TRIBOS+ consortium
Evidence of funds	TRIBOS+ consortium (for EM scholarship receivers) Student (for self-funding students)
Health insurance documents	TRIBOS+ consortium (for EM scholarship receivers) Student (for self-funding students)

• **United Kingdom**

· *EEA/Swiss national*

If you are an EEA/Swiss national, you do not require permission to study in the UK. Further information about what you need to do if you are coming to study in the UK is on:

www.ukcisa.org.uk/student/eea.php

Certain family members can join you in the UK but they may need to apply for a family permit before coming to the UK. For further information visit:

www.ukba.homeoffice.gov.uk/eucitizens

· *Other nationals*

If you are coming to the UK to study, you will need to get permission. Check the UK Border Agency website to find the latest application forms and the cost of a student visa. Costs and application forms change regularly so make sure you check the website just before applying.

www.ukba.homeoffice.gov.uk/visasimmigration/studying/adult-students/

If you come to study in the UK for less than 6 months you may choose to come to the UK as a student visitor. Information about this immigration category is available at:

www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student

· *Special note*

The student visitor conditions do not permit working in the UK and cannot be extended beyond six months. You should apply as a student (not a student visitor) if you have an unconditional offer for full-time study at the University and you:

- want permission to work in the UK during your studies
- may want to extend your time in the UK

The ways you can apply for permission to enter as a student visitor are different for visa nationals and non-visa nationals. A list of visa national countries is on

www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendix1

It is not essential for you to obtain a visa before coming to the UK. However it is better for you to obtain one - because if you do not have a visa and you fail to satisfy the immigration officer on arrival that you meet all the requirements for entry to the UK as a student visitor, you can be refused entry into the UK. It is very important that you enter the UK as a student visitor (and not as a general visitor). If you enter the UK as a general visitor you may need to leave the UK and re-enter as a student visitor before you can start your studies.

· *Special note*

If you choose to come to the UK as a student visitor without entry clearance, do not to enter the UK via the Republic of Ireland. If you enter via the Republic of Ireland you will not go through UK immigration control and you will not be able to get the correct permission for study in the UK. You will be required to leave the UK and re-enter within 3 months of arrival.

• *Slovenia*

· *EU citizens*

From 1st May 2004 any citizen from a European Union state can enter the Republic of Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or a residence permit). This holds true no matter what the purpose of entry and stay in the Republic of Slovenia. For the first three months of stay in the Republic of Slovenia a person does not need a residence permit, however he is obliged to report to the Police.

In the event that the residence will exceed three months a residence permit is still obligatory. This can be obtained from the administrative office within the residential district (for Ljubljana: Tobačna ulica 5, 1000 Ljubljana). The residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- A valid identity card or passport
- Evidence of enrolment at an educational institution
- Health insurance covering all risks in the host member state
- Sufficient means for living (higher than the level under which the host country approves social aid to its citizens (290 € per month). According to the practice of the European Union's court a statement handed in writing and signed by the student as to his means is sufficient).
- Photo (3,5 x 4,5 cm)

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

· *Non EU citizens*

If you wish to enter and stay in the Republic of Slovenia for purposes other than those permitted on the basis of your visa, you are required to be in possession of a residence permit issued in the Republic of Slovenia, which must be obtained before entry into the Republic of Slovenia.

A first permit for temporary residence in the Republic of Slovenia may only be issued as a temporary residence permit. The application for the granting of the first temporary residence permit must be submitted at a diplomatic mission or consulate of the Republic of Slovenia abroad, which shall then refer it to a competent administrative unit in the Republic of Slovenia for consideration. In the event that all the conditions are fulfilled, the administrative unit shall

issue a permit and send it to a diplomatic mission or consulate of the Republic of Slovenia abroad, where it shall then be served to you. The first temporary residence permit must be obtained prior to entry into the Republic of Slovenia, apart from the exceptions stipulated by law.

http://www.mzz.gov.si/en/travel_and_visa_information/

• **PORTUGAL**

A uniform Schengen visa allows third-country nationals subject to visa requirement to enter or transit through the territory of every country composing the Schengen area. Such visas are referred to as uniform in view of the fact that the respective regulation is common to all Convention Implementing the Schengen Agreement (CISA) Member States. They are aimed at intended short-term stays in the territory of the Member States with duration of no more than three months and are usually conferred for purposes of tourism.

A long stay visa is regulated in the framework of the existing national legislation and may be either for temporary stays or for residence, according to the length of the stay. Such visas allow their holder to remain in Portugal for the intended purpose: e. g. study, internship, work or medical treatment.

In general, a temporary stay visa is valid for 3 months and multiple entries.

A residence visa is usually valid for 2 entries and 4 months, after which its holder must have obtained a residence permit.

<http://www.secomunidades.pt/vistos/index.php?lang=en>

· *Students*

- For the pursuit of scientific research, teaching activity in higher education institution and highly qualified activity (employment contract, contract of service or scholarship).
- For study, student exchange, professional internship or volunteering (Study in higher education institutions: document issued by an education institution stating that the student was admitted or has the conditions required to be admitted. Volunteering: document certifying that the person has been admitted in an officially recognized volunteering organization in Portugal).
- For higher education mobility programmes (This visa is for third-countries nationals that reside as higher education students in a Member State and want to apply for Portugal in order to continue an already initiated study programme or to complete it with another one: certificate of participation in a community or bilateral interchange programme or a certification that the person was admitted as student in a Member State for a period of at least 2 years; certificate issued by the education institution stating that the student was admitted or has the conditions required to be admitted).

· *Common documentation*

- Application form
- Passport (valid +3 months after the intended date of departure)
- 2 photographs (identical)
- Health insurance
- Authorization of access to the Portuguese criminal record by the Aliens and Border Service.
- Criminal record certificate from the country of origin or from the country where the applicant lives for more than a year.
- Documents related to accommodation.

• **Sweden**

- *For students coming from a country within the EU*

You will apply for a residence permit after arriving in Sweden if you are staying more than three months. You need your health insurance paper, valid in Sweden, your passport, a letter of acceptance from Luleå University of Technology, and a statement guaranteeing that you can support yourself while studying in Sweden. To read more go to the Migration Information in Luleå University of Technology website.

<http://www.ltu.se/edu/Exchange-Studies/Praktisk-guide-for-utbytesstudenter/Migration-information-1.30674?l=en>

- *For students coming from a country outside the EU*

You will need a student visa to study at Luleå University of Technology for all courses longer than three months. A tourist visa is not acceptable. Apply as soon as possible for your Swedish visa, at the nearest Swedish Embassy or Consulate.

Please, observe that you cannot apply for a visa unless you have been accepted at the university and have received a letter of acceptance. Apply for a visa that is valid throughout the whole study period.

Do not leave for Sweden without a student visa. We advise strongly against this even in the unlikely case you have applied for a visa well in advance and have not received it.

Application forms are available from your nearest Swedish Embassy or Consulate or from the web site of the Swedish Migration Board.

http://www.migrationsverket.se/info/studera_en.html

3.1.2 Luggage and packing

- Do not bring more than you can carry without help.

