

STUDENT HANDBOOK

ERASMUS MUNDUS JOINT MASTER DEGREE LASCALE

CONTENT

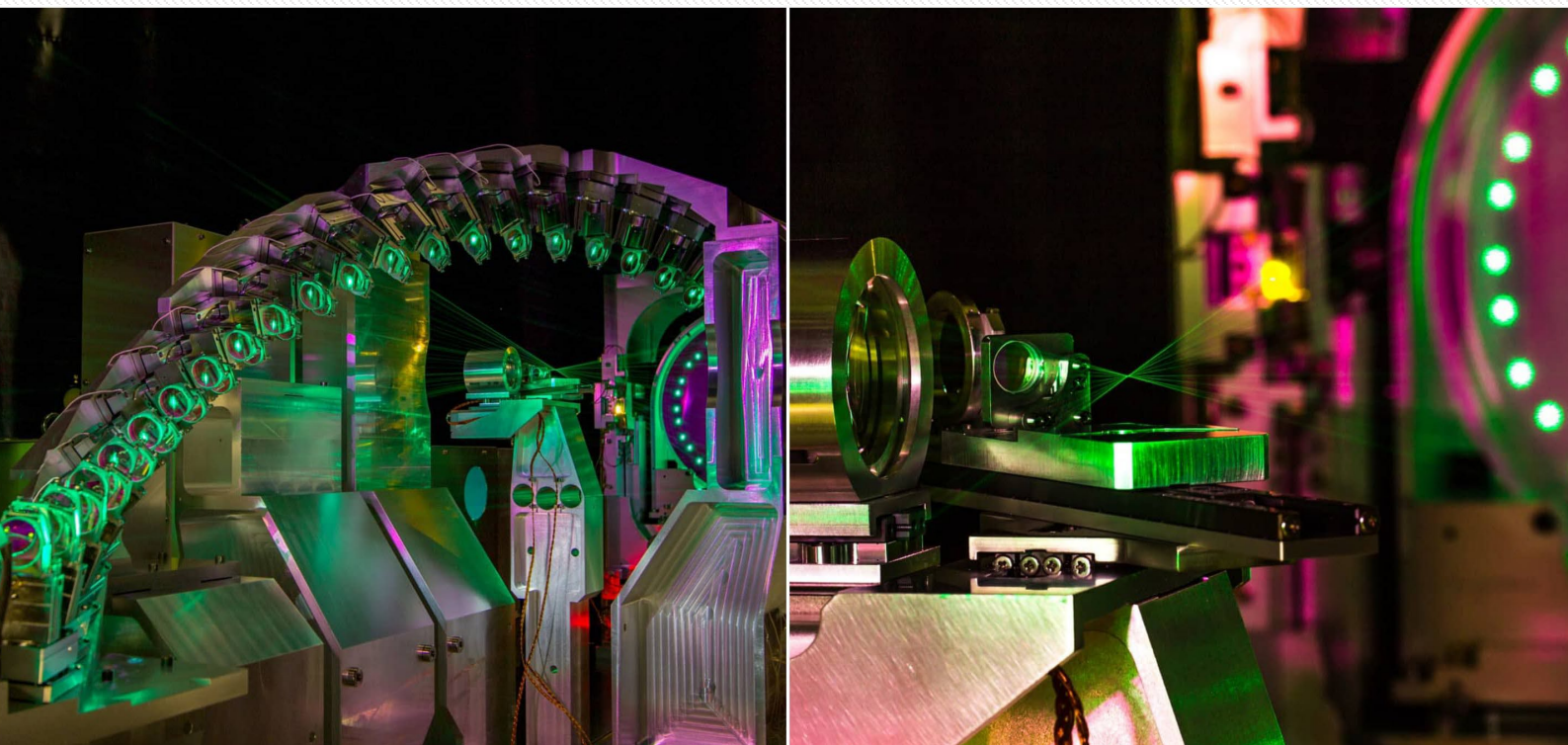
LASCALA in brief

Year 1 and 2 – Semester 1 and 3
Study at Paris-Saclay University

Year 1 – Semester 1
Study at Salamanca University

Year 1 – Semester 2
Study at La Sapienza University

Year 1 – Semester 2
Study at Lund University



LASCALE IN BRIEF

GENERAL SCHEDULE

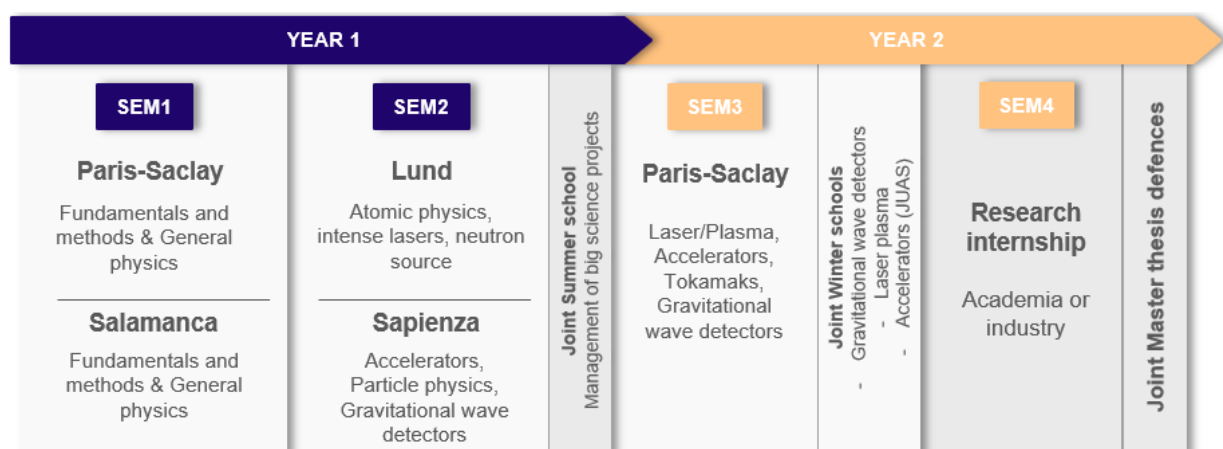
First Year

- Start of the first semester: beginning of September
- Winter holidays: 2 weeks December/January
- End of January: end of the first semester
- January/February: mobility for the second semester
- Spring holidays: 1 week in April
- Summer school: 1 week, end of August
- Summer holidays: July/August

Second Year

- End of August: attendance to the master program thesis defenses of the class + 1
- Start of the third semester: beginning of September
- Winter holidays: 2 weeks December/ January
- Start of the internship: February / March
- Master thesis defense / graduation: end of August

MOBILITY SCHEME



PART 1. Administrative procedures

MEDICAL INSURANCE “EXPAT&CO”

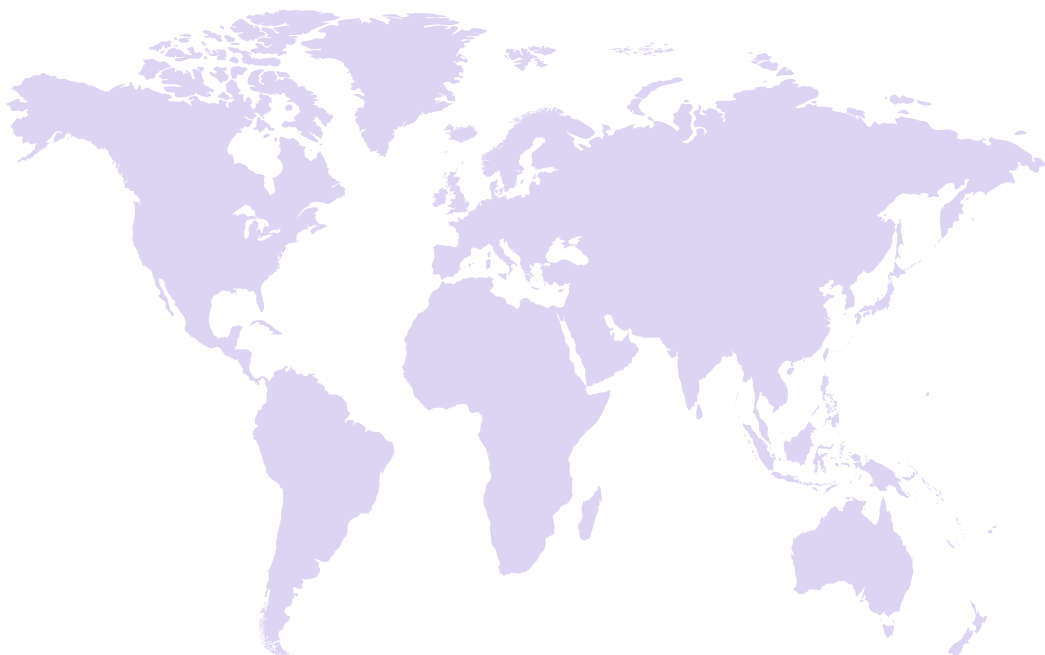
The Lascala master program will contract a private medical insurance for all the students. The Expat&Co insurance covers unexpected medical expenses, provides accident cover and protects against some costs arising from civil liabilities (a kind of third-party insurance which is required in many European countries). The insurance will also provide you with assistance if you lose your passport, tickets or other travel documents. However, it is not a comprehensive travel insurance.

You will receive your insurance certificate by email before the start of the program. You should read very carefully the insurance general conditions in order to know which risks and health problems are covered:

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

Most expenses will have to be paid and will be reimbursed afterwards by the insurance company. In case of hospitalization, costs are much higher and the insurance will directly pay the hospital. If such a situation arises, you should immediately call them. The contact and reimbursement details can be found on their website. Note that the insurance is not valid in your home country.

