



WELCOME!

Welcome to the **Geography Department** of the **Faculty of sciences!**

The PhD Candidates' Network (*ReD* in french), in collaboration with the administration, has put together this document: organized in several sheets, it provides all the practical information for a smooth start in your PhD.

TABLE OF CONTENT

Sheet 1: First things first	P 2
Sheet 2: Money issues	P 9
Sheet 3: Enjoy Liège and ULiège	P 13
Sheet 4: Travel for work and posters	P 17
Sheet 5: International candidates: Welcome to the Ardent City!	P 19



1 | FIRST THINGS FIRST

For more information on the PhD Candidates Network, take a look at [this site](#). For a general overview of the PhD, please visit the dedicated [Faculty of sciences webpage](#).

GENERAL MODALITIES

- Ask for your new “**u**”¹ **identifier** and email address on the [University website](#). You will receive an internal letter containing your personal information. In the following pages, we will specify when it will be necessary to use the “**s**” (student) identifier or the “**u**” (staff member) identifier on MyULiège: these two statuses give you access to different online resources.
- Complete your **profile** via MyULiège “**u**”: Personnel > Edition de mon profil.
- To get the **keys** of your office, contact [Rosa Rodriguez Torres](#) for the B11 building and [Anna Poletto](#) for the B5a building.
- To have your name associated with your office **telephone** number, make a request to SEGI using the form you will find [here](#) (Telephonie (via SAM) > formulaire de demandes). At ULiège all numbers have the same format: 04/366.xx.xx; for internal calls (from landline to landline at ULiège), all you have to do is enter the last 4 digits of the number.
☎ To make a call outside the university, add a 0 before dialing the full number.
- Get your ULiège **badge** (staff member card) by sending a request by email to helpacc@uliege.be or via the procedure explained [here](#) (follow this way to find it: MyULiège “**u**” > Personnel > ARH intranet > aide et avantages au personnel > Badge). This badge is an electronic card that notably allows access to restricted access doors (secure laboratories, showers, meeting room, parking). These accesses are not automatic: to unlock them, ask [Jean Van Campenhout](#) for the B11 building or [Nicolas Vandewalle](#) for the B5a building.

¹ Your “**s**” identifier refers to PhD status (= s for student) and your “**u**” identifier to your ULiège staff member status (u for university, gives access to all the advantages offered by university as the Dox server, the VPN access, personnel forms and resources).



- • Following your registration, you normally received a **student card**. It must be activated online [here](#) (follow this way to find it via MyULiège "**s**" > Mes infos > Ma carte). If any problem, contact the [registration service](#). Discover the advantages offered by the student card [here](#).
- If you're supposed to have meal voucher (only for TAs), you will receive an email and your **Edenred card** (either automatically, or by picking it up at the office of the Faculty of sciences).

Please note that if you have already had an Edenred card before (for example, via a student job), the meal vouchers will be loaded onto this one. If it is lost, you have to ask for a new one (4€ which will be deducted from your payslip).
- The person you need to contact to book a room in the building (for a meeting, a class...) is [Jessica Collard](#) for the B11 building and [Anna Poletto](#) for the B5a building.
- To book a room in another building, you must contact the responsible person, all the information to find who to contact may be found [here](#).
- Libraries that might be of interest to you are::
 - [Geosciences library, -1 level of B6d building](#)
 - [Sciences library, B6b building](#)
- In our department, the following **services** and **rooms** are made available to staff:
 - Cafeteria room on the ground floor of the B11 building (with refrigerators, microwave oven, mini-oven, dishes, sink...)
 - Printer room on the ground floor of B11 building
 - Meeting room on the ground floor of B11 building
 - B5a Cafeteria for Geomatics and Oceanographers - Room 2/20
- In case you would like to organize a meeting with a lot of people or videoconferencing calls, the following rooms can be reserved:
 - Physics Library on the 4th floor of the B5a building
 - Oceanography Library on the 2nd floor of the B5a building
 - Science Library Multipurpose Room
 - Meeting room on the ground floor of B11 building



A FEW TOOLS

- MAILBOXES

All PhD candidates registered at ULiège have access to an **"s" identifier** and a **"u" identifier**, as well as to **two mailboxes** corresponding to these two identifiers. The advantage of the "u" mailbox is that the student status is no longer mentioned in the address, it is a business mail address.