- Check the airline ‘size and weight’ restrictions for luggage for each flight you are travelling on.
- If you plan to travel by coach, check the ‘size and weight’ restrictions. If you have more than allowed, you may be refused entry to the coach.
- You will need to be able to lift your luggage onto connecting road/rail transport and upstairs. Not all private-sector or University accommodation has lifts (elevators). Remember when you are packing that by the time you arrive to the University you will have carried your luggage a long way. What seems light at home, will probably feel very heavy by the time you arrive.
- If you need to bring more luggages, consider arranging to send your remaining possessions to the country of study once you have moved into your permanent accommodation.
- Check a list of goods which are restricted or prohibited from the UK, Slovenia, Portugal or Sweden.
- Do not pack any sharp objects in your hand luggage (e.g. scissors, metal nail files) and remember to check the safety rules and luggage regulations of the airline(s) you are travelling with.

All important documents should be carried with you in your hand luggage including:

- List of key arrival contacts
- List of what to do after arrival
- Your passport
- Original academic qualifications certificates
- Proof of your academic offer and acceptance (and proof you can meet any conditions of your offer).
- Proof that you will have the money to pay your fees and to support yourself while living and studying
- Marriage and birth certificates if you are travelling with family
- Record of travellers cheques and bank transfers
- Health and travel insurance documents
- Proof of purchase/receipts for valuable items that you are carrying with you
- Your personal address book
- A change of clothes and essential medication (in case your main luggage is delayed)
- Toiletries
- Mobile phone
- List of the contents of your main luggage in case you need to make an insurance claim

Key arrival contacts:

- First night’s accommodation address and telephone number
- Home telephone number with dialling code from the country of study
- Meet and Greet emergency number

3.2 Insurance

All students, both European and non-European, must be adequately insured against accident, injury, illness, third-party liability, theft and loss of documents, etc. while participating in an Erasmus Mundus Master Course outside their home country. Participation costs cover students insurance.

The cover also includes worldwide travel insurance (departure to the destination of study, travel between participating institutions, return trip home, meetings, courses, conferences etc.).

The participation cost includes accident and health insurance coverage satisfying the “Minimum requirements for the health and accident insurance coverage of Erasmus Mundus” as published by the EACEA in its guidelines (for more information [here](#)). TRIBOS+ Consortium provides an appropriate insurance scheme obtained through reliable Insurance companies for all TRIBOS+ students, valid in all partner university countries. Please note that TRIBOS+ consortium will arrange health insurance which fulfil minimum requirements according to the EACEA guideline, students who wish to have extra coverage (dental, additional luggage and personal items insurance and other stuff) can arrange it on their own which may cost them extra.

3.3 Money transfer and banking

You will need to have access to your money when you arrive to the place of study to pay your day-to-day expenses, accommodation expenses etc. Therefore check the following as soon as possible:

- Can you access to your money with your bank account or do you have to open a new one (will your credit card be accepted)?
- Are you able to use ATM machines in TRIBOS+ countries?
- How much does it cost to access your money in another country and are there any limitations and restriction (e.g. maximum daily expense, withdrawal commission)?
- Does your country limit or restrict the transfer of money to any of TRIBOS+ countries?
- Does your bank need to see any documentation before transferring money?
- How much will your bank charge for different methods of transfer and how long do you have to wait before you can use your money in different country?

You should consider opening a bank account in a country of your studies (UK, Slovenia, Portugal, and Sweden).

3.4 Document check list

This is a list of essential documents that you must bring with you (in original) to TRIBOS+ programme.

- Valid passport
- Visa
- Proof of no criminal convictions
- Admission letter
- Academic qualification certificates (degree and transcripts)
- Proof of English knowledge

Before departure it is advisable to authorize one person from your country (e.g. parent) to be able to do any legal and official matters in your name – otherwise you may have to travel home to perform official business. In particular, certificate of non-criminal conviction is **OFTEN** a problem and may require your personal presence, if this is not arranged properly.

You should also bring any other documents that were needed during your admission, enrolment or visa procedures.

3.5 Important dates

When	What
November	Start of application period
End of January	Application deadline
End of March	Unofficial application results
Middle of May	Official application results
After official results	Start of visa procedures, other administrative activities
June – July	Signing Student agreement
Middle of September	TRIBOS+ welcome ceremony
End of September	Start of first semester at University of Leeds
February	Start of second semester at University of Ljubljana
September	Start of third semester at University of Coimbra or Luleå University of Technology
July	End of TRIBOS+ programme – degree awarding ceremony

Exact dates varies from year to year and will be announced due course.

3.6 Contacts

- ***TRIBOS+ contact***

Programme Administrator

Muhammad Shahid Arshad

e-mail: info@master-TRIBOS+.eu

Phone: +386 1 4771 460

Fax: +386 1 4771 469

- ***Address***

prof. dr. Mitjan Kalin

University of Ljubljana

Faculty of mechanical engineering

Aškerčeva 6

1000 Ljubljana

Slovenia, Europe

4 UNIVERSITY OF LEEDS, UK

4.1 University of Leeds

The University of Leeds is one of the UK's top universities. Established in 1904, the University of Leeds is one of the giants of the higher education system.

Facts about University of Leeds:

- Top 100 university in the world (QS World University Rankings 2012)
- Top 10 University for student experience in the UK (Times Higher Education 2011)
- Top 10 university for research in the UK (RAE 2008)
- Over 30.000 students from over 140 different countries
- One single campus, 10 minutes walk from the city centre

4.2 City of Leeds

City of Leeds is a city in West Yorkshire and it is 3rd largest city in the UK, surrounded by culture, history and outstanding national parks. It is one of the greenest cities in the UK with more parkland than any other European city.

City of Leeds offers over a two mile of traffic-free shopping and beautiful Victorian and Edwardian arcades filled with shops of every kind. It has an acclaimed nightlife and vibrant music scene.

Located only 2 hours from London and 3 hours from Edinburgh, it is the perfect base to travel around the UK.

Leeds has mainly oceanic climate greatly influenced by the Atlantic and the Pennines. Summers are usually mild, with moderate rainfall, while winters are chilly, cloudy with occasional snow and frost. Spring and autumn are mild but snow and frost are not unheard of in either season.

July is the warmest month, with a mean temperature of 16 °C, while the coldest month is January, with a mean temperature of 3 °C. Temperatures above 30 °C and below –10 °C are not very common but can happen occasionally.