Always keep a copy of the insurance in your wallet!



TUITION FEES PAYMENT

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

In all other cases, tuition fees must be paid to the University Paris-Saclay, irrespective of the mobility path chosen. The payment must be done before enrollment at the university (before 31/08 of each year).

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

- 1) The transfer must be made in Euros.
- 2) The transfer purpose should indicate: "Tuition fees LASCALA master (+ your name)"
- 3) You should provide us with a clear receipt of your bank with, at least, the following information:
 - Your name,
 - Date of the transfer,
 - Amount of the transfer,
 - To whom the transfer was made (the name of the university should appear),
 - The transfer reference (code or number).

Amount of the tuition fees:

Partner country: 8450 € /year

Program country: 4500 € /year

Banking details

Owner: Agent Comptable – Université Paris-Saclay
Orsay 91405 FRANCE
Bank: Trésor Public - 91000 Evry FRANCE
IBAN: FR76 1007 1910 0000 0010 0294 065
BIC: TRPUFRP1

CVEC

Only students who study at Paris-Saclay in the first semester (Year 1), with or without Erasmus Mundus/partial scholarships, must pay the "Student and Campus Life Contribution" (CVEC) before registration. In the third semester (Paris-Saclay), all students must pay the CVEC for the second academic year. The amount of the CVEC is €105 per academic year, and the procedure must be completed online.

Website of the CVEC:

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

Study at Paris-Saclay University

Year 1 & 2 – Semester 1 and 3

ENROLMENT AT THE UNIVERSITY

Enrolment will be done at your arrival at the university. However, you should prepare the needed documents in advance.

List of documents:

- Identity card or Passport (EU) / Passport and visa (non EU)
- 1 passport photograph
- Admission letter
- Certified translation to French or English of your Bachelor or Master program diploma (+ original document or certified copy of the original document). In case you do not have yet the diploma, a graduation certificate or a final transcript of records can be accepted (translation + original document or certified copy).
- Insurance certificate (Expat&Co)
- Tuition fees payment and CVEC receipts (for self-financed students only)



Once you are registered, your student ID card will be issued and you will have to activate your university account.

In order to **activate your university account**:

- Go to: <https://adonis.u-psud.fr/activation> and follow the instructions.

Once your account is validated, you can access your student email and the university WiFi - Eduspot or Eduroam.

Eduroam is an international roaming service that can be used in almost all education and research institutions in Europe. With your access codes from Paris-Saclay University, you will be able to connect to the Wifi in the other universities.

Your student ID will be required for your exams, to borrow books from the library or to register for sport activities. It is also a payment method. You can use it at the cafeterias, snack and soft drink machines, or printers. You can load credit on your card online via www.izly.fr

French social security

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

Right after your university enrolment, go to:

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

ACCOMMODATION

Accommodation is the most difficult part of the preparation of your stay in France. The master program will ask for a room for all students in public halls of residence called «CROUS».

What is CROUS? It is a state-body institution managing student residences, which is independent from the university. CROUS residences are usually reserved to French students with financial difficulties but a certain number of places are dedicated to international students.

We cannot guarantee that all the students will be accepted by the CROUS. In case you will not be given a CROUS accommodation, the university will guide you and give you several contacts to find an accommodation on the private market. The CROUS procedure is often complicated and takes time, but we will do our best to help you and solve the problems!



What's the procedure?

1. The accommodation service of the university will contact you and ask you to fill in a form, to choose between different accommodation options.
Here is a short document with advices on how to fill in that form:
<https://tinyurl.com/s7puehe2>
2. If you can get a Crous accommodation, the CROUS will contact you by email and send you a "Housing proposal" ("proposition d'accueil"). Read the step by step guideline here: <https://tinyurl.com/2tycwjs7>

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

3. In France, it is compulsory to have a «guarantor» (a person that will pay your rent if you do not do it). As an international student, it is difficult for you to find a French person to act as a guarantor. You will thus have to go through the **VISALE procedure** that replaces the guarantor: <https://tinyurl.com/274ndr53>
4. To complete your CROUS procedure, you will also have to get a **housing insurance**. We propose you to take the following insurance:
Online ADH insurance (Policy 2 - 30.12€/year)
<https://www.assurances-etudiants.com/en/5349-student-accommodation-insurance-prices-warranties.html>

Accommodation offer

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

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

We advise you not to choose a single room with shared kitchen and bathroom. Even if it is less expensive, the residences proposing this type of accommodation are old and less comfortable than the others. **Please note that sheets and blankets as well as plates and cutlery are not provided.**

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



Housing benefit (APL)

This governmental benefit is designed to help **EU countries students** bearing the housing costs. The amount you receive depends on your rent. This is of course not compulsory to apply but you can receive.

<https://www.caf.fr>

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

BANK ACCOUNT

We advise you to have an international payment card at your arrival (to pay for the first rent at your arrival for example). In France, it is not always possible to pay big amounts in cash money.

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

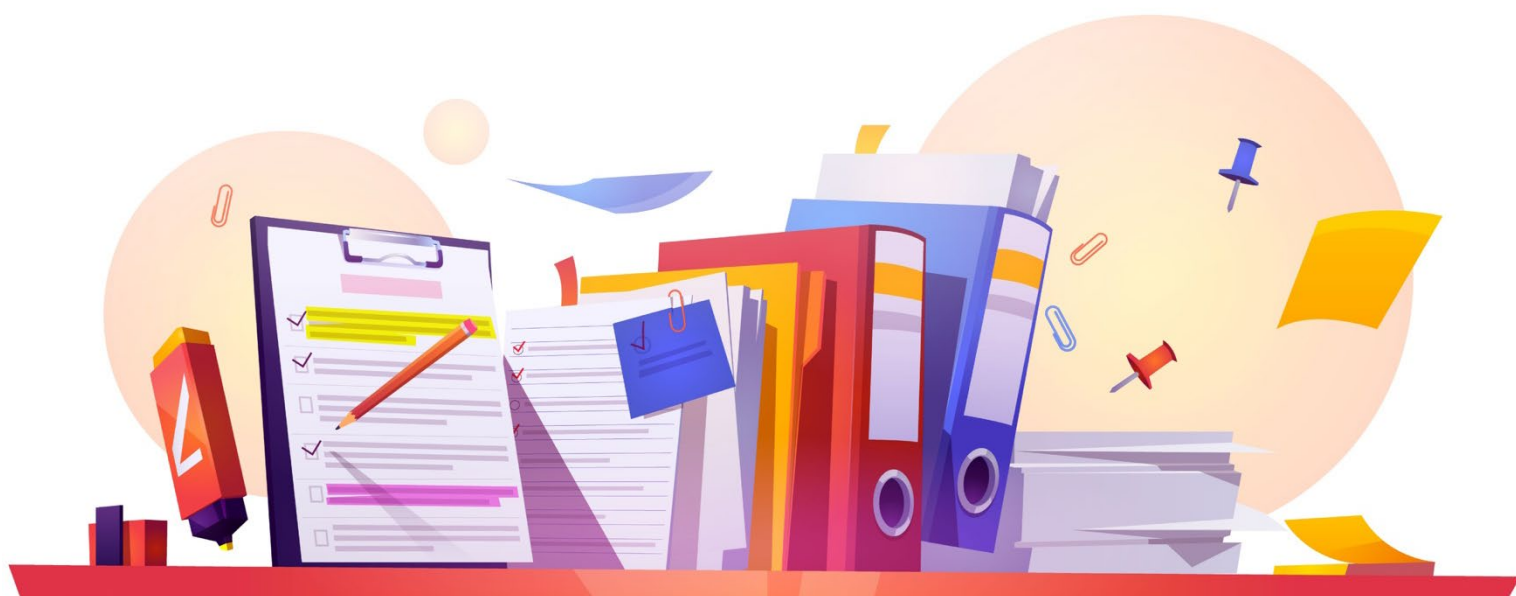
The Master program has an agreement with the association Science Accueil (<https://www.science-accueil.org>) which will allow you to open a French bank account before your arrival in France, with the bank *Société Générale*. Your credit card will be ready at your arrival.

Beneficiaries of the Erasmus Mundus scholarship should send a copy of their bank account details to the manager of the master program as soon as they receive it. The scholarship will be transferred to this account for the whole duration of the master program. In Sweden, (which is not part of the Euro zone), in order to avoid bank charges, you can open another account and transfer your scholarship on it (free transfers). A lot of former Erasmus Mundus students opened an account with the online bank *Revolut*, which is very convenient for travelers: <https://www.revolut.com/en-FR>

ARRIVAL

In order to help us organizing the beginning of the semester, communicate the details of your arrival. The coordinators will contact you shortly before your arrival.

Studying abroad is a challenge in many ways. The preparation of your stay is the first challenge, there will be a lot of paperwork to be done, but we will do our best to help you.



PART 2. DISCOVER THE CAMPUS

BUDDY PROGRAM

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

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

Several welcoming and cultural / integration events will be organized.



TRANSPORTATION

The Campus of Orsay (Faculty of Sciences) is situated in the south of the Paris region. You can reach the Campus of Orsay with the **RER line B** (suburbs railway). This line runs through the centre of Paris with several stops in Paris centre.