How to **create and manage** your **"u"** mailbox?

1. Connect to MyULiège with the username "u" and the password received.
2. Create your @uliege.be email address. You now have access to more services and you are recognized as a member of ULiège staff: you are part of the institutional directory, you can request a badge, etc.
3. To change your password: on MyULiège staff portal, go to the "My services" tab, then to "Change my intranet password".
4. To reconnect to MyULiège student: disconnect from MyULiège staff portal ("Exit MyULiège" > "change identification" tab) and reconnect to MyULiège student with your "s" username and your usual password.
5. To facilitate the management of these two mailboxes, you can redirect the mails received in one mailbox to the other: open the mailbox that you don't want to use regularly, go to Preferences > mail > in the "section receipt of emails", enter your new @uliege.be address in the box "Arrival of an email: forward a copy to". You can check the box "delete the local copy of the mail". Thus, emails sent to the address you are not using will be redirected to the other mailbox (@uliege.be or student) and will not be stored unnecessarily. //\ SAVE the edits by clicking on the button at the top left!
6. To transfer all your archived emails: go to Preferences > Import / Export > Export. All received and sent emails, contacts, calendars are downloaded to your computer (note where the file is saved). It may take time, patience. Then reconnect to your "definitive" mailbox, go to Preferences > Import / Export > "Browse" to find the file you just downloaded and click on "Import". //\ Don't leave the page as long as the "Import" button is grayed out! A message will appear when the import is successful. Record with the button at the top left.
7. Here we are! All your emails are now centralized in a single box. Remember to sort and empty the trash regularly for the environment! No matter which final address you choose, all of your addresses (@uliege; @student or @doct) still work, so no problem if you signed up on a site or mailing list with these addresses.
8. The mailbox also has a "calendar" tool that can be shared with your promoter and other members of ULiège (a more secure tool than Google Calendar).



- THE STAFF DIRECTORY

The **staff directory** (“répertoire du personnel”) allows you to find the phone number, email address or workplace of an ULiège staff member. To find it, go to MyULiège “u” > Personnel > Répertoire.

- DoX

DoX is an online file storage and sharing space. It is ULiège's secure cloud. It can be very useful for backing up your work and files, or even sharing large files with your supervisor, thesis committee or any other colleague at the university. You will find the complete Segi presentation [here](#) and the link to the log in [there](#).

- BELNET FILESENDER

Belnet Filesender is a tool that allows you to send large files (too large for emails). Compared to other transfer applications, the advantage is that the files are quickly erased, so it is more secure. Access via MyULiège “u” > Mes services > Espace Disque Centralisé (EDC) > Echange de fichiers or via this [link](#).

- VPN

The **VPN** provides access to the secure university connection wherever you are. On the different sites of ULiège, the secure internet network allows access to certain resources (bibliographic resources, software licenses, etc.). By installing the VPN on your PC, it is possible to access these resources from your home (or the local cafe where you like to settle down to work...). This is a small piece of software that you install that can then be turned on and off. All practical information [here](#).

- ULiège LIBRARY

To support you in your **bibliographic research**, ULiège has an entire network of libraries and a series of services. If you are not familiar with these services, you will find a lot of information [here](#) (tutorials, training) and [there](#). Be careful with predatory journals, explanation [here](#).

- STAFF TRAINING

Thanks to the status of staff members, PhD candidates have access to **professional training** offered by ULiège in addition to the doctoral training specific to each faculty. They deal with various themes such as well-being at work, communication, accounting, knowledge of the institution, professional efficiency, etc.



For more information, all of these training courses are available [here](#). Registrations are made on ULIS web: MyULiège “u” > Personnel > ULIS web > inscription aux formations.

