



## **HANDBOOK FOR INTERNATIONAL VISITORS WELCOMED AT ULg**

(PROFESSORS, RESEARCHERS, EXCHANGE STUDENTS)

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[www.ulg.ac.be](http://www.ulg.ac.be)

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# 1 GENERAL TERMS AND CONDITIONS GOVERNING YOUR STAY

WELCOME TO THE  
UNIVERSITY OF LIÈGE  
(ULg)

PRACTICAL STUDY  
PLACEMENT OR  
RESEARCH STAY:  
KEY STEPS

If you are looking to complete a practical placement as part of your course, undertake a specialisation placement or conduct a research project as a visitor at ULg, then this handbook is for you.

It sets out the procedures you will need to need to follow during your stay at ULg.

All visitors at the University of Liège are supervised or invited by a “promoteur”, that means a supervisor (academic staff member, permanent scientific researcher or permanent F.S.R.-FNRS agent). You must receive written consent from the supervisor.

You will then need to complete the following formalities:

- Complete the ULg **visitor registration procedure**: get in touch with the relevant contact person, depending on your status at ULg (see diagram on page 7).
- Sign an **agreement** between yourself, your home institution and ULg, setting out the arrangements of your stay. This agreement will govern the following aspects in particular:
  - the duration of your stay
  - the respective rights and duties of each party
  - confidentiality
  - intellectual property
  - liability and insurance cover.

Then:

- Before your departure, you will receive a **letter of invitation/acceptance** from ULg. In certain cases, you may need to show this letter to the consulate/embassy to obtain a visa to enter Belgium.
- Upon your arrival at ULg, you will be **"registered"**. Depending on your status, this will entitle you to Wi-Fi access, a student or visiting researcher card, access to the university library and online documentation, and access to the premises.

In terms of insurance, you will need to be covered by your home institution, or by the body funding your stay. Failing that, a standard insurance coverage may be made available to you.

The practical arrangements covered in the remainder of this handbook are dependent on your status at ULg. See below for details of the specific procedures that concern you.

You will need to follow these procedures to ensure that your time at ULg runs smoothly, working closely with the supervisor organising your stay.

For details of the administrative formalities, please refer to the relevant pages of this handbook, depending on your status (see diagram on page 7). The health insurance coverage procedures will be explained to you on arrival at ULg. Where necessary, you can find accommodation details on the Accommodation Service pages of the website.

In conclusion: these formalities are mandatory. They are also beneficial to you, giving you:

- support for your visa application
- dedicated, personal assistance upon arrival
- access codes for the Wi-Fi network, online portal and online documentation
- enrolment/registration card
- all the documents you will need for your stay (residence card, health insurance, etc.)
- some insurance cover for your stay.

## 2 STAY TERMS AND CONDITIONS AND CODE OF CONDUCT FOR VISITORS

During your stay at ULg, you must comply with the terms of the agreement that you signed with ULg, as well as all applicable laws and regulations ([intellectual property](#), health and safety rules, see: [health and safety in the workplace](#) and [physical radiation control](#), infrastructure and equipment instructions, scientific integrity, etc.). Where applicable, you must also comply with specific stay regulations applied by the Faculty to which you are connected.

Additional procedures relating to your stay will be discussed and agreed with your supervisor, including:

- Safety instructions
- Infrastructure and equipment instructions (building access, etc.)
- Stay reporting and/or assessment procedures (where applicable).

Please make sure to discuss these specific points with your supervisor.

# YOUR STATUS IN YOUR HOME INSTITUTION

## YOUR STATUS IN YOUR HOME INSTITUTION

## STATUS AT ULg

## CONTACT PERSON AND DEPARTMENT

TEACHER / PROFESSOR

GUEST / VISITING  
PROFESSOR

Anne-Françoise VAN SWALM  
Academic Affairs

PROFESSIONAL  
OR RECENT GRADUATE

VISITING  
RESEARCHER

Brigitte ERNST  
Euraxess Services Centre

RESEARCHER

PHD STUDENT

PHD  
STUDENT

Admission from  
Martine LOVATO  
(Admissions Office)  
Joint PhD Degree Agreement  
Catherine DASSIS  
(International Relations)