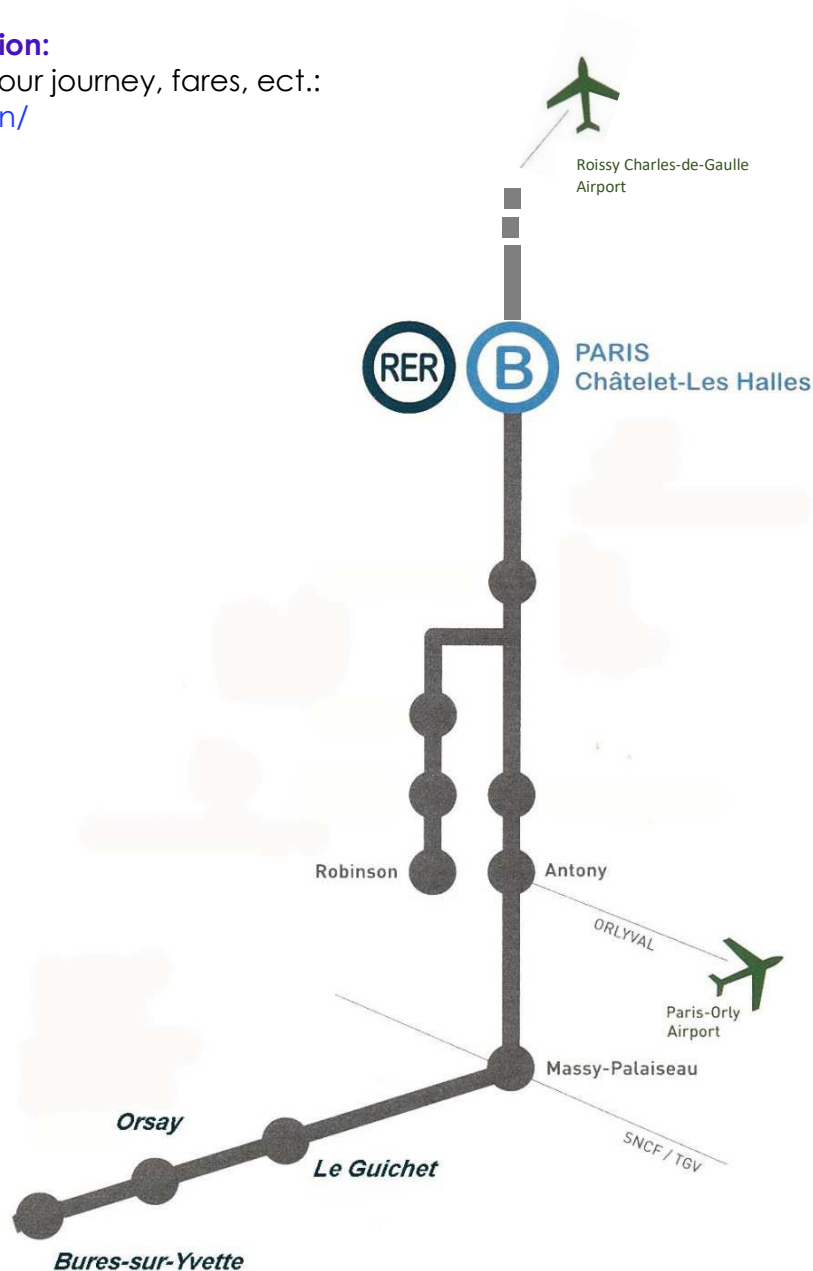
How to reach the Campus? From both Paris airports (Orly and Roissy Charles-de-Gaulle), take the RER line B, direction "Saint-Remy Les Chevreuses". You can stop at "Le Guichet", "Orsay-Ville" or "Bures-sur- Yvette", depending on where you need to go on the Campus. It takes approximately 1h30 / 2h to reach Orsay from Roissy CDG and 1h from Orly Airport. Avoid the Paris Beauvais airport (lowcost companies) as it takes up to 4h to reach Orsay.

If you intend to frequently use the RER, metro or buses, buy a monthly pass (**Imagine R card**). It costs 37€/ month. You can subscribe online.

More information:

E-map, plan your journey, fares, ect.:

www.ratp.fr/en/

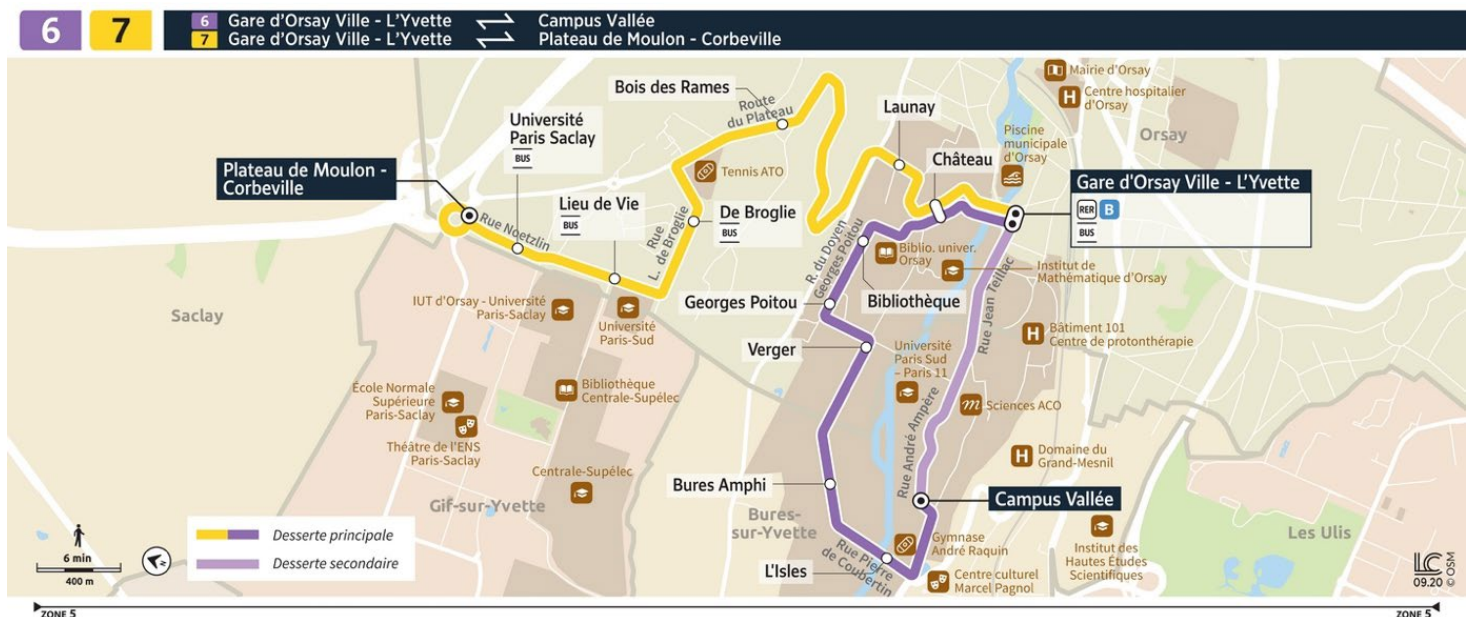


The Campus of Orsay is the biggest campus in France. Download the campus map by clicking [here](#), it will be very helpful for your first days / weeks on the campus!

The Campus is divided into two parts: the “Vallée” which is the old part the campus, and the “Plateau” which is the new and modern part of the campus. Most classes during the first year will take place in building 625 – also called *h* “H-Bar”, which is a brand new building dedicated to physics studies and located on the “Plateau”.



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



CAMPUS LIFE

You can find all the necessary information about food services, libraries, or sports on the Paris-Saclay website:

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

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

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

STUDENT HEALTH SERVICE

The student health service welcomes students, listens to them and provides them with health information and is composed of a multidisciplinary team of **nurses, doctors (including sports doctors), psychologists, and dieticians**.

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

The student health service does not deliver medical certificates or prescriptions. If you need a prescription or any kind of examination, you can make an appointment online with a doctor through the platform "Doctolib" (<https://www.doctolib.fr>).

Psychological assistance - Nightline

Nightline is a listening service for students, by students. The student volunteers provide a supportive space for young people to speak in an anonymous and confidential way. The volunteers undertake active listening training and adopt a neutral point of view.

<https://www.nightline.fr/en/saclay>

Emergency numbers:

To be used for any life-threatening situation.

Fire and rescue: 18

Ambulance: 15

Police: 17

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

PART 3: Visa and immigration issues.

This section concerns non-European students only. EU students do not have any procedure to do.

- **You should always :**
 - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
- Holders of a student long-stay visa issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**, without doing any additional procedure.



How to apply for a French visa?

In most countries, it is compulsory to contact first the Campus France Agency (the French national agency for the promotion of higher education) in order to start the visa procedure. You should therefore check the proper procedure on their website:

<https://www.campusfrance.org/en>

Documents required for your visa application depend on your country of residence; however here is a list of the documents that are usually required:

- Passport or travel document valid at least three months after the visa expiry date
- Admission letter
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month)
- Accommodation certificate (hall of residence)
- Medical insurance coverage

Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- Diplomas
- Police record

What do you have to do after your arrival in France? Well, it depends...

Situation n°1: if you have been given a long-stay visa with the mention "Student" : you will have to complete a procedure at your arrival in France in order to give your visa the value of permit of stay.