For the assistants, IFRES training is also compulsory (10 half-days to be validated in two years for a full-time assistant). The terms are detailed [here](#).

- LIFESIZE

For meetings and **videoconferencing** calls, ULiège provides access to the full version of Lifesize software. More information on this software and other video conferencing tools used for the courses [here](#) and answers to common practical questions [here](#).

PHD SPECIFIC MODALITIES

- *If you haven't done it yet, enroll in* the PhD via your “s” account on MyULiège: 1) Have the online form filled by your supervisor; 2) Follow the instructions provided.
- You will need the authorization to register for the PhD signed by the President of the doctoral college in Geography, Serge Schmitz. Download the document [here](#), complete it as much as possible and then send an email to [Serge Schmitz](#).
- Your administrative file is on MyULiège: log in with your “s”> Gestion > Mon doctorat. You will have to add each activity of your doctoral training (see below) in the "activités" tab and your annual report in the "rapports" tab.
- Check if your file is complete (Gestion > Mon doctorat > Dossier) and, if it's not, ask your supervisor to complete it.
- If you are paid by the university or if you are receiving a grant from the FNRS, contact [Nadia Martorana](#) to receive the service certificate that allows you to benefit from the free registration fees at the PhD.
- Here are [the rules for PhD fellowships](#) at ULiège.
- Here are [the general rules for studies and work related to the preparation of a doctoral thesis](#).
- Here are the [specific rules of the doctoral college in geography](#).

ORGANIZE YOUR PHD

- IMPORTANT DATES



- ✓ ✓ [FRIA/FRESH] **Annual report of activities:** *Before end of August (or at the scholarship renewal)*
- ✓ [FNRS] **Annual report of activities:** *At the end of each academic year (excepted the first year)*
- ✓ Encode your **doctoral training activities** in MyULiège: *before June 30*, but we will advise you to complete your activities on MyULiège as you go along, as soon as you receive the participation certificate. And above all, complete your doctoral training before your thesis committee meeting as it must give its opinion on the credits you have encoded in your doctoral training (in particular, how many credits correspond to your contribution to a particular scientific production).
- ✓ Have the **thesis committee meeting:** *Required once a year in May*. It is often up to you to be proactive and to find a date that suits all the members of your committee. Sometimes it is the supervisor who arranges the meeting. Don't hesitate to meet your thesis committee several times a year, whenever you feel the need to do so.
- ✓ **Annual report towards the committee** (to upload on MyULiège): *Before May 15*
- ✓ **Annual report towards the college:** *Before May 31*

– KEEP ON LEARNING: DOCTORAL TRAINING

In addition to your **PhD** (which represents your research), you need to follow a **doctoral training**. This means you have to fulfill a total of 60 ECTS over all of your thesis years, split in three categories. Find suggestions and detailed information [here](#).

THEMATIC DISCIPLINARY TRAINING [Min 15 ECTS] <i>Seminars, courses</i>	GENERIC SKILLS TRAINING [Min 10 ECTS] <i>Outreach communication, involvement in the ReD</i>	SCIENTIFIC PRODUCTION [Min 25 ECTS] <i>Articles, conferences</i>
---	---	--

When you encode your doctoral training on MyULiège, you have to follow [the general framework](#) to encode the number of credits corresponding to different activities. Also take a look at [the rules for the Faculty of sciences](#). There is a specific document (“Canvas” in geography, available on the department website > “Recherche” > Doctorat) for the Geography College that gives a detailed indication of the number of credits recommended per activity. This document is available for **information purposes only** (not as a regulation). Serge Schmitz, the president of the geography doctoral college, indicates that it is necessary to take into account the maximum number of credits provided by the rules of the University of Liege (6 credits maximum). He encourages to make the difference between being co-author of a publication (full paper) of 10,000 words with three or four authors, and the eighth co-author of a letter of 3,000 words. Similarly, an article published by MDPI will be devalued (almost guaranteed to have its



paper published in one month for 2,000 €) compared to an article published by a historical publisher or a scientific society.