BACHELOR'S OR  
MASTER'S STUDENT

EXCHANGE  
STUDENT  
ON PLACEMENT/  
INTERNSHIP

Anne-Laure VILLEMINOT  
International Relations

PACODEL for all  
ARES-CCD grant-holders

# YOUR STATUS AT ULg

## GUEST PROFESSOR

The Board of Directors (B.D.) may, following a proposal from the Faculty, bestow the honorary title of «Guest Professor» on any person engaged in teaching activities who meets the following criteria:

- The honorary title of Guest Lecturer or Guest Professor is reserved for teaching staff from other universities in Belgium or abroad, or from other equivalent institutions, and for members of the university's teaching staff who have retired and have received permission to continue teaching.
- "Invited" titles may also be bestowed, on a personal basis, to individuals who are not members of the scientific staff body or F.S.R.-FNRS\* agents, are attached to the university, hold a PhD, or have previously received authorisation to teach in higher education.

Each Faculty shall, in line with the above requirements, implement its own set of rules governing the award of these honorary titles.

The person having received the honorary title may use such title throughout the academic year(s) covered by his/her engagement. The person may not use the academic title «Lecturer» or «Professor».

In accordance with the B.D. resolutions of July and September 1998, holders of honorary titles do not receive remuneration, but may receive compensation for travel expenses.

Each Faculty may propose up to six individuals for such titles each year. The Faculty must submit a detailed proposal, with relevant evidence, for each person concerned.

Guest Professors will be required to sign a tripartite agreement with the home institution and ULg.

At his/her request, the Guest Professor may be granted Visiting Researcher status (see page 9).

### "HOSTING AGREEMENT" TEMPLATE

[www.ulg.ac.be/hosting-agreement-guest-professor](http://www.ulg.ac.be/hosting-agreement-guest-professor)

### CONTACT

Administration of Teaching and Students

Academic Affairs

Anne-Françoise VAN SWALM

☎ +32 (0)4 366 56 11

[af.vanswalm@ulg.ac.be](mailto:af.vanswalm@ulg.ac.be)

\* Fund for Scientific Research



## VISITING PROFESSOR

At his/her request, the Visiting Professor may be granted Visiting Researcher status. Visiting Professors will be required to sign a tripartite agreement with the home institution and ULg.

### **"HOSTING AGREEMENT" TEMPLATE**

[www.ulg.ac.be/hosting-agreement-visiting-professor](http://www.ulg.ac.be/hosting-agreement-visiting-professor)

An invitation is sufficient for stays lasting less than one week or one-off visits to ULg.

NB: An invitation will not suffice in cases where specific issues need to be addressed, such as intellectual property and confidentiality. In such cases, a specific agreement must also be drafted and signed.

### **CONTACT**

Legal Affairs Department

Catherine THIRY

☎ +32 (0)4 366 52 94

[catherine.thiry@ulg.ac.be](mailto:catherine.thiry@ulg.ac.be)

## VISITING RESEARCHER

Visiting Researcher status is designed for visiting researchers, post-doctoral researchers and recent graduates wishing to complete a stay at ULg. Visiting Researchers come from outside Belgium and are registered at the request of a supervisor. The researcher is hosted in the supervisor's department, is covered by ULg's Third-party Liability and Personal Injury insurance policy, and has access to various ULg's services (libraries, internet, etc.).

### PRACTICAL ARRANGEMENTS

The researcher will need to attend the Registration Service in person for each academic year.

Contact: ☎ +32 (0)4 366 56 79

### DOCUMENTS

The researcher must provide originals or certified copies of the following documents:

- Identity document
- Completed registration form
- Invitation or letter of intent signed by the ULg supervisor
- Stay agreement

### DATES

From 1 July to 15 May

NB: registration is not possible between 15 May and 1 July. Please bear this in mind when making the necessary arrangements.

### FEE

The registration fee is €32 (administration and insurance fees). This fee must be paid by credit/debit card at the time of the registration (cash is not accepted).