Population	715.404 (2011)
Area	551,72 km ²

4.3 United Kingdom

Capital	London
Official language	English
Area	243.610 km ² (80 th)
Population	63.181.775 (2011)
Time zone	GMT (UTC+0)
Calling code	+44
Currency	Pound sterling (GBP) 1 € \cong 0,89 GBP

- *National holidays*

Date	Name
1 January	New Year's Day
17 March	St. Patrick's Day
variable	Good Friday Easter Monday
1 st Monday in May	May Day Bank Holiday
Last Monday in May	Spring Bank Holiday
Last Monday in August	Late Summer Bank Holiday
25 December	Christmas Day
26 or 27 December	Boxing Day

4.4 Travel

4.4.1 Leeds/Bradford International Airport

Leeds/Bradford International Airport is the easiest arrival point in the UK. You can book flights routed through major UK and European cities. If you need to transfer, leave enough time between flights. A taxi from Leeds/Bradford International Airport to the University campus/student accommodation costs between £16 and £23

www.lbia.co.uk

4.4.2 Manchester Airport

Manchester Airport is 55 miles/88 km from Leeds. Direct trains and coaches run from Manchester Airport to Leeds. The fares are approximately £20 for the train, £12 for the coach and £80 for a taxi. A taxi from Leeds Coach or Train station to the University campus/student accommodation costs between £5 and £8.50.

www.manchesterairport.co.uk

4.4.3 London Heathrow Airport

It is possible to get an internal flight from London Heathrow to Leeds/Bradford International Airport. This means that you do not have to travel through London with your baggage. If you travel by train you may need to travel through or change trains in London, which can be difficult with large suitcases. There is also a direct coach service, running from Heathrow to Leeds Coach Station, costing approximately £20-£40. A taxi from Leeds Coach station to the University campus/student accommodation costs between £5 and £8.50.

www.heathrowairport.com

4.4.4 London Gatwick Airport

You can catch a train from Gatwick airport to Leeds going via St Pancras International. This means that you do not have to use the London Underground (Tube), which can be extremely difficult if you have luggage and are unfamiliar with the Tube. Fares range from £30-£128 depending on whether or not you book in advance.

www.gatwickairport.com

4.4.5 Central London

From central London you can travel to Leeds by train or coach. The train which is direct from Kings Cross Station is quicker than travelling by coach but often more expensive.

4.5 Accommodation

4.5.1 Temporary Accommodation

Book temporary accommodation before you leave home unless you are sure that you can move directly into long-term accommodation on the day and at the time you are planning to arrive in Leeds.

Type of student	Arrival Date	Where	Booking Information
All students	15 Sept to 19 Sept 2022	University temporary self-catering accommodation	Book in advance by email: <ul style="list-style-type: none"> • For short stays - conffoffice@leeds.ac.uk • For stays of 2 weeks or more - summerletting@leeds.ac.uk
Any students who have not moved to permanent accommodation	From 18 September 2022	Private temporary accommodation in Leeds hotel or bed and breakfast	Book before you leave home and be prepared that short-term private accommodation can be very expensive. For information about local hotels and bed and breakfast accommodation see www.internationalstudentsupport.leeds.ac.uk/useful_links/information_leaflets Or Leeds Tourist Information Office www.yorkshire.com

4.5.2 Long-term accommodation

Most international students live either in University accommodation or in accommodation in the private sector. Some live within walking distance of campus. Others use transport between their accommodation and the campus, usually bus or bicycle (there is no student car parking on campus).

University student accommodation is available at a range of prices to suit all budgets.

Your choice includes:

- Halls of residence with your meals provided
- Sharing with students in a flat with kitchen facilities
- Sharing with students in a house with kitchen facilities
- Studio flats with your own kitchen

Private-sector housing (this could be owned by an individual landlord, a company or an organisation) is an alternative option.

Your choice includes:

- Sharing with students in a flat with kitchen facilities
- Sharing with students in a house with kitchen facilities
- Studio flats and 1 bedroom flats with your own kitchen
- Lodgings (sharing with the homeowner)
- Private Halls

More information:

University accommodation	http://www.accommodation.leeds.ac.uk/
University-approved, not for profit housing organisation Unipol Student Homes)	http://www.unipol.org.uk/leeds/
university family accommodation	http://www.accommodation.leeds.ac.uk/family
Unipol's family housing web pages	http://www.unipol.org.uk/Housing/Family_Housing/

Before renting an apartment:

- It is essential to get a contract for a private-sector house checked by the Student Advice Centre before you sign it, to avoid future problems and make sure you know exactly what you are agreeing to.
- An accommodation/housing contract is legally binding – when you sign, you agree to pay the rent until the end of the contract even if you decide to leave early
- If you rent a property with other students and sign only one contract you could be legally responsible for paying their rent if they do not pay it. This is known as joint liability.
- It is essential to inspect the property carefully using a house-hunting checklist before you sign the contract, to make sure it is safe and in good condition. Unipol and the Student Advice Centre have property viewing checklists on their websites at:

www.unipol.org.uk/leeds/ifs/contracts

www.unipol.org.uk/leeds/ifs,

www.leedsuniversityunion.org.uk/helpandadvice/housing

- Rent
 - This is normally paid monthly or every third month, in advance.
 - Be careful about paying the full year's rent in advance. Get advice from the Student Advice Centre before you agree to do this.
 - Never pay private landlords in cash and always get a receipt.
- A deposit
 - Typically this will be £200 - £400.
 - It should be returned to you at the end of your stay, minus charges for any damage, unpaid bills or rent owed.
 - All landlords have to protect legally any deposit paid and provide a written notice to show which government deposit protection scheme is being used. Use the following link and view the housing pages for more information. If the landlord does not protect your deposit, you could lose it. See information on:

www.leedsuniversityunion.org.uk/helpandadvice/housing/deposits

www.unipol.org.uk/leeds/ifs/deposits

- Electricity, gas and water bills

- Make sure that all your housemates' names are on every bill. If some names are not on the bill you could be asked to pay more than your share of the bill.
- You will need to buy bedding, crockery, cutlery and cooking pans when you arrive in both self-catering University and private-sector accommodation.
- Internet connection
 - There is normally a monthly internet rental fee to pay if you live in private-sector accommodation.
 - This could be as much as £20-£40 per month depending on the options you choose.
 - You may also have to pay a connection fee of between approximately £30 - £125 and in many cases you will need to contact internet providers yourself to arrange connection.
- Council Tax
 - If you are a full-time registered student, you and your family will not normally have to pay this local authority tax unless you share the accommodation with someone who is not a student. further information is in "Council Tax and International Students" on:

www.ukcisa.org.uk/student/information_sheets.php

4.6 Finances

4.6.1 Opening a bank account

To open a bank account in UK you will need to take your essential documents along with a bank introduction letter from the University to a local bank. Each bank has its own requirements and offers different services. You will not be able to open an account until you have long-term accommodation and can show proof of your UK address.

Needed documents for bank account:

- Passport
- Visa
- Certificate of acceptance
- Proof of fees paid (if paid in advanced)
- Proof of address in your home country: a recent letter from a bank or credit card company with your home address on
- Proof of your UK address

Students are encouraged to open FinTech bank accounts, for instance, Revolut, Wise (Formerly transferwise). Such accounts are useful in all partner countries and coordinator have no issues sending scholarship to these bank accounts.

4.6.2 Transferring money to UK

• *Uni-Pay*

Uni-Pay is a quick and simple way for you (or your parent/sponsor) to transfer money to the University of Leeds in your local currency. To use Uni-Pay you need to set up an online account through the secure portal, and then choose to make a payment from one of 35 countries, in the local currency. Uni-Pay offers competitive exchange rates, and provides you with an exact payment amount in your local currency. You can then make the payment by bank transfer or credit card (additional charges apply for credit card payments).