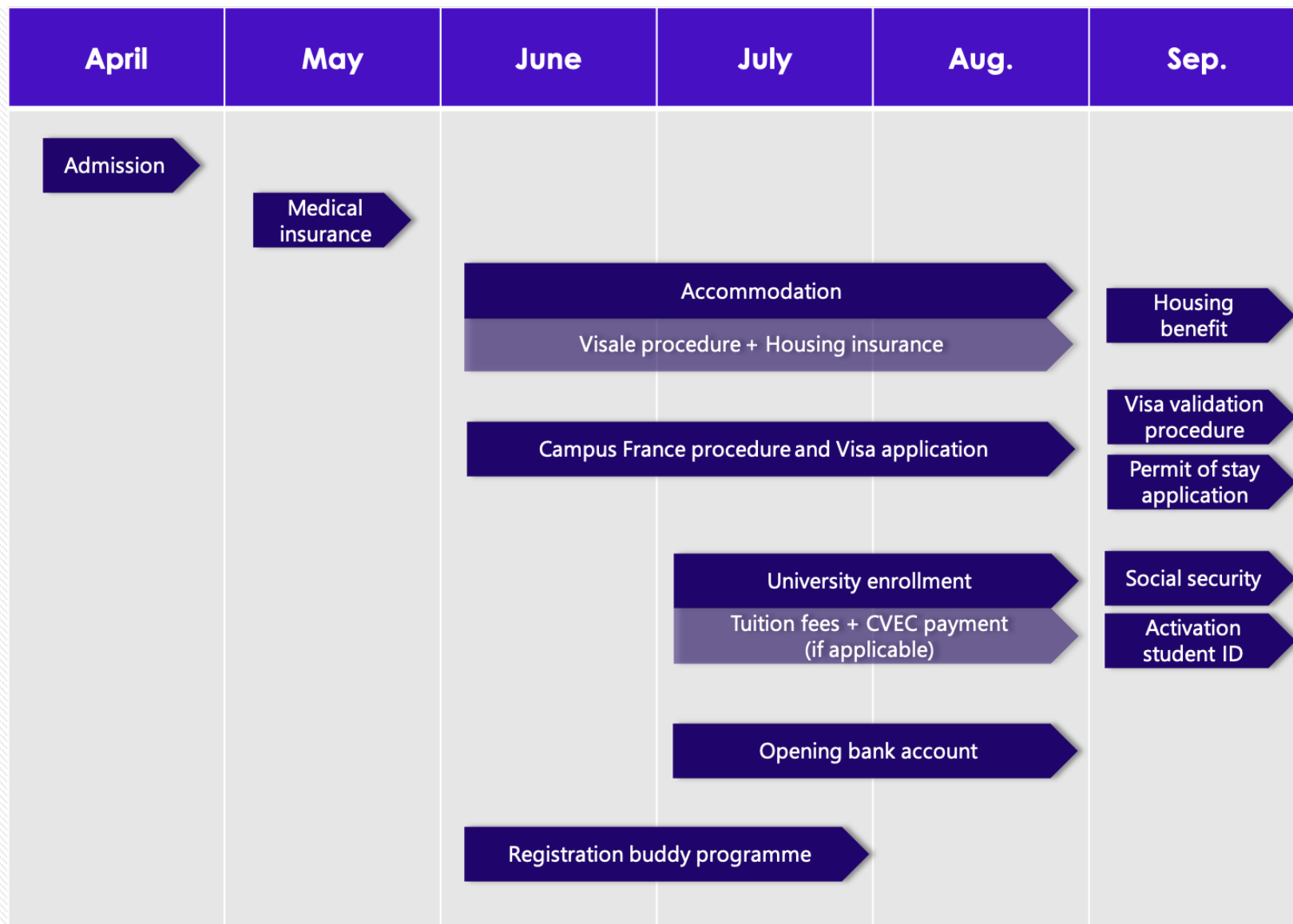
Situation n°2: if you have been given a visa with the mention "Student – mobility", usually only valid 3 months, you will have to apply for a permit of stay at your arrival.

Both procedures are mandatory and must be done online as soon as you arrive. You will have to buy an "electronic stamp" that you can get on the same website:
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You're ready !



SUMMARY SCHEME



Study at Salamanca University

Year 1 – Semester 1

PART 1. Administrative procedures

ENROLMENT AT THE UNIVERSITY

List of documents to prepare:

- ID (EU) / Passport (non-EU)
- Spanish Student Visa (non-EU)
- Bachelor Diploma (in English)
- Transcript of Records (in English)
- **Note for non-EU students:** Once in Spain, you will need the receipt of your residence permit application (**TIE – Tarjeta de Identidad de Extranjero**). The request for an appointment must be done within **30 days** from arrival in Salamanca at the local **Oficina de Extranjeros**.



STUDENT CARD

After having formalized the registration at the University of Salamanca, you will receive instructions by email to obtain the student card.

The multipurpose student card:

- Identifies the holder as a student of the University of Salamanca.
- Gives access to libraries, study halls and book loan: <http://bibliotecas.usal.es>
- Gives access to Computer Rooms available in most University of Salamanca Centres: <http://aulasinformatica.usal.es>
- Gives access to all University services: signing up for sports and physical education activities, use of University dining halls and cafés, etc.
- Provides discounts and other advantages in shops and museums.

After registration, the student receives instructions and keys to access the different University computer services: e-mail account, access to the wifi, virtual campus "Stodium", etc...

The University of Salamanca has a computer network distributed among the different Centres: <https://sicpd.usal.es/pages/viewpage.action?pageId=12812641>

SPANISH HEALTH INSURANCE

Registration for public health coverage is optional for international students, but strongly recommended.

In Spain, health coverage is provided by the **Sistema Nacional de Salud (SNS)**. Non-EU students can register for public health coverage by paying a fee (if required), while EU students can access medical services in Spain and all EU countries using their European Health Insurance Card (EHIC).

For more information, visit the university health services page.

ACCOMMODATION

You may reserve accommodation before your arrival or after you have reached the city.

Special housing

Some agreements are available exclusively for university students:

Accommodation in University of Salamanca residence halls. The deadline for reserving a place usually ends at the beginning of July. For detailed information go to: <https://colegioscomedores.usal.es/>

- **Residencia Universitaria Colegio Hernán Cortés:** single and double rooms, around **€564–€1208/month** depending on room type.
<https://resa.es/en/residences/salamanca/hernan-cortes/>
- **Residencia Universitaria Colegio de Cuenca :** single and double rooms, around **€620–€1720/month** depending on room type.
<https://resa.es/en/residences/salamanca/residencia-cuenca/>



Accommodation in shared flats, with a family, private student residence halls, etc. Information is available on the web site of the University Guidance Office (Servicio de Promoción, Información y Orientación): <https://spio.usal.es> / informacion@usal.es.

Accommodation with older persons as part of University of Salamanca's intergenerational living program: an older person offers accommodation at a low rate to students in exchange for some help at home. For more information, see the web site of the Office of Social Services (Servicio de Asuntos Sociales): <http://sas.usal.es> / intergeneracional.sas@usal.es

Private housing

Private apartments and shared rooms can be found through:

- **Idealista:** <https://www.idealista.com/en/>
- **Fotocasa:** <https://www.fotocasa.es/es/>
- **Pisocompartido:** <https://www.pisocompartido.com/en/>
- Local Facebook groups where students share housing offers

The prices of the rooms in Salamanca are, in average, between 600€ and 900 € for a studio apartment and between 300€ and 600€ for a room in a shared flat. Please note, that prices vary depending on location, size, and services included.

Youth hostels

Temporary accommodation in the city's youth hostels (Albergues Juveniles) for the first few days:

- ALBERGUE JUVENIL SALAMANCA
info@alberguesalamancamunicipal.com
<http://www.alberguesalamanca.com>
- ALBERGUE JUVENIL LAZARILLO DE TORMES
info@alberguesalamanca.com
<http://www.alberguesalamancamunicipal.com>

BANK ACCOUNT

We advise you to have an international payment card at your arrival (to pay for the first rent at your arrival for example). In Spain, it is not always possible to pay big amounts in cash money.

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

To open a bank account in Spain, you can go to one of the many banks in the city with a passport or official ID card. Some banks may also require an NIE (Número de Identificación de Extranjeros, Foreigner Identification Number), which can be obtained at the Foreign Affairs Office (Oficina de Extranjería), located at c/ Gran Vía 31.

Beneficiaries of the Erasmus Mundus scholarship should send a copy of their bank account details to the Lascala's manager as soon as they receive it. The scholarship will be transferred to this account for the whole duration of the master program. In Sweden (which are not part of the Euro zone), in order to avoid bank charges, you can open another account and transfer your scholarship on it (free transfers). A lot of former Erasmus Mundus students opened an account with the online bank *Revolut*, which is very convenient for travelers: <https://www.revolut.com/en-FR>