### STAY AGREEMENTS

Your home institution, ULg and yourself must sign a stay agreement (see template below). Please ensure that you start the process well in advance of your stay. This will give the parties to the agreement sufficient time to negotiate its terms and if necessary, to adapt it to the conditions of your stay.

### PROCEDURES

If you are not a citizen of an EU country, you will need a passport and, where necessary, a valid visa (contact the EURAXESS Centre for more information and to obtain the list of the relevant documents to apply for a visa).

If you are an EU citizen, you will need to obtain a European Health Insurance Card from your healthcare institution. You are also strongly recommended to take out an additional comprehensive insurance policy.

If you wish to test or refresh your knowledge of French, take advantage of the online French classes organized by the [French Department of the Institut des Langues Vivantes](#), and practice your grammar as well as written and listening comprehension.

To find suitable accommodation, ask your supervisor for advice or contact the [Accommodation Service](#).

### UPON ARRIVAL AT ULg

- Remember to attend the Registration Service in person. You will then receive your Visiting Researcher card and your ULg internet network access codes.
- Arrange a meeting with your supervisor
- Visit the offices of the local authority of your place of residence to complete the relevant formalities associated with your stay.

## CONTACT

Research and Development Administration-  
Euraxess Services Centre  
Brigitte Ernst  
☎ +32 (0)4 366 53 36  
brigitte.ernst@ulg.ac.be

## "STAY AGREEMENT" TEMPLATE

[www.ulg.ac.be/stay-agreement-visiting-researcher](http://www.ulg.ac.be/stay-agreement-visiting-researcher)

### ARES-CCD GRANT-HOLDERS

Visiting Researchers who hold an ARES-CCD grant will need to follow a specific procedure:

- ARES-CCD will submit the grant certificate to the Belgian Embassy and to the grant-holder for visa purposes
- Contact PACODEL (Helene.crahay@ulg.ac.be for the Liège and Arlon campuses, and Lindsay.Lebeau@ulg.ac.be for the Gembloux campus) to determine the placement dates. PACODEL will then provide the grant-holder with the relevant instructions concerning his/her placement
- PACODEL will reserve the grant-holder's accommodation
- In some cases, the grant-holder will be collected from the airport by shuttle bus, and taken to his/her accommodation
- Visit the PACODEL offices in person to complete the necessary administrative and financial formalities (signature of the grant agreement, initial advance payment, etc.). PACODEL will then direct you to the relevant University service to complete your registration.
- Arrange a meeting with your supervisor
- Visit the offices of the local authority responsible for your address to complete the relevant formalities associated with your stay.

ARES-CCD provides a specific stay agreement template, along with dedicated insurance cover for the duration of the stay.

### CONTACT

- [helene.crahay@ulg.ac.be](mailto:helene.crahay@ulg.ac.be) for the Liège and Arlon campuses
- [lindsay.lebeau@ulg.ac.be](mailto:lindsay.lebeau@ulg.ac.be) for the Gembloux campus.

## PHD STUDENT

### (JOINT PHD)

#### WHAT IS A JOINT PHD?

The joint PhD is designed to encourage international mobility among PhD students, to contribute to the development of scientific cooperation between researchers, and to establish partnership agreements with foreign higher education institutions.

The research and thesis preparation work will be carried out in both institutions, during successive periods, determined by both supervisors with the approval of the PhD student.

#### ADMISSION AND REGISTRATION PROCEDURE

There are two separate procedures:

- 1) Admission and/or registration at ULg
- 2) Drafting and signing of the joint PhD agreement

NB: The student must also be formally registered with a partner institution. He/she is responsible for obtaining information about the relevant procedures within such institution.

Before the joint PhD agreement is drafted, the student must satisfy the admission criteria for the PhD degree concerned.

- The student must contact his/her supervisor and the relevant doctoral school.

- Foreign students (both EU and non-EU citizens) must then complete the relevant admission forms.

For more information, visit the website of the [Admissions Service](#).

The PhD admission procedure is dependent on the rules and regulations in force within each partner institution. The student must have received the consent of the relevant authorities within each institution.