Benefits of using Uni-Pay:

- You can make a payment in your local currency
- You will pay a fixed fee of £7
- The University of Leeds receives your payment quickly
- You can maintain visibility of your payment through your Uni-Pay account

<http://www.uni-pay.net/>

• *Travellers cheques*

This is a safe and easy way of bringing money because, unlike cash, you can replace traveller's cheques if they are lost or stolen. You can use them as soon as you arrive. You can exchange traveller's cheques for cash instantly at any UK Post Office or bureau de change for a small fee. Compare commission fees before you exchange your traveller's cheques. You can also pay cheques into a UK bank account. If you use Sterling (UK Pound) travellers cheques you are more likely to avoid commission charges.

• *Bankers draft/cashier's cheque*

You can buy one from your home bank and bring it with you. Only bring Sterling (UK Pound) drafts; they are quick to clear and free to pay into your UK bank account. Drafts/cheques in other currencies are expensive and may take up to six weeks to process (so if you are going to do this, make sure you have short-term access to other cash). Before purchasing a bankers draft/cashier's cheque, confirm what will happen if this is lost or stolen. In some cases you might not be able to get your money back.

• *Telegraphic bank to bank transfer*

Often the cheapest method but you need to wait until you have opened a UK bank account and you have an IBAN number, so make sure you have short-term access to other cash (e.g. travellers cheques). You need to give your home bank the details of your UK bank account. The transfer normally takes 4 working days. Check how much it will cost you to transfer the money (there may be an exchange fee and a transaction charge from the UK bank as well as the transfer charge in your home country).

- ***Credit/debit card from your home country***

You may be able to withdraw funds from a credit or debit card to pay into your UK bank account if your card is accepted in the UK (if you have a 4 digit pin number). Check how much you will be charged (this can be a very expensive way of accessing your money). Also check with your bank in your home country if you can access your credit/debit account online.

- ***Personal cheque from your home bank account***

You can pay a personal cheque into your UK bank account. This is a slow method of money transfer. You will have to wait up to 6 weeks until the cheque clears and you can withdraw the money. The UK bank may also charge you to accept your personal cheque.

- ***Cash***

Do not carry large amounts of cash with you when you travel to the UK. There is a very serious risk it will be stolen. Bring no more than £500 in cash for your first week. Bring small notes, no bigger than £20. (If you will be in private-sector accommodation remember that you will need to arrange to have access to additional cash soon after you arrive, in order to pay your deposit and first month's rent).

4.6.3 Cost of living

- ***Basic living costs***

Here are some estimated costs to help you plan your budget (in £ sterling)

Item	Single student (per week)
Food and toiletries	£50
Laundry	£7
Local travel	£14
Study costs (books, stationery, photocopying, printing ...)	£15
Leisure	£18

Above figures do not include:

- Tuition fees
- Accommodation costs (rent and utility bills)
- Clothing
- Household goods
- Café and restaurant food
- Telephone/Mobile Phone costs
- Return International travel and visa fees
- Insurance (travel/health/driving/possessions)

- Luxury items and leisure travel

- ***Accommodation***

Average rents per week per student (in £ sterling)

University self-catered	£85 - £145
University catered hall of residence	£133 - £176
Private rented sector	£99
Private rented sector (shared student properties)	£71

Estimated weekly rent costs for private sector family accommodation (not including electricity, gas, water bills)

Type	Weekly rent starts from
Couple	£ 157
2-bedroom	£ 174
3-bedroom	£ 194

- ***International student Calculator***

International Student Calculator can help you plan and manage your money for your studies in UK:

<http://international.studentcalculator.org/>

4.7 Academic calendar and key dates

- ***Welcome ceremonies and orientation meetings***

- *Course start dates*

Check the start date for your course with your school before you make travel plans. Some courses have early start dates.

- *12 September 2022*

Recommended arrive by date for students who have not booked accommodation in advance. Arrive no later than this so that you have time to consider different options, make the right choice of accommodation and get settled before your course starts.

- *19 September 2022*

Recommended arrive by date for students with prebooked long-term accommodation. Arrive no later than this to make sure you have time to settle in properly before your course starts.

- *12 - 19 September 2022*

Meet and Greet Service

- Friendly staff who will meet you when you arrive in Leeds
- Help to check you can collect your accommodation keys and move in when you arrive
- Help to catch a taxi to your accommodation
- Help with any problems when you arrive
- Information to help you get started in Leeds

- *12 - 18 September 2022*

University Registration for International Taught Postgraduates and Undergraduates
Registration for taught students starting in September.

- *19 - 23 September 2022*

International Welcome Week Arrive in time to attend the International Welcome Week programme of events which is specially designed to help you adjust to living and studying in Leeds.

<http://www.internationalstudentsupport.leeds.ac.uk/>

- *15 and 16 September 2022*

International Student Orientation sessions, recommended for all students new to the UK.

- *15 – 25 September 2022*

TRIBOS+ Welcome meeting – exact date is defined every year separately.

• ***Term Dates 2022 - 2023***

Some schools teach outside these dates.

Semester 1: 26 September – 23 December 2022

Semester 2: 30 January – 16 June 2022

• ***Examination periods 2022 – 2023***

First examination period: 9 – 20 January 2022

Second examination period: 15 May – 2 June 2022

4.8 Contacts and information

University of Leeds	http://www.leeds.ac.uk
International Student Office	<p>Level 11, Marjorie and Arnold Ziff Building</p> <p>University of Leeds, Leeds LS2 9JT UK</p> <p>Tel: +44 (0) 113 343 3930</p> <p>Fax: +44 (0) 113 343 3932</p> <p>Email: internationalwelcome@leeds.ac.uk</p> <p>Internet:</p> <p>www.internationalstudentsupport.leeds.ac.uk</p>
London bus and Underground trains information	www.tfl.gov.uk
National Train Services Information	www.nationalrail.co.uk
National Express Coach Services Information	www.nationalexpress.com

5 UNIVERSITY OF LJUBLJANA, SLOVENIA

5.1 University of Ljubljana

The University of Ljubljana was established in 1919 on the foundations of a long-established pedagogical tradition. For almost half a century it remained the only Slovenian university until joined, about 20 years ago, by the University of Maribor. In 2003 the third Slovenian University was established in Koper. The University was founded in the centre of Ljubljana, where the central university building and the majority of its departments are located.

Facts:

- University of Ljubljana is an institution with a very rich tradition.
- 50.000 undergraduate and post-graduate students participating in over 300 undergraduate and post-graduate study programs.
- It ranks among the largest universities in the world.
- A total of 23 faculties and three art academies employ approximately 6000 full-time higher education teachers, researchers, assistants and administrative staff.

5.2 City of Ljubljana

Ljubljana is the capital and the largest city of Slovenia. It is located in the heart of the country in Ljubljana basin between the Karst and the Alps, some 298 m above sea level.

For centuries, Ljubljana was the capital of the historical region of Carniola. Now it is the cultural, educational, economic, political and administrative centre of Slovenia, independent since 1991. Its transport connections, concentration of industry, scientific and research institutions and cultural tradition are contributing factors to its leading position.

Nearly one-tenth of Ljubljana's inhabitants are students, which gives the city a young and lively character. Ljubljana offers a wide variety of cafes, pubs, bars and restaurants. Relief from the hustle and bustle of life in the capital can be found in the numerous parks and woodland areas, which in some places reach nearly into the city centre.