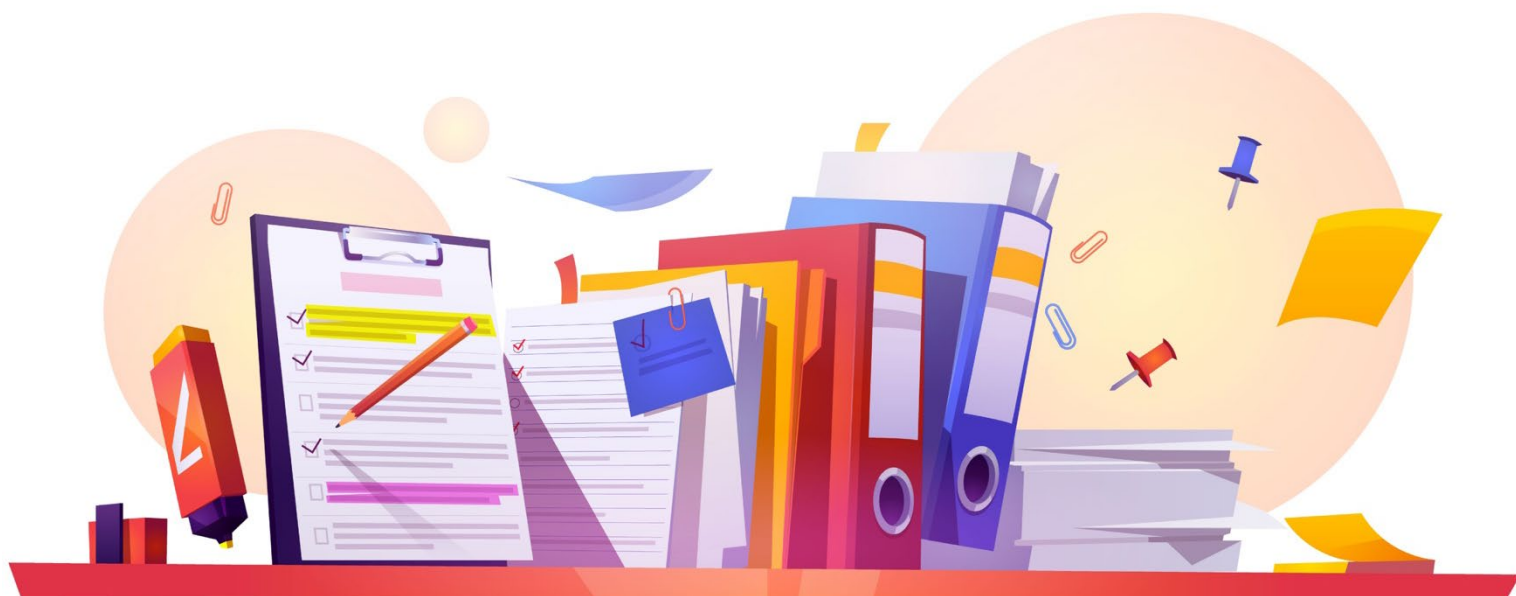
GENERAL COST OF LIVING AND CURRENCY

Student expenses will vary according to the type of accommodation. However, €1.000 a month is the approximate amount needed to cover basic costs of rent, transport, food, etc.
Spain's currency is the Euro.

ARRIVAL

In order to help us organizing the beginning of the semester, communicate the details of your arrival. The coordinators will contact you shortly before your arrival.

Studying abroad is a challenge in many ways. The preparation of your stay is the first challenge, there will be a lot of paperwork to be done, but we will do our best to help you.



PART 2. DISCOVER THE CAMPUS

TRANSPORTATION

How to reach Salamanca from Madrid?

The most common way to come is through Madrid, although you might also come through Irún on the Northern French border or from Barcelona. You can get to Salamanca by train (<http://www.renfe.es>) or by bus (several companies) from all of these points.

There are several ways to get to Salamanca from Madrid.

- **If you arrive at MADRID-BARAJAS, airport, there is a BUS Service from T1 and T4 to Salamanca:**

Further information at <https://www.monbus.es/es/rutas/madrid-salamanca>

To get from the airport to Madrid city, you can take the "Metro":

- o To go from Madrid-Barajas Airport to Estación de Autobuses Sur - Méndez Alvaro: take line 8 to "Nuevos Ministerios", then change to line 6 and get off at the bus station.
- o To go from Madrid-Barajas Airport to Chamartín railway station: take line 8 to "Nuevos Ministerios", then change to line 10 and get off at Chamartín. Information about the Madrid underground can be found at: <http://www.metromadrid.es>

- **Coming from Madrid to Salamanca by TRAIN:**

Trains for Salamanca leave from the Chamartin Railway Station in Madrid. There are several trains a day to Salamanca.

More information at: <http://www.renfe.es>

- **Coming from Madrid to Salamanca by BUS:**

There are daily buses from the "Estación de Autobuses Sur – Méndez Álvaro" to Salamanca.

More information at: <https://www.monbus.es/es>

Estación Sur de Autobuses de Madrid Avda. Méndez Álvaro, 83. Madrid.

<https://estacionsurmadrid.avanzagrupo.com/>



Public transport

Courses are held at the Facultad de Ciencias, located in the city centre of Salamanca (Plaza de los Caídos s/n, 37008 Salamanca, Spain).

Getting around Salamanca is easy. From the bus station, you can take metropolitan bus number 4 to reach the city centre. Buses and taxis are widely available, and many students also choose to walk or cycle due to the city's compact size.

Bus tickets can be purchased directly on board for single journeys. Travel cards are also available and can be purchased at the Salamanca Transportes office (Gran Vía, 4). These cards can be recharged either on the bus or at the office. For more information, visit: <http://www.salamancadetransportes.com>

CAMPUS LIFE

You can find all the necessary information about food services, libraries, and sports facilities on the University of Salamanca website:

<https://deportes.usal.es>

<http://bibliotecas.usal.es>

<http://bibliotecahistorica.usal.es>

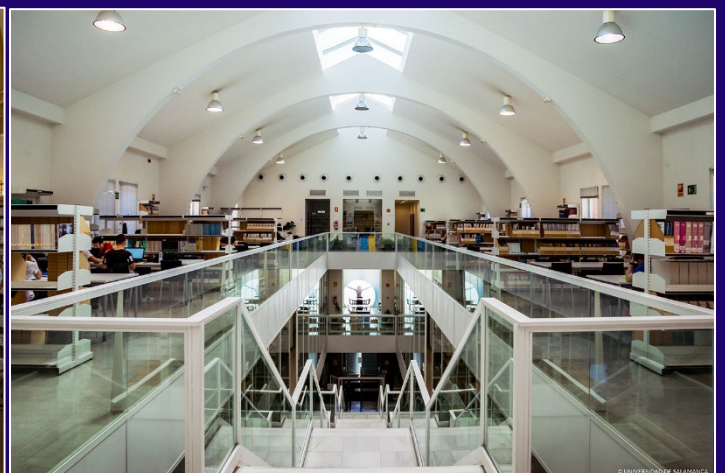
<https://colegioscomedores.usal.es/>

<http://sac.usal.es>

<https://oficinaverde.usal.es>

<https://culturacientifica.usal.es>

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STUDENT SUPPORT SERVICES

University guidance office

The Guidance Office (SPIO) offers information, guidance and assessment in different fields and matters:

- General information about the University.
- Accommodation: Updated lists of flats and rooms to rent can be found on the web page.
- Conversational exchange in foreign languages among members of the university community through its website.
- Guidance in the area of educational psychology.

Casa del Bedel

Benedicto XVI, 22, Bajo. 37008 Salamanca - España

Tel: +34 923 29 46 48

Horario: de lunes a viernes de 9:00 a 14:00 h.

Contact: informacion@usal.es

Website: <http://spio.usal.es>

Social Affairs Services (SAS)

The Social Affairs Service (SAS) has the following support units for the university community:

- Social Support Unit.
- Diversity and Inclusion Attention Unit.
- Voluntary Work Unit.
- Psychological Assistance and psychiatric Units.

Adress : Patio de Escuelas 3-6. 37008 Salamanca - España

Tel: +34 923 29 45 00 Ext.: 3083

Contact: sas@usal.es

Website: <http://sas.usal.es>

Emergency numbers:

To be used for any life-threatening situation.

112 is the common emergency number in all member states of the European Union that can be used from mobile phones. In Spain, it serves as the universal emergency number for all emergency situations (police, medical assistance, and fire services).

PART 3: Visa and immigration issues.

This section concerns non-European students only. EU students do not have any procedure to do.

STUDENT VISA

The following students do not need a student visa

- Students who are citizens of any of the member States of the European Union.
- Students who are citizens of any country that has ratified the agreement of the free circulation of citizens (Norway, Iceland, Liechtenstein and Switzerland).
- For stays of less than 90 days (3 months), the citizens of countries on the common list of Third Countries whose citizens are not required to have a visa for member States.



A visa is necessary for all those students from non-EU countries who plan to reside in Spain for more than 3 months. A student visa to enter and legally remain in Spain must be applied for at the Spanish Embassy or Consulate in the student's country of origin or residence.

Depending on the duration of the stay, there are two types of student visas:

Situation n°1: Student visa for a maximum of 180 days. Students cannot ask for a visa extension.

Situation n°2: Long term visa for studies lasting longer than 180 days. Within a month of your entry into Spain you must apply for an authorization for a study stay (AUTORIZACIÓN DE ESTANCIA POR ESTUDIOS) at the Office for Foreigners in the Salamanca Police Station. This visa can be extended for as long as you are registered at the University.

Student visa application:

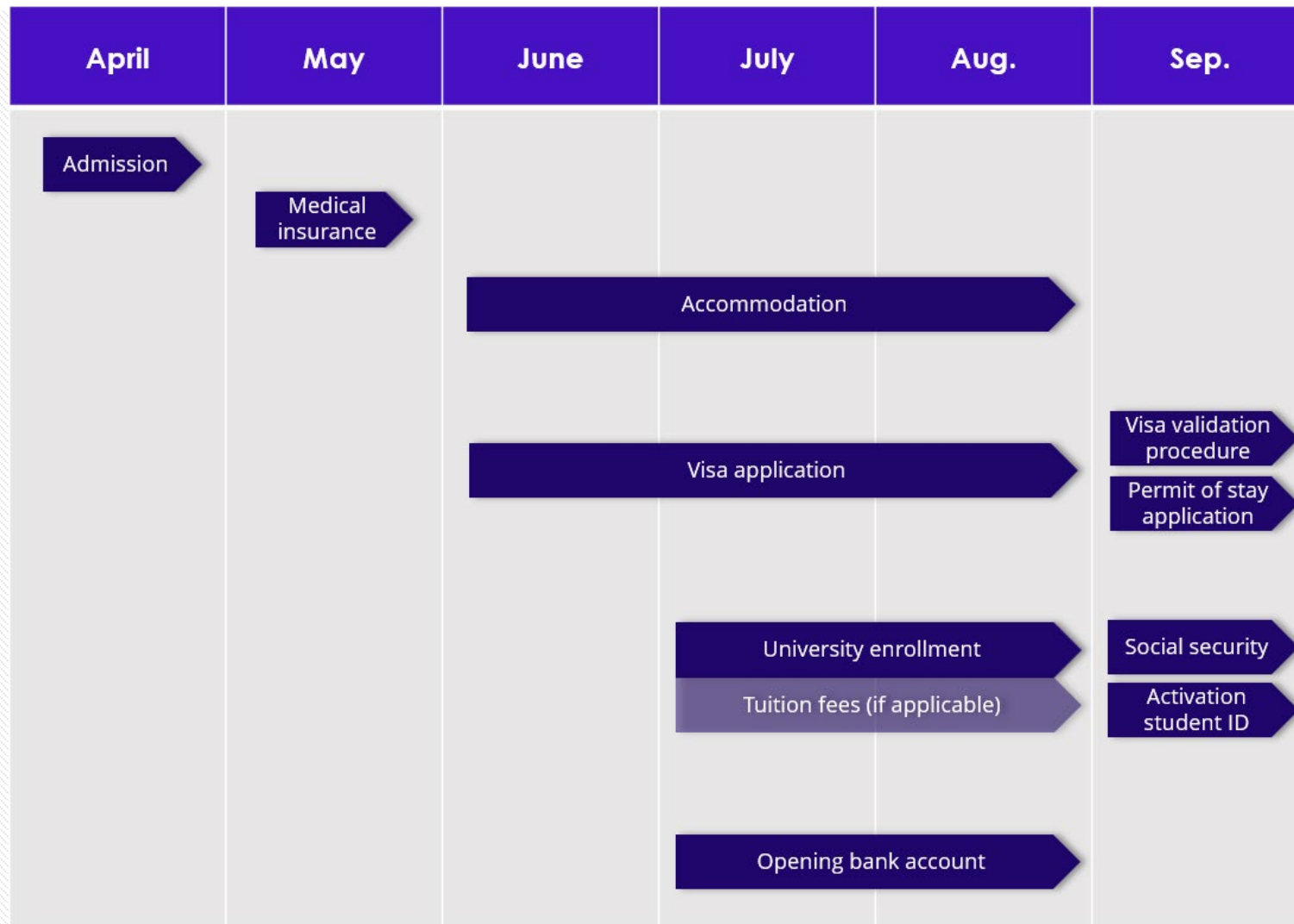
- The Office of International Relations of the University of Salamanca will send a letter of acceptance to your university which is needed in order to apply for the student visa before coming to Spain.
- Take this letter of acceptance to the Spanish embassy or consulate in your country to begin processing your visa application.

For more information, contact:

- Ministerio de Inclusión, Seguridad Social y Migraciones:
<https://www.inclusion.gob.es/web/migraciones/w/estancia-por-estudios>
- Social Affairs Service of the University of Salamanca: <http://sas.usal.es> / extranjeros.sas@usal.es



SUMMARY SCHEME



Study at La Sapienza University

Year 1 – Semester 2

PART 1. Administrative procedures

ENROLMENT AT THE UNIVERSITY

List of documents to prepare:

- ID (EU) / Passport (Extra EU)
- French/Spanish/Italian Visa (Extra EU)
- High School Diploma (in English)
- Bachelor Diploma (in English)
- Diploma Supplement (EU-in English)
- Transcript of Records (in English)
- Once in Italy, the receipt of your residence permit request (only for non-EU citizens residing abroad who hold a study Visa). The request for an appointment for the Residence permit must be done within 8 days from arrival in Italy, in any postal office (see section about visa and permit of stay)



Italian social security

Registration to social security is not compulsory for international students in Italy, but recommended.

In Italy, assistance, registration and activation of health coverage are provided by ASL (Aziende Sanitarie Locali).

In addition to the private insurance (for Lascala students, Expat&Co), non-EU citizens have the option to register with the Italian National Health Service (Italian acronym SSN) by paying a fee (for students, the amount is €149.77 per calendar year).

EU citizens can access medical services in Italy and all EU countries with their European Health Insurance Card (or E106 form).

More info on the health care page of the university.

FISCAL CODE

In Italy, everyone is required to have a fiscal code (codice fiscal in Italian). This tax code is similar to a social security number. It is an alphanumeric code of 16 characters. The code is used to identify all individuals residing in Italy, irrespective of residency status. Designed by and for the Italian tax office, it is now used for several other purposes, e.g. uniquely identifying individuals in the health system, or natural persons who act as parties in private contracts (also for renting an apartment or for buying a SIM card).

You can get your fiscal code at the Italian embassy of your country, or at the *Agenzia delle entrate* when you arrive, or by e-mail.

More info on how to obtain your fiscal code **here**. Attention: it takes around 10 days to receive your fiscal code.

ACCOMMODATION

The university has agreements with several public and private rental agencies.

Please keep in mind that Sapienza is a big university and the faculties are spread all around Rome. Be sure to locate where you will be having your courses to search for your accommodation accordingly. Most of your courses will be in the Physics Department, located within the Città Universitaria di Roma – Sapienza, Piazzale Aldo Moro, 2.

What if I want to rent my accommodation before I arrive?

Sapienza strongly advises students not to book any room remotely, especially if you do not go through agencies, as it is better to meet the landlord directly before sending any money. However, if you want to rent your room from your country, Sapienza offers services to help students find an accommodation with **STURENT** and **DoveVivo**.

STURENT and **DoveVivo** are reliable associations that collaborate with Sapienza. Any agreement with another association is to your own risk.



The prices of the rooms in Rome are, in average, between 400 and 600 € for a studio apartment.

Special housing

Since you will be enrolled at Sapienza University, you will also have access to special housing agreements.

Find below some of the special housing agreements:

- Fondazione RUI => rent according to the residences
- Residenza Conti and Residenza Giulia => 450€ (medium size studio apartment) to 950 € (superior room for 2 students)
- Residenza Cuore Immacolato di Maria => *reserved for female students*, 560 € per student for a double room

More info on the special housing agreements **here**.

Private housing

You can find some rental websites on the **accommodation tips page of the university**. There are also several facebook pages where students share places and notices.

BANK ACCOUNT

We advise you to have an international payment card at your arrival to manage the expenses of the first month. In Italy, cash is generally accepted but we advise you to split your money not to have too much cash with you.

Sapienza will give you guidelines to open your Italian bank account during the Welcome week activities.

Beneficiaries of the Erasmus Mundus scholarship must send a copy of their European bank account details to the Lascala's manager as soon as they receive it (an official document of the bank is required). The scholarship will be transferred by Paris-Saclay University on a monthly basis (end of the month) and there is a minimum of 2 weeks between the moment we receive your banking details and the moment you will receive the first scholarship payment. Note that beneficiaries of the Paris-Saclay scholarship should also send their banking information to the manager of this scholarship.

The Erasmus Mundus scholarship will be transferred to this account for the whole duration of the master program. European students can choose to keep their current account.

A lot of former Erasmus Mundus students also open an account with the online bank *Revolut*, which is very convenient for travelers.

PART 2. DISCOVER THE CAMPUS

ARRIVAL

In order to help us organizing the beginning of the semester, communicate the details of your arrival. The coordinators will contact you shortly before your arrival.

WELCOME WEEK

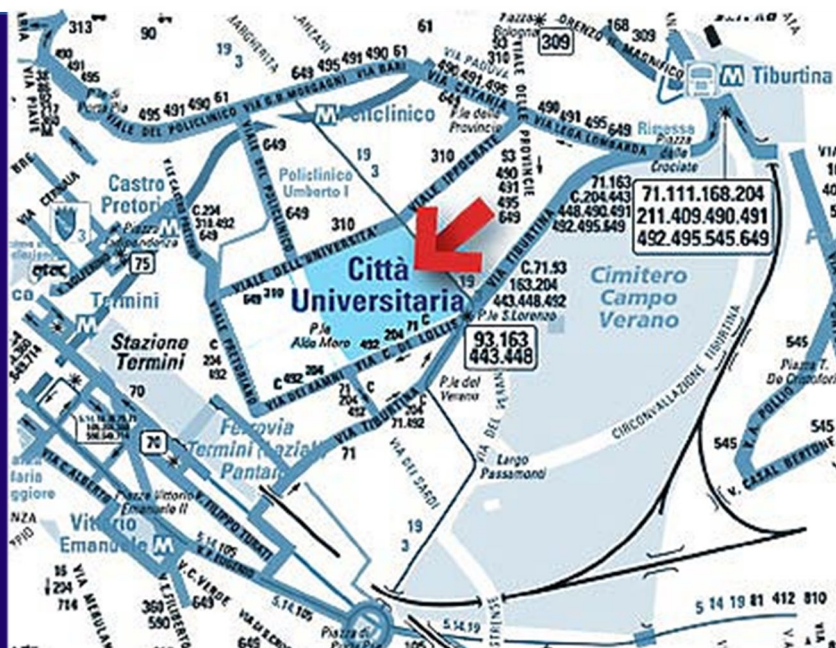
Italian language course

Sapienza offers a free 40-hour Italian course to new international students. You can choose between the intensive course (15h/week for 1 month) or the extensive course (4h/week for 2 months) during the application/registration steps.

More info about the welcome week and the Italian language course.

TRANSPORTATION

Courses will be held at the Department of Physics, which is located in the city center of Rome, near the central station of Termini. The Physics Department has two buildings, the Marconi building and the Fermi building. The labs are the Segrè Laboratories, located within the University City of Rome - Sapienza, p.le Aldo Moro 2, and the Bruno Pontecorvo Laboratories, located in Via Tiburtina 205. Most of your classes will be in the Marconi building, at the Sapienza main campus.





The nearest metro stations to the Physics department are Politecnico (metro lines B and B1) with 5 minutes' walk and Termini (metro line A) with 15 minutes' walk. All the bus lines reaching the campus are listed [here](#).