Once he/she has obtained the necessary documentation, the student must attend the Admissions Service in person.

#### TUITION FEES

The student must remain a registered member of both institutions throughout the entire period of his/her studies, but may be exempted from paying tuition fees at one of the institutions.

However, in order to obtain a PhD degree from the French Community of Belgium, the student must pay full tuition fees to ULg at the point of initial registration. The student must also pay the relevant administrative and insurance fees for each year.

## DEGREE AWARD

Both institutions will award a PhD degree to the student, in line with the applicable rules and regulations. This degree may be awarded in the form of a single degree or a dual-award degree.

## JOINT PHD AGREEMENT

The joint PhD agreement template is available here: [“Joint PhD Degree Agreement” template](#)

NB: This is the international joint PhD agreement.

**Important:** The joint PhD document must be completed ELECTRONICALLY and returned to the contact person listed below for approval. There is no need to print out the document and submit it in hard-copy format.

ULg may agree to work with the partner institution's agreement, provided that this agreement complies with the statutory obligations and regulations applicable to ULg, and in particular the rules relating to the composition of the jury (minimum of 5 members).

## CONTACT

### JOINT DOCTORAL THESIS

International Relations

Catherine DASSIS

☎ +32 (0)4 366 56 77

[cdassis@ulg.ac.be](mailto:cdassis@ulg.ac.be)

### ADMISSIONS

Martine LOVATO

☎ +32 (0)4 366 53 06

[admission.phd@ulg.ac.be](mailto:admission.phd@ulg.ac.be)

## EXCHANGE STUDENT ON PLACEMENT/INTERNSHIP

### BEFORE YOUR ARRIVAL AT ULg

- If you are looking for a placement/ internship, please send your detailed application (CV, placement period, specialist field) to a ULg supervisor who specialises in your area of study. You can find the contact details of professors and researchers on the various Faculty pages.
- Once your application has been accepted, contact the International Relations Department (Anne-Laure Villeminot) to access the [online registration form](#) (you can only apply online once you have submitted the approval notice from the supervisor)
- Print out the form, sign it and send it to Anne-Laure Villeminot along with proof of registration as a student at your home institution. You will then receive a letter of acceptance.
- You, your home institution and ULg must sign a placement agreement (see template below). Please ensure that you begin the process well in advance of your stay. This will give the parties to the agreement sufficient time to negotiate the terms and make the necessary preparations.

NB: Students will not be allowed to register without a copy of the placement agreement signed by all parties.

- If necessary, make sure you have a passport and a valid visa (contact the Belgian Embassy in your country of origin and forward the letter of acceptance you received from us after submitting your application).
- If you are an EU citizen, you will need to obtain a European Health Insurance Card from your healthcare authority.

- If necessary, you may also wish to take out an additional «comprehensive» insurance policy.
- You may wish to be [tutored by an existing ULg student](#).
- If you wish to assess or improve your French, you can access online French lessons and grammar and comprehension exercises (writing and speaking) from [ISLV French Department](#).
- To find suitable accommodation, contact the [Accommodation Service](#).

### UPON ARRIVAL IN LIÈGE

- Visit the International Relations Office in person as soon as possible after your arrival (appointment required) to complete your registration. You will also receive your student card and your ULg network access codes. Registration is free of charge.
- Arrange a meeting with your supervisor.

#### Gembloux campus:

you will need to complete the registration process in Gembloux:  
erasmus.gembloux@ulg.ac.be

#### Arlon campus

you may be able to register remotely. Please contact Anne-Laure Villeminot.

Visit the offices of the local authority responsible for your address to complete the relevant formalities associated with your stay.

NB: If your placement lasts for less than one month, the above process does not apply. However, you will still need to sign an internship agreement.

**CONTACT**

International Relations

Anne-Laure VILLEMINOT

☎ +32 (0)4 366 58 59

anne-laure.villeminot@ulg.ac.be

**INTERNSHIP AGREEMENTS**

«Student Internship Agreement» template

[www.ulg.ac.be/student-internship-agreement](http://www.ulg.ac.be/student-internship-agreement)

European Erasmus+ template “Learning agreement for traineeships”:

[http://ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships\\_en.docx](http://ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships_en.docx)**SPECIFIC CASES****1. Hospital and clinical placements****Hospital and clinical placements** are governed by specific terms and conditions.