Ljubljana has an oceanic climate with humid subtropical and continental characteristic. July and August are the warmest months with daily highs generally between 25 and 30 °C, and January is the coldest month with the temperatures mostly oscillating around 0 °C. The precipitation is relatively evenly distributed throughout the seasons, although winter and spring tend to be somewhat drier than summer and autumn. In summer, the weather in the city is under the influence of Mediterranean air currents, so the summers are sunny and warm.

Population	272.554 (2012)
Area	163,8 km ²

5.3 Slovenia

Capital	Ljubljana
Official language	Slovene
Area	20.273 km ² (153 rd)
Population	2.055.496 (2012)
Time zone	CET (UTC+1)
Calling code	+386
Currency	Euro (€)

• *National holidays*

When	What
1 January	New Year's Day
8 February	Cultural Holiday – Prešeren Day
variable	Easter Monday
27 April	Day of Uprising Against Occupation
1st and 2nd May	May Day Holiday
25 June	Statehood Day
15 August	Assumption day
31 October	Reformation Day
1 November	All Saints Day
25 December	Christmas Day
26 December	Independence and Unity Day

5.4 Travel

5.4.1 Air – Ljubljana Jože Pučnik Airport

Ljubljana Jože Pučnik Airport is located 20 km from the centre of Ljubljana and it has good connections with other European airports.

There are numerous public transportation connections from the airport to the capital city Ljubljana and nearby towns to choose from.

- Bus and shuttle – price 4,10 €, duration 45 min. Ticket are purchased on the bus.
- Taxi – app. 39 € + additional luggage

<http://www.lju-airport.si/en/Main/>

5.4.2 Rail

Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Organisations in your own country may be able to offer discounts to students and others under age 26. Train travel within Slovenia is convenient and inexpensive.

<http://www.slo-zeleznice.si/en/>

5.4.3 Bus

The bus is one of the possible ways of reaching Ljubljana, but not a very comfortable one over long distances. Organisations in your own country may be able to offer discounts to students and others under age 26.

<http://www.ap-ljubljana.si/eng/>

5.5 Accommodation

We strongly advise our students to book some temporary accommodation for the first few weeks of their stay in Ljubljana and then look for a private accommodation.

5.5.1 Temporary Accommodation

Book temporary accommodation before you leave home unless you are sure that you can move directly into long-term accommodation on the day and at the time you are planning to arrive in Ljubljana.

Temporary accommodation can be found at some hostels and low-rate hotels.

- *Hostel Celica*

Metelkova 8, 1000 Ljubljana, Slovenia

Tel: +386 1 230 97 00

E-mail: info@souhostel.com

Web site: www.souhostel.com/en

- *Hotel Park*

Tabor 9, 1000 Ljubljana, Slovenia

Tel.: +386 1 300 25 00, +386 1 300 25 08

E-mail: info@hotelpark.si

Web site: <http://www.hotelpark.si/>

- *Alibi Hostel*

Cankarjevo nabrežje 27, 1000 Ljubljana, Slovenia

Telephone: +386 (0)1 251 12 44

E-mail: info@alibi.si

Web site: <http://www.alibi.si>

- *Other hostels in Ljubljana*

<http://www.visitljubljana.com/en/accommodation/>

5.5.2 Long-term accommodation

For long-term accommodation there are two options:

- private room or flat
- room in a residence hall (very limited number)

• *Student dormitories*

Erasmus students can apply for a bed in student dormitories. Beds are given to students on “first come first serve” basis. The rooms are double, with shared bathroom and shared kitchen. The access to internet is available in all the dormitories. The price of the room depends on the type of the apartment and size of the room. The average price per person per month in a double room is 80-90 EUR.

HOW TO APPLY: fill in the Information on Housing in the [online application](#) by 15 May (first semester/full year) or 15 November (second semester)

<http://www.stud-dom-lj.si/en>

• *Private accommodation*

The Student Organization of the University of Ljubljana will help you find private accommodation after your arrival to Ljubljana. Before your departure you should book yourself a hostel for the first few nights. After the arrival, visit the International Office of the Student Organization (Kersnikova 4, office hours MON and WED: 3 pm - 6pm, TUE, THUR, FRI: 12 am – 3 pm).

- ***HousingAnywhere***

Use HousingAnywhere platform to rent out your room to an incoming exchange student and get a room in Ljubljana.

<https://www.housinganywhere.com/>

This website is free to use and it operates on a student-to-student basis.

info@housinganywhere.com

- ***International office ŠOU***

International office helps students find private accommodation.

<http://www.sou-lj.si/en/international-office/recepcija.html>

5.6 Finances

Eurocard, VISA, Mastercard, and American Express as well as other cards are widely accepted in shops, hotels and restaurants.

5.6.1 Opening a bank account

As a foreigner, you can open a bank account practically in any bank. You will be able to open a residential or a non-residential bank account, depending on your residence permit status. Needed documents for bank account:

- Passport
- Slovenian Tax number (TRIBOS+ Consortium will help you gain Slovenian Tax number)
- Certificate of acceptance

5.6.2 Cost of living

- ***Basic living costs***

We suggest that you bring approximately 500 EUR per month to cover all your basic living costs. Exactly how much you spend will depend on your lifestyle, but this figure would take into account all costs including accommodation, food, public transport and books.

- ***Accommodation***

Average rents per month per student (in €)

Student hall of residence – self catered	90 € - 230 €
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Private rented student room – self-catered, shared bathroom and kitchen	100 € - 200 €
Private sector – rented flat (studio apartment or 1-bedroom)	from 300 €

Estimated monthly rent costs for private sector family accommodation (not including electricity, gas, water bills, heating, internet – ca. 80 € per month/per student)

Type	Monthly rent starts from
Couple	300 €
2-bedroom	400 €
3-bedroom	550 €

5.7 Academic calendar and key dates

- Term dates***

Semester 1: 3 October – 13 January

Semester 2: 13 February – 31 May

- Examination periods***

Some schools teach outside these dates.

Winter examination period: 16 January – 10 February

Spring examination period: 01 June – 30 June

Autumn examination period: 21 August – 15 September

5.8 Contacts and information

University of Ljubljana	http://www.uni-lj.si/en/about_university_of_ljubljana.aspx
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Faculty of Mechanical Engineering	http://www.fs.uni-lj.si/eng/
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Ljubljana City public transport	http://english.jhl.si/en/lpp/city-public-transport
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6 UNIVERSITY OF COIMBRA, PORTUGAL

6.1 University of Coimbra

The University of Coimbra is a Portuguese public university, established in 1290. The University of Coimbra is one of the main Portuguese touristic destinations. Every year the *Paço das Escolas* is visited by about 200 thousand tourists from various backgrounds.

Facts:

- It is one of the oldest universities in continuous operation in the world and the oldest university of Portugal.
- One of the largest higher education and research institutions.
- It is organized into 8 faculties, granting academic bachelors, masters and doctorates in Arts and Humanities, Law, Medicine, Sciences and Technology, Pharmacy, Economics, Psychology and Education Sciences and Sport Sciences and Physical Education.
- The University of Coimbra has 20000 students and hosts one of the largest communities of international students in Portugal, being the most cosmopolitan Portuguese university.
- Nowadays, it has students from 70 different nationalities; so almost 10% of the students are foreigners, making it the most international university in Portugal. University of Coimbra holds a great historical meaning in Portuguese speaking world as well as in Europe's higher education system.