From the Fiumicino airport: the Leonardo express train takes you directly to Termini station inside the city. There is one every 30 minutes every day from 6.30 am to 11.30 pm. Trip duration: 35 minutes



There are train services to Roma Tiburtine and Fara Sabina- Orte as well, every 20 minutes. Trip duration: 45 minutes.

From the Ciampino airport: public bus Cotral takes you to the metro station Anagina.

There are connections to Termini station by private bus shuttle (Terravision) inside the airport or by regional train, every 20 minutes. Duration by bus: 40 minutes. Duration by train: 18 minutes.

More information:

E-map, plan your journey, fares, etc.:
<https://www.atac.roma.it/en/home>



Psychological assistance

If you need psychological assistance, you may turn to the Sapienza Counselling Services Hub on the main campus.

The Sapienza Counselling Services Hub supports the entire academic community (students, lecturers, administrative staff and librarians) and promotes psychological wellbeing, activating treatment pathways for emotional distress, inclusion and growth.

Counselling Services Hub:

Email: servizi.counselling@uniroma1.it

Meet platform: for direct personal contact.

Office Hours (from March 14, 2022)

Online (Meet): Mondays, Wednesdays and Fridays: 10 am - 12 pm (English-speaking operator available upon appointment. Please email servizi.counselling@uniroma1.it)

In person: from March 14, 2022 Mondays, Wednesdays and Fridays: 10 am - 12 pm - Main Campus, Building C U002, ground floor - Piazzale Aldo Moro, 5.

Counselling for students

Faculty of Medicine and Psychology

Main Campus, Building C U002, ground floor - Piazzale Aldo Moro, 5

Email: centrocounselling.psicologico@uniroma1.it

Contact person: Professor Silvia Andreassi

Website (in Italian)

Emergency numbers:

To be used for any life-threatening situation.

Fire and rescue: 115

Ambulance: 118

Police: 113

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

PART 3: Visa and immigration issues.

This section concerns non-European students only. EU students do not have any procedure to do.

- **You should always :**
 - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
- Holders of a student long-stay visa issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**, without doing any additional procedure.



VISA, PERMIT OF STAY OR DECLARATION OF PRESENCE

VISA

European citizens only need a personal identification document to travel to Italy.

Non-EU Citizens who intend to enter the territory of the Italian Republic for transit or for a long stay need an entry VISA, with the only exception of those citizens whose countries signed special agreements with Italy:

https://www.esteri.it/mae/en/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto.html

Should the Embassy request to register to University in order to obtain the VISA please apply through it. Sapienza will issue an acceptance and invitation letter and then validate the application directly in the University platform.

Check the guide here in order to know how to pre-enroll on the University website!

For information regarding VISA we invite you to check the following website:

<https://vistoperitalia.esteri.it/home/en#BMSommario>

A guided procedure will help you decide if you need to apply for a visa based on your nationality, country of residence, reasons for your visit and length of stay.

The list of documents required for your visa application depends on your country of residence; however here is a list of the documents that are usually required:

- Entry visa application form (View)
- Recent passport-size photograph
- Passport whose expiry date is three months longer than that of the visa requested
- Proof that the applicant has accommodation in Italy (hotel booking, declaration of hospitality can work if you do not have yet your definitive accommodation)
- Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated 1st March 2000 (View)
- Health insurance
- Enrolment or pre-enrolment in the course to be followed in Italy (Admission letter)

Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- Diplomas
- Police record

PERMIT OF STAY

Extra-EU students wishing to stay in Italy for more than three months must apply for a residence permit (permesso di soggiorno) within 8 working days after their arrival in Italy (the date of arrival is proofed by the stamp applied on your travel document at the EU border).

Students with extra-EU nationality can enter Italy if they have an EU residence permit. Still, students have to apply for the residence permit should the period of stay exceed three months.

In order to apply, you need to go to a specific Post Office Desk devoted to immigration processes (Sportello Amico), and collect a special kit for non-EU nationals.

During the Info Day and the Sapienza Welcome Week there will be a session dedicated to the Permit of Stay.

For your convenience, here you can find the presentation with step-by-step instructions in order to apply for the Permit of Stay together with the list of the documents needed for the application.

IMPORTANT: You must apply for the permit of stay within 8 days from the date of your arrival in Rome.

UPDATE: In case the post office will tell you that la raccomandata containing the day and time of your appointment at the immigration office will be sent to the address indicated in the application (i.e. the address of Sapienza University), please click on this link and access your personal information by using the USER ID and the PASSWORD written in the post office kit.

Please, note: while typing the password, only type the 12 numbers, without typing the hyphen "-" that comes before the last number.

More and specific questions can be addressed to the relevant office:

- <https://questure.poliziadistato.it/it/Roma/articolo/5730dced14464557868215>
- https://questure.poliziadistato.it/servizio/dovesiamo?_qf__dovesiamo_q=&v=1&guid_questura=5730dc9d12479962542426&grafica=0&Submit=Cerca
- https://www.portaleimmigrazione.it/APR_PDS_Motivi_Studio.aspx
- <https://questure.poliziadistato.it/servizio/stranieri/> Here you can check (put the case number: the number n the receipt released by the post office) the status of the residence permit application and information on when/where to pick up the official document stating that you have a regular permit of stay)

Sapienza Commissariato/Questura Police Station: Sapienza Central Campus - Viale Dell'Universita 36 (building CU007 Palazzina Tumminelli) - 00185 Roma (RM) - phone number: 06490378

DECLARATION OF PRESENCE

If you are a non-European Union (non-EU) exchange student, in one of the following circumstances, you do not need to apply for a residence permit, but you must make a declaration of presence if:

- you are a non-EU exchange student and intend to stay in Italy for less than 90 days
- you are a non-EU exchange student and intend to stay in Italy for more than 90 days, but you fall into the following situation:
 - you are enrolled at a university in the European Union (Schengen Area) and
 - you have a residence permit for study purposes issued in a member country of the European Union (Schengen Area) which covers the entire mobility period and which is renewable in the country where it was issued and
 - you participate in a European mobility program or carry out a mobility under an international agreement of the University of Bologna and
 - you are visa exempted and
 - you intend to stay in Italy for less than 360 days.

If your residence permit does not cover the entire period of mobility in Italy, you must instead apply for a residence permit in Italy.

If you are entering Italy from a country not included in the Schengen Area and intend to stay in Italy for less than 90 days, the uniform Schengen stamp, placed on the passport during border controls, replaces the declaration of presence.

If you are staying in a hotel and intend to stay in Italy for less than 90 days, the declaration of presence is represented by the declaration made to the hotelier and undersigned by you.

If you are entering Italy transiting through a country included in the Schengen Area or you intend to stay in Italy for more than 90 days, you must deliver the declaration of presence within 8 days following your entry into Italy to the central police station (Questura) in the Province where you live.

You must always carry a copy of the declaration of presence, as you may be asked to show it in case of police checks.

Study at Lund University

Year 1 – Semester 2

PART 1. Administrative procedures

ENROLMENT AT THE UNIVERSITY

Once you are accepted in the LASCALA Master program, Lund University starts preparing for your arrival in the second semester. Your coordinator, Helene von Wachenfelt, will prepare a letter with the title Confirmation of Acceptance which will be sent to you as soon as you have enrolled in the program in early September. The letter is your official acceptance letter for Lund University and is needed for your residence permit application (if applicable) and housing application.

Before you arrive in Sweden, Lund University will send you login information to your student account. Your student account consists of your user ID, your password and your student email address. When you have activated your student account you can use it as a log in to access a number of electronic services and resources that you will be using as a student at Lund University. The login information is normally provided in December at the latest. As soon as you receive the information, you must login to your student account to make sure it works.

All students must make arrangements to arrive on **Arrival Day 8 January 2024** as comprehensive arrival service is arranged and you will need time to get settled in Lund before the studies starts. Mandatory program introduction/team activities will also take place during the introduction/orientation week. The schedule for the introduction week along with the LASCALA specific introduction will be sent to all students in December.

When you arrive in Lund, you will need to show your passport to your international coordinator on pre-registration day and you will need to get an access card to the LTH campus. Detailed information regarding this will be provided by your coordinator prior to arrival.

More information on arriving in Lund, the Arrival Day and the pre-arrival guide: <http://www.lunduniversity.lu.se/student-life/preparing-to-come/your-arrival-in-lund>

The semester officially starts on 15 January, 2024 and most classes will take place at the [Department of Physics](#) in the building Fysicum at the Faculty of Engineering, called LTH, campus.

For students at LTH, useful information like campus map, academic calendar, schedule generator and much more can be found at the LTH Student website: <https://www.student.lth.se/english/>

ACCOMMODATION

Application for housing in Lund is done online and handled by the Lund University Accommodation office (LUACC). Your coordinator will inform you when the online application opens, normally you will receive this information in October. Do not apply before the application period. Once the application opens, you are advised to apply as soon as possible and before the deadline. If you apply after the deadline, you will be placed on a waiting list for housing.

Once you have applied, it is VERY important that you follow your application status online. You will get one offer only and you will be asked to confirm it, most likely by paying a deposit.

As a LASCALA student you do not have a housing guarantee. However, LASCALA students are normally prioritized and your coordinator will be in direct contact with LUACC during the entire application process to ensure the best service possible. We do our best to offer all LASCALA students a room in the same housing area but it is not always possible.