Please contact the Deanery of the Faculty of Medicine

(Isabelle Guisset - ☎ +32 (04) 366 42 94 - [i.guisset@ulg.ac.be](mailto:i.guisset@ulg.ac.be))**“Internship Agreement in hospitals” template:**[www.ulg.ac.be/internship-agreement-hospitals](http://www.ulg.ac.be/internship-agreement-hospitals)**SPECIFIC CASES****2. ARES-CCD grant-holders**

Placement students who hold an ARES-CCD grant will need to follow a specific procedure:

- ARES-CCD will submit the grant certificate to the Belgian Embassy and to the grant-holder for visa purposes
- Contact PACODEL ([Helene.crahay@ulg.ac.be](mailto:Helene.crahay@ulg.ac.be) for the Liège and Arlon campuses, and [Lindsay.Lebeau@ulg.ac.be](mailto:Lindsay.Lebeau@ulg.ac.be) for the Gembloux campus) to determine the placement dates. PACODEL will then provide the grant-holder with the relevant instructions concerning his/her placement.
- PACODEL will reserve the grant-holder's accommodation
- In some cases, the grant-holder will be collected from the airport by shuttle bus, and taken to his/her accommodation
- Visit the PACODEL offices in person to complete the necessary administrative and financial formalities (signature of the grant agreement, initial advance payment, etc.). PACODEL will then direct you to the relevant University service to complete your registration.
- Arrange a meeting with your supervisor
- Visit the offices of the local authority responsible for your address to complete the relevant formalities associated with your stay.

ARES-CCD provides a specific stay agreement template, along with dedicated insurance cover for the duration of the stay.

**CONTACT**

- [helene.crahay@ulg.ac.be](mailto:helene.crahay@ulg.ac.be) for the Liège and Arlon campuses
- [lindsay.lebeau@ulg.ac.be](mailto:lindsay.lebeau@ulg.ac.be) for the Gembloux campus.

# 3 CONTACT PERSONS AND AGREEMENTS

## GUEST PROFESSOR

Administration of Teaching and Students

Academic Affairs

Anne-Françoise VAN SWALM

☎ +32 (0)4 366 56 11

af.vanswalm@ulg.ac.be

## VISITING PROFESSOR

Legal Affairs Department

Catherine THIRY

☎ +32 (0)4 366 52 94

catherine.thiry@ulg.ac.be

## VISITING RESEARCHER

Research and Development Administration

–Euraxess Services Centre

Brigitte ERNST

☎ +32 (0) 4 366 53 36

brigitte.ernst@ulg.ac.be

## JOINT PHD STUDENT

Joint PhD

Catherine DASSIS (International Relations)

☎ +32 (0)4 366 56 77

cdassis@ulg.ac.be

Admissions procedure

Martine LOVATO (Admissions)

☎ +32 (0)4 366 53 06

admission.phd@ulg.ac.be

## EXCHANGE STUDENT (INCLUDING PHD STUDENT) ON PLACEMENT/INTERNSHIP

International Relations

Anne-Laure VILLEMENOT

☎ +32 (0)4 366 58 59

anne-laure.villeminot@ulg.ac.be

## ARES-CCD GRANT-HOLDER

Liège and Arlon campuses

Hélène CRAHAY

☎ +32 (0)4 366 55 31

helene.crahay@ulg.ac.be

Gembloux campus

Lindsay LEBEAU

☎ +32 (0)81 62 26 06

lindsay.lebeau@ulg.ac.be

## AGREEMENTS

Legal Affairs Department

Phuong NGO

☎ +32 (0)4 366 52 02

phuong.ngo@ulg.ac.be

## AGREEMENT TEMPLATES

[www.ulg.ac.be/conventions-visiteurs](http://www.ulg.ac.be/conventions-visiteurs)