6.2 City of Coimbra

Coimbra is a city in the municipality of Coimbra in Portugal in the centre of Portugal. It is located about 2 hours from Lisbon and 1 hour from Porto. The city has a good transport network that gives easy access to airports (Lisbon and Porto) and to the ports of Aveiro e Figueira da Foz.

Coimbra has a mild climate. The average temperature of the year is around 15 °C. The coolest months are November, December, January and February, with the lowest average temperature being in January (5 °C).

Population	143.052 (2011)
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6.3 Portugal

Capital	Lisbon
Official language	Portuguese
Area	92.212 km ² (111 th)
Population	10.581.949 (2012)
Time zone	WET (UTC+0)
Calling code	+351
Currency	Euro (€)

- *National holidays*

Date	Name
1 January	New Year's Day
Variable	Carnival
Variable	Good Friday
Variable	Easter
25 April	Freedom Day
10 June	Portugal Day
15 August	Assumption Day
8 December	Immaculate Conception
25 December	Christmas Day

6.4 Travel

Portugal makes part of the network of the major international airlines, so it is easy to find frequent and regular connections from all parts of the world. The airports nearer to Coimbra are located in Lisboa (190 km away) and in Porto (120 km away).

6.4.1 From Lisboa (Portela) International Airport

<http://www.ana.pt/en-US/Aeroportos/lisboa/Lisboa/Pages/HomeLisboa.aspx>

- ***By train***

You will need to catch a taxi to Lisboa Oriente railway station; the journey should take approximately 10 minutes and cost 5-8 Euros. Trains for Coimbra run every hour and you should expect the journey to take approximately 2 hours and cost 20 Euros.

There are two railway stations in Coimbra: Coimbra A – Estação Nova, “The New Station” and Coimbra-B – Estação Velha, “The Old Station”. All trains stop at Coimbra B. Once there, you should take a shuttle to Coimbra-A (your train ticket already includes this short trip). That will be the best choice, if you’re staying downtown looking for your accommodation or if you intent to come directly to the International Relations Unit of the University of Coimbra. In order to get to the International Relations Unit, you should take bus number 1A or number 103 (bus stops are very near to the Station). These buses will stop right at the University, near the Faculty of Medicine. When you step out, walk to Largo D. Dinis (large roundabout with a statue in the middle) and go to Colégio de São Jerónimo, 2nd floor.

If you prefer to take a taxi (this trip should not cost you more than 6 Euros), you should ask the driver to go to the University, Largo D. Dinis, taking the way of Rua de Aveiro (Aveiro Road). The International Relations Unit is in the 2nd floor of the Colégio de São Jerónimo.

<http://www.cp.pt/cp/displayPage.do?vgnextoid=87cbd5abe2a74010VgnVCM1000007b01a8c0RCRD&lang=en>

- ***By car***

When leaving the airport you should take the A1 motorway to Coimbra and exit in Coimbra Sul. You should expect the journey to take 2 hours.

Driving in the A1 (the north-south highway), take the Coimbra Sul exit. After crossing the Mondego River, take the first exit to Coimbra-Centro. Drive 200m until you find a roundabout in Avenida Fernão de Magalhães (Fernão de Magalhães Avenue) and take left. Drive 200m until you find the traffic lights and then turn immediately to your right, you will be in Rua da Figueira da Foz (Figueira da Foz Street). Drive 200m and turn left to the ascending road, Rua de Aveiro (Aveiro Street), and then turn left to Rua Infante D. Henrique (Infante D. Henrique Street). Drive 300m and turn right, taking the descending road, Rua de Saragoça (Saragoça Street). Go down Rua de Saragoça (300m) and the Rua da Manutenção Militar (Manutenção Militar Street) and drive straight ahead until you find the traffic lights. You must then take the roundabout; turn left and go up the Avenida Sá da Bandeira (Sá da Bandeira Avenue). Drive up 500m to Praça da República (Republic Square) and turn right at the traffic lights next to Teatro Académico de Gil Vicente (Gil Vicente’s Academic Theatre) and go along Rua de Oliveira Matos (Oliveira Matos Street). At this point you should see the University Monumental Stairway, turn left to Rua Castro Matoso (Castro Matoso Street) until you meet the John Paul II roundabout. At this point you are facing the Arcos do Jardim old aqueduct, turn right to the University and when you arrive at the top of the road you will immediately be facing King D.

Dinis statue in the roundabout (Largo D. Dinis) and with Colégio de São Jerónimo on your right. The International Relations Unit is in the 2nd floor of that building.

6.4.2 From Porto (Francisco Sá Carneiro) International Airport

• *By train*

From Porto airport you will need to travel to Gare da Campanhã (the main train station in Porto). It is recommended that you travel to this station by taxi or underground. You will find taxis readily available at the front of the airport and the underground station as well. You should expect the journey to take approximately 30 minutes. Several trains run from Porto to Coimbra daily. You should expect the journey to take 1 hour 30 minutes and cost around 15 Euros.

There are two railway stations in Coimbra: Coimbra A– Estação Nova, “The New Station” and Coimbra-B – Estação Velha, “The Old Station”. All trains stop at Coimbra B. Once there, you should take a shuttle to Coimbra-A (your train ticket already includes this short trip). That will be the best choice, if you’re staying downtown looking for your accommodation or if you intent to come directly to the International Relations Unit of the University of Coimbra. In order to get to the International Relations Unit, you should take bus number 1A or number 103 (bus stops are very near to the Station). These buses will stop right at the University, near the Faculty of Medicine. When you step out, walk to Largo D. Dinis (large roundabout with a statue in the middle) and go to Colégio de São Jerónimo, 2nd floor.

If you prefer to take a taxi (this trip should not cost you more than 6 Euros), you should ask the driver to go to the University, Largo D. Dinis, taking the way of Rua de Aveiro (Aveiro Road). The International Relations Unit is in the 2nd floor of the Colégio de São Jerónimo.

• *By car*

When leaving the airport you should take the A1 motorway to Coimbra and exit at Coimbra Norte. You should expect the journey to take 1h 15m.

Driving in the A1 (the north-south highway), take the Coimbra Norte exit. After crossing the Mondego River, take the first exit to Coimbra-Centro. Drive 200m until you find a roundabout in Avenida Fernão de Magalhães (Fernão de Magalhães Avenue) and take left. Drive 200m until you find the traffic lights and then turn immediately to your right, you will be in Rua da Figueira da Foz (Figueira da Foz Street). Drive 200m and turn left to the ascending road, Rua de Aveiro (Aveiro Street), and then turn left to Rua Infante D. Henrique (Infante D. Henrique Street). Drive 300m and turn right, taking the descending road, Rua de Saragoça (Saragoça Street). Go down Rua de Saragoça (300m) and the Rua da Manutenção Militar (Manutenção Militar Street) and drive straight ahead until you find the traffic lights. You must then take the

roundabout; turn left and go up the Avenida Sá da Bandeira (Sá da Bandeira Avenue). Drive up 500m to Praça da República (Republic Square) and turn right at the traffic lights next to Teatro Académico de Gil Vicente (Gil Vicente's Academic Theatre) and go along Rua de Oliveira Matos (Oliveira Matos Street). At this point you should see the University Monumental Stairway, turn left to Rua Castro Matoso (Castro Matoso Street) until you meet the John Paul II roundabout. At this point you are facing the Arcos do Jardim old aqueduct, turn right to the University and when you arrive at the top of the road you will immediately be facing King D. Dinis statue in the roundabout (Largo D. Dinis) and with Colégio de São Jerónimo on your right. The International Relations Unit is in the 2nd floor of that building

6.5 Accommodation

6.5.1 Temporary Accommodation

Book temporary accommodation before you leave home unless you are sure that you can move directly into long-term accommodation on the day and at the time you are planning to arrive in Coimbra.