Information on housing through LUACC can be found here:
<https://www.luaccommodation.lu.se/student-accommodation>

On Arrival Day, you will be offered transport to your housing from the Arrival Centre. It is normally also possible to buy a pillow and blanket at the Arrival Centre if needed but check for updates regarding this before you arrive. The information will be updated here:

<https://www.lunduniversity.lu.se/student-life/preparing-to-come/arrival-introduction/arrival-day>

Housing for couples/families is NOT available and the private housing market is very difficult since Lund is a small town with many students competing for housing. **We therefore strongly recommend all students who get an offer from LU Accommodation to accept it.** If you still need to look for accommodation on your own, be aware of scammers and note that sometimes (for instance by AF Bostäder) the room is rented without furniture.

More information is found here:
<https://www.lunduniversity.lu.se/student-life/housing/accommodation-agencies>



Costs for accommodation

If you rent accommodation from LU Accommodation, you can expect typical rents to range from SEK 3 600–5 200 per month, depending on the specific accommodation you are offered. In order to get an overview you can use the comparison table and map found here:

<https://www.luaccommodation.lu.se/student-accommodation/our-accommodation/compare-different-housing>.

You will also need to pay a deposit when you sign the contract with LU Accommodation. The rooms and flats have basic furniture, such as a bed, mattress, desk, chair, bookshelf and lighting fixtures.

Housing types at LU accommodation

- **Corridor rooms:** These single occupancy rooms are along a corridor of 6–12 rooms, with three larger corridors of 20–43 rooms. Shared or private bathroom. Shared kitchen area and living room space.
- **Studio flats:** Self-contained rooms that combine a living room, bedroom, bathroom and kitchenette into one single unit. Only the laundry room is shared with other students.
- **Shared apartments:** Apartments with two separate bedrooms, a shared living room, bathroom and kitchen.

Getting around

Getting to and from your accommodation and your classes in Lund is well-served by public transportation. Students get a discount on the tickets. However, the easiest and most affordable way to get around, is on foot or by bicycle. Most students bike all year round. Second-hand bike sales are often organised at the start of the semesters.



PART 2. DISCOVER THE CAMPUS

CAMPUS LIFE

Lund University's main campus is located in the city of Lund – a small, safe city steeped in history with the healthiest and youngest population in Sweden. Students and researchers represent more than 130 nationalities, making Lund a truly international city.

Lund is located in southern Sweden and has a population of around 125 000. Copenhagen, the largest city in Scandinavia, is less than an hour away by train or car, and Copenhagen Airport – the closest major international airport – is only 35 minutes from Lund. In addition, Lund is just a 10-15 minute train ride away from Malmö, the third largest city in Sweden.

As one of the oldest cities in Sweden, dating back to 990, Lund is a city of contrasts, where 1 000 years of history blends with modern knowledge and ideas. The combination of businesses, students and researchers from around the world has created Lund's unique character as a city of strong research-based global industries. Lund is a part of Greater Copenhagen – one of Scandinavias' most knowledge-intensive areas with a total population of over 4 million and with around 10 500 researchers, 140 000 students, 7 science parks as well as 13 higher education institutions.

The city of Lund itself is compact and charming, with picturesque old houses, cobbled streets and beautiful green surroundings. Student cafés, nightlife, a vibrant and intellectually stimulating atmosphere, rich culture and a wide assortment of leisure activities all contribute to making Lund a memorable study destination. The University lies in the heart of the city. In Lund, everything is close at hand and within reach on foot or by bicycle, which adds to the city's appeal. In addition, there is a comprehensive public transport system including buses and trains to transport you in and around Lund, Sweden and Copenhagen.

[Watch on YouTube: Lund University in two minutes](#)

[Watch on YouTube: Campus tour of the main campus in Lund](#)

LIVING COSTS

A typical student budget to cover food, housing, clothing, books/materials and leisure time is around SEK 9 000/month of study (approximately € 860 or USD 920):

- Food SEK 2 300
- Accommodation SEK 3 600–5 200
- Course literature SEK 400–1 000
- Other: clothing, telephone, leisure, etc. SEK 1 500

According to the residence permit rules of the Swedish Migration Agency, you are required to have at least SEK 9450 per month to cover your living costs in Sweden. Check www.migrationsverket.se for updates.

More information on how to prepare for life in Lund can be found here. Just be aware that all does not apply to students in joint programs.

<https://www.lunduniversity.lu.se/index.php/student-life/before-you-arrive>

How to reach Lund

By air to Copenhagen Airport

The closest international airport to Lund is Copenhagen Airport (CHP, also known as 'Kastrup'), in Denmark. The journey time by train from the airport to Lund is about 35 minutes. The journey takes you over the Öresund Bridge connecting Denmark to Sweden and via Malmö central station where you may need to change trains.

In the exit hall of Copenhagen airport, you can buy a train ticket to Lund in one of the Skånetrafiken vending machines, near the escalators going down to the train platform. Choose Lund and the option to go over the bridge (not ferry). The train ride takes about 35 minutes. You can take any regional train passing by Malmö, they will also stop in Lund. If the end station is Malmö, you will have to change there. You can pay using a debit/credit card, and if you buy a ticket all the way to Lund, the ticket will be valid even if you need to change trains at Malmö central station. You can also use the Danish DSB ticket machines when travelling with Skånetrafiken. A DSB ticket will be slightly more expensive, however.

Please note that there may be a passport control at the first stop (Hyllie) on the Swedish side. Make sure to always bring a valid passport or ID-card when travelling between Denmark and Sweden.

On Arrival Day, international mentors will be in place to help you at Copenhagen Airport and at Lund central train station.

By road

There are car and passenger ferry connections to southern Sweden from Germany with Scandlines and TT-Line. There are also connections via Denmark from Germany and the UK. For travel by car from Copenhagen to the southern part of Sweden you drive via the Öresund bridge (there is a fee) and Lund is conveniently reached from the main roads, E6 and E22.

By train from other major cities in Germany, Norway and Sweden

Lund is located on the main railway line from the continent via Copenhagen and Malmö to several different destinations such as Stockholm and Gothenburg. Travel time from Stockholm is about 4 hours. Travel time from Gothenburg ("Göteborg" in Swedish) is 3-4 hours by train. To book tickets or find out more about destinations and travel times by train in Sweden, visit SJ.



STUDENT LIFE IN LUND

If you join the student association Studentlund, you get a student card, 'Studentkortet', that (together with your regular ID card) gives you discounts at certain cafés, restaurants and on travel tickets as well as on computers, mobile phones, fashion and books etc., both in shops and online.

There are a lot of options for sport and exercise in Lund and the surroundings. Lund University is home to one of the largest sports centre's in northern Europe, Gerdahallen, with more than 200 classes offered every week and discounted prices for Lund University students. Read more here: <https://www.lunduniversity.lu.se/student-life/sport-and-exercise>

Prepare for changing weather conditions, the weather in Sweden always varies. From snowy, cold days in January and February to sunny, windy, warm, rainy days or any combination of such, during spring. Temperatures do occasionally drop below zero degree Celsius, so bring clothes for any of these conditions. Be aware if it is snowing or freezing and be extra careful if biking. It will be very slippery and ice might be hiding under the snow!

What is it really like to study at Lund University? Our current student ambassadors from all over the world are here to help you if you have questions before arriving. They are sharing their experiences and are answering any questions you have related to student life in Lund or Sweden: <https://lunduniversity.lu.se/unibuddy>

PART 3: Visa and immigration issues

STUDENT RESIDENCE PERMIT APPLICATION FOR LUND

General information

If you are a NON EU/EEA student, your coordinator in Lund will send you detailed information in early September about exactly how and when to start the process with the Swedish Migration Agency (SMA). If you apply too early your application will be rejected, and if you apply too late you will not receive the decision on time.

Swiss citizens

Swiss citizens must apply for a Swedish residence permit for studies in higher education. The application is free of charge. You can find information on how to apply and the details regarding the required documentation here (pay specific attention to the bank statement if you need to submit one):

<https://www.migrationsverket.se/English/Private-individuals/EU-citizens-and-long-term-residents/Swiss-citizens.html>

Non-EU/EEA citizens

Non-EU/EEA must apply for a Swedish residence permit for studies in higher education. The current application fee is about SEK 1500, but students with a scholarship from the EU covering both tuition fees and living expenses are exempt from this fee. You can find information on how to apply and the details regarding the required documentation via the link below (pay specific attention to the bank statement if you need to submit one):

<https://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Higher-education/Residence-permit-for-higher-education.html>

General information about the procedure:

- **Apply before the end of September.** You can apply at the very earliest 4 months before the start of the spring semester (15 Jan) and the process usually takes at least 3 months.
- **Apply online**
- **You have the possibility to apply for a residence permit for studies in Sweden for the entire period of the program mentioned in your admission letter.**
- You will be asked to submit several documents. Note that **translations are requested** if you have documents in other languages than English or Swedish and you must always submit both the original and translated document.
- As part of the online application, **you will have to visit the Swedish embassy to leave biometric data** and sometimes obtaining the residence permit card.
- **Your residence permit will be granted in two steps;** 1) the formal decision regarding your application, 2) the issuing of a residence permit card (can take 4 weeks or more).
- If you have a residence permit in France or if you do not need a visa to enter Sweden, you can collect the residence permit card in Sweden if necessary, however, **you are not allowed to enter Sweden before the residence permit has been approved.**

CONTACTS

Head Office

Master.lascala@universite-paris-saclay.fr

French coordinator

Prof. Sophie KAZAMIAS

sophie.kazamias@universite-paris-saclay.fr

Spanish coordinator

Prof. Iñigo Juan SOLA LARRAÑAGA

Email: ij sola@usal.es

Italian coordinator

Prof. Gianluca CAVOTO

Email: gianluca.cavoto@uniroma1.it

Swedish coordinator

Prof. Cord ARNOLD

Email: cord.arnold@fysik.lth.se