6.5.2 Long-term accommodation

Mobility students may book their own accommodation at student's residences or private lodging included in the online accommodation platform of the University of Coimbra available at:

www.uc.pt/go/accommodation

It is easy to find rooms for rent, as there are a lot of landlords, who offer annually their apartments. The rooms' prices (with furniture) are around 125€/200€ for a double room and 150€/250€ for a single room.

· *Important*

Many houses in Portugal do NOT have central heating only small heaters so bring warm clothes to wear inside the houses, especially in the 1st semester and beginning of second semester.

6.6 Finances

You have the option of opening a personal bank account soon after arriving if you wish; however, with the widespread use of ATM cards, this is no longer necessary. If you do want to have a bank account you will need your student visa to set up an account. Once you have a

personal account, you can cash checks and have money transferred from your country to your Portuguese account.

6.6.1 Cost of living

Living in Coimbra can be cheap, and usually a student spend as around 400€ to 500€ a month in total, for several things, including room, food, books and photocopies, transportation and nightlife.

- ***Basic living costs***

Here are some estimated costs to help you plan your budget.

Item	Single student (per month)
Food and toiletries	150 €
Local travel	22 €
Cell phone	10 € – 20 €
Leisure	100 €

- ***Accommodation***

Average rents per month per student (€)

Private rented single furnished room	150 € - 250 €
Private rented double furnished room	125 € - 200 €
Private rented sector (apartment)	350 € - 650 €

Before renting check if expenses (electricity, water, internet and gas) are included price (it varies from owner to owner).

There isn't always internet in the apartments, sometimes you have to talk with the owners to have it. It takes, usually, between one to three days to find a house.

6.7 Academic calendar and key dates

- ***Term dates***

Semester 1: 12 September – 22 December

Semester 2: 06 February – 31 May

- ***Examination period***

Examination Period - 1st Semester: first week of January to first week of February

2nd Semester: June to July

Resit Examination Period: July

6.8 Contacts and information

University of Coimbra	http://www.uc.pt/en
International relations unit	<p>Head of the Unit - Filomena Marques de Carvalho</p> <p>Address: Divisão de Relações Internacionais, Universidade de Coimbra, Colégio de São Jerónimo, Apartado 3026, 3001-401 Coimbra, Portugal</p> <p>Tel.: +351 239 857000</p> <p>Fax: +351 239 857002</p> <p>E-mail: dri@uc.pt</p> <p>Website: http://www.uc.pt/driic http://www.uc.pt/en/driic/mobilidade/ac/</p>
Student Mobility	<p>Tel. +351 239 857003</p> <p>Fax. +351 239 857002</p> <p>E-mail: dri.intstudy@uc.pt</p> <p>Skype: dri_incoming</p> <p>Office hours:</p> <p>Monday to Friday: 9h30 to 17h30 at Casa da Lusofonia</p>
Official Portuguese tourist website	http://www.visitportugal.com/
Official tourist website of Portugal's Main Land	http://www.turismodocentro.pt/pt/ http://www.turismodecoimbra.pt/

7 LULEÅ UNIVERSITY OF TECHNOLOGY, SWEDEN

7.1 Luleå University of Technology

Luleå University of Technology is Scandinavia's northernmost university of technology. It has five campuses, located in Luleå (the main campus), Kiruna (space science), Skellefteå (wood technology and computer game engineering) and Piteå (Dep of music and media).

7.2 City of Luleå

Luleå is the seat of the Norrbotten County Administration and has a population of about 75,000. The city centre is on a peninsula, water plays an important part in the lives of Luleå inhabitants. The Luleå archipelago has over 500 islands. The city has developed into a technological centre in the North of Sweden. The most important corner-stones of this development are metallurgy, education and research, as well as good communications where Luleå University of Technology has played an important role.

Winters in Luleå are rather cold, with lots of snow. Summers are usually relatively warm. In autumn and spring there is occasional rain. Average temperature in Luleå in winter is about -15C and in summer is about +18C. The short but spectacular spring and autumn helps to counterbalance the effect of winter. During the summer, it never gets dark and the sun does not set at all for some time. During the darkest weeks of winter, there are 4 hours of full day-light.

Since the weather in winter is very cold, you should bring supplies of warm clothing such as coats, sweaters, warm socks, long underwear and etc or you can buy from Sweden shops if you'd like. You will also need at least one pair of comfortable and warm boots or walking shoes as well as casual shoes. There are good opportunities for winter sports such as ice-skating, ice hockey, cross-country skiing and down-hill skiing.

Population	75.000 (2012)
Area	299,09 km ²

7.3 Sweden

Capital	Stockholm
Official language	Swedish
Area	449.964 km ² (57 th)
Population	9.555.893 (2012)
Time zone	CET (UTC+1)
Calling code	+46
Currency	Swedish krona (SEK) 1 € \cong 8,6 SEK

- **National holidays**

Date	Name
1 January	New Year's Day
6 January	Epiphany
Variable	Good Friday
Variable	Easter Sunday Easter Monday
1 May	International Workers' Day
Variable (Thursday)	Ascension Day
Variable (Sunday)	Pentecost
6 June	National Day of Sweden
Variable (Saturday)	Midsummer's Day
Variable (Saturday)	All Saints Day
13 December	Saint Lucy
25 December	Christmas Day
26 December	Boxing Day

7.4 Travel

Most of you will first arrive to Stockholm and then you'll have to continue your journey by plane, bus or train to Luleå. The distance from Stockholm to Luleå is app 1000 km. Make sure that you have changed money in to SEK, you will need cash in order to transport yourself from the airport, train station etc.

7.4.1 By plane

- **Arlanda airport, Stockholm**

Arlanda Airport is the Sweden's main airport located in Stockholm. The two airlines flying from Stockholm Arlanda airport are Scandinavian Airlines (SAS) and Norwegian. Their flight schedules can be viewed at:

www.sas.se

www.norwegian.se

- *Important*

Sometimes (depends on the airline) you will have to take your luggage through customs in Stockholm. That means that your luggage will NOT be routed directly to Luleå from your home country. If you don't take it through customs in Stockholm yourself, it will still be in Stockholm when you arrive to Luleå.

- *From airport to Luleå*

You can go by bus to and from Luleå city at every Stockholm departure/ arrival. Price SEK 50.

- *Taxi*

There are several taxi companies in Luleå that drive to and from the airport. The cost for a taxi from the airport to the centre of Luleå is app 220 SEK and to the university app 430 SEK.

7.4.2 By train

You can go to Luleå by train from Arlanda Airport or Stockholm City, Centralstationen.

The train company that frequents Luleå is called SJ. For timetables and more information please have a look at:

www.sj.se

- *From the train station in Luleå*

The easiest is to take a taxi from the train station to the university, housing agency or hotel you are going to the first day in Luleå.

7.4.3 By bus

There are buses going to Luleå from Stockholm City. You will have to take the airport bus/airport train to Cityterminalen in the centre of Stockholm. The bus company that takes you from Stockholm to Luleå is called Tapanis, their web page is:

www.tapanis.se (only in Swedish).

There are only one bus on Friday and one on Sunday afternoon/evening.

The bus trip from Stockholm to Luleå will take about 12 hours. A one way ticket is app 600 SEK.

- *From the bus station in Luleå*

The easiest is to take a taxi from the train station to the university, housing agency or hotel you are going to the first day in Luleå.

7.4.4 By car

If you are planning to come to Luleå by car you should take into account that the driving conditions will alter a lot during the winter season with all the snow and ice in the streets. Winter tires (preferably with spikes) are required!

7.5 Accommodation

When you have received your Letter of Acceptance from the University you should immediately apply for a student accommodation over the Internet. Since it is not possible to rent private rooms or apartments, it is very important that you apply at the housing agencies - Lulebo or Studentbostadsservice. Remember to give the date of your departure to house agency. If you want to cancel your contract you have to inform house agency in advance (for some 1 month or 3 months earlier).

7.5.1 Temporary Accommodation

If you know beforehand that you will arrive to Luleå outside office hours or during the weekend and will have to spend one or more nights at a hotel/youth hostel, here is a list of some hotels/ youth hostels in Luleå. A map of Luleå: <http://www.lulekartan.com/>. For more information, please have a look on:

www.Luleå.se/Luleå/AlltomLuleå/Svenska/Turism/turism_eng/accommodation/default.htm

To search for hotels in Luleå, visit:

<http://www.visitlulea.se/bo/hotell.aspx>

<http://www.visitsweden.com/sweden/Accommodation/Accommodation-guide/Hotels/>

7.5.2 Long-term accommodation

- **House agency**

Lulebo AB Visiting address:
 Professorsvägen 5, 977 51 Luleå
 Telephone: +46(0)920-23 67 10
 Fax: +47(0)920-23 67 69
 E-mail: student@lulebo.se
 Internet: <http://www.lulebo.se>
 Opening hours:

During the summer May-August

Monday- Friday 09.00-16.00

Saturdays and Sundays the office is closed.

Studentbo Visiting address:

Kårhusgränd 1, Luleå Tekniska Universitet, 971 87 Luleå

Telephone: +46 (0)920-492578

Fax: +46(0)920-492579

E-mail: studentbo@studorg.luth.se

Internet: <http://www.sbslulea.se>

Opening hours:

Monday-Thursday: 09.30-11.00, 11.45-15.00

Fridays: 09.30-11.00, 12.00-14.00

Saturdays and Sundays the office is closed.

*You are not able to pay your rent directly to the landlord by going to their offices.

If you would like to pay several or all rents with one payment, it is possible to do so. You can use the next bill due and pay larger amount. If the bank does not accept this you can ask your landlord to print a special bill. The extra amount you pay will be discounted on future bills. You will still receive these bills but instead of an amount it will be written Makulerad which means it has already been paid.

7.6 Finances

7.6.1 Banking

You do not need a bank account to pay your bills at a Swedish bank. You can pay at the bank using cash or credit card. Accepted cards in Sweden are MasterCard, Visa, EuroCard, Diners Club and American express.

Do not rely on one single means of payment! Travelers' cheques are a good and safe way to carry your money when you travel as well as a Visa Card or a Master Card. In Sweden, you can use the cards directly for payments, as well as for withdrawals from your bank account. Money can be sent to you by bank cheques or deposited in your Visa account. Do not bring personal cheques, as they will not be cashed in Swedish banks.

There are a few bank branches in Sweden as follow: Swedbank, SEB, Handelsbanken, Nordea, and Forex bank. Most of them demand you have a Swedish social security number (Personnummer) and to obtain one of those you need to stay in Sweden for more than 12 months. Without a social security number, the amount of services the banks can provide is severely limited.

- *Swedbank*

You are able to open a bank account. You need to bring your passport, residence permit (if it applies to you) and letter of acceptance from LTU. You will only receive a bank account and there is limited amount of services that comes with that.

- *SEB*

You need to stay in Sweden for two semesters. They provide you with a service to pay your bills for a yearly cost of 180 SEK. You can also get a Maestro Card connected to your Swedish account. Bring passport or valid EU ID card, and residence permit (if that applies to you).

- *Handelsbanken*

You can open an account but you first need to go there to get a form to send to your bank in your home country to validate your credit. Then they have to send it back to Sweden and if Handelsbanken validates your papers you can open a bank account there with Internet banking.

- ***Paying from Swedish bank***

Here are the costs for paying one bill at a number of Swedish bank:

- Länsförsäkringar Bank: 50 SEK
- Forex Bank: 50 SEK
- Swedbank: 50 SEK
- SEB: 65 SEK
- Nordea: 80 SEK

- ***Internet banking***

Paying bills from Internet banking, if you have a Swedish bank account, is free of charge. Different banks have different rules regarding opening an account for non-Swedish residents. Please read section “Where to open a bank account” for more information

- ***From your home bank***

You can also pay from your home bank. Check with your bank the cost for making international payment.

When you pay the rent from a foreign bank, you will need the following information which your landlord will provide you on a separate sheet attached to your contract:

- The name and address to your landlord’s bank
- That bank’s BIC/SWIFT code

- Your landlord's account name
- Your landlord's IBAN number

7.6.2 Cost of living

Living in Luleå is more expensive than in Portugal. Usually a student spends as around 700€ to 800€ a month in total, for several things, including room, food, books and photocopies, transportation and nightlife.

- ***Basic living costs and accommodation***

Here are some estimated costs to help you plan your budget.

Item	Single student (per month)
Food and toiletries	2400 SEK
Local travel	200 SEK
Telephone, papers, ...	400 SEK
Leisure	800 SEK
Accommodation	2300 SEK

When arriving in Luleå be sure to have some Swedish cash to cover daily expenses. During the Orientation Weeks you will need some money to pay for the Student Union fee and membership fees to student organisations. You will find several cash points/ATMs in the city centre as well as on campus.

7.7 Academic calendar and key dates

- ***Term Dates***

Semester 1: 29 August – 15 January

Semester 2: 16 January – 04 June

- ***Examination period***

First Quarter: 22 – 28 October

Second Quarter: 09 – 14 January

Third Quarter: 17 – 24 March

Fourth Quarter: 26 May – 02 June

7.8 Contacts and information

Luleå University of Technology <http://www.ltu.se/?l=en>

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Information for this handbook was partially adopted by different Students handbooks from University of Leeds, UK, University of Ljubljana, Slovenia, University of Coimbra, Portugal, and Luleå University of Technology, Sweden.