NEED HELP

Do not hesitate to ask if you need help. Please find below a repertory of useful contacts:

SHERES research unit – Unité de recherche (UR) SPHERES	President: Bernard Tychon
Geography Department (2020-2021)	President: Jean-Marie Halleux
	Vice President: Geoffrey Houbrechts
	Secretary: Florent Poux
Doctoral college in geography	Jury President : Serge Schmitz
	Jury Vice President : Xavier Fettweis
	Representative of PhD candidate: Gilles-Antoine Nys
ReD relay in the college	Alison Delhasse Sarah Robinet
IT issues (hardware, softwares, internet etc)	<i>For all general requests (phone, zimbra mailbox,...):</i> Service Général d'Informatique (SEGI)
	<i>For all specific requests (software license for example):</i> Decentralized Informatics Unit of the Sciences Faculty (UNIPC) ! A part of the website is available only if the VPN is active: unipc-priv
B11 manager (room reservation, daily management)	Geoffrey Houbrechts
Furniture questions	Nejla Hadfi + fill in the form "Mobilier" here
ARI request form (alarm problem, heating, electricity, change of furniture, ...) on MyULiège	https://my.uliege.be/portail/ARI/addDemande.do
General RH referent (salary, vacation pay, legal status)	•For assistants: Same pecuniary file



	<p>manager below</p> <ul style="list-style-type: none"> •For FNRS² scholarship holders: Xavier HELLEBAUT •For scholarship holders in Human Sciences: Véronique Dubuy
<p>If you are paid by university, you can access your payslips via MyULiège « u » > Personnel > ULIS Web > Fiches de paie. At the bottom of these payslips, you will find the names of your Human Resources contacts (Administrative, Financial and Health). Each member of staff thus has three privileged contacts at HRA.</p>	<p>Administrative file manager for example: Nadia Martorana</p> <p>Pecuniary file manager: A-E: Christelle Souvereyns F-L: Sébastien Norga M-Z: Christophe Appéline</p> <p>Medico-social file manager (illness, maternity...): A-E: Anne Van Damme F-L: Véronique Renders M-Z: Laurence Adriaensen</p>
<p>Insurance, work accidents Legal Business Service here</p>	<p>Carine Speetjens</p>
<p>Specific HR referent (management of your operating credit (OTP): available balance, expenditure report) for scholarship holders paid directly by the FNRS (attention, this depends on the OTP on which you make the expense/disbursement notes (« note de frais/ de débours »)).</p> <p>HR referent (management of your administrative file and operating credit (OTP)) for scholarship holders paid by the ULiège.</p>	<p>Monique Chalsèche</p> <p>Or another person mentioned at the creation of the OTP!</p> <p>Nadine Vandermeulen</p>
<p>Secretariat in geography</p>	<p>Jessica Collard (Secretary of the Department, websites manager and « Bulletin de la Société Géographique »)</p>

² All the useful contacts for the FNRS can be found on the [FNRS page](#) > Finances and Personnel > Contacts.



	manager)
	Anna Poletto (Part-time secretary of the Department, insurance of computer equipment, disbursement notes)
	Rosa Rodriguez Torres (Accounting – Executive Secretariat: spending issues and reimbursement, purchase vouchers, OTPs, ...)

PARTICULARITIES OF THE GEOGRAPHY DEPARTMENT

– SOME WEBSITES

Take a look at the websites of the [Geography Department](#) (on which you depend for your doctoral training) and the [SPHERES Research Unit](#) (on which you depend for your research). The [Geographical Society of Liege](#) regularly organizes conferences that might be of interest to you!

– MAILING LIST

Here are three important mailing lists (to be used moderately):

- <https://lists.uliege.be/mailman/listinfo/b11-geographie>: allows you to contact all B11 members. When you arrive at B11, ask [Jessica Collard](#) to add you to the mailing list to receive important information!
- <http://www.lists.uliege.be/mailman/listinfo/b5-geographie>: allows you to contact all B5a members. When you arrive at B11, ask [Jessica Collard](#) to add you to the mailing list to receive important information!
- <http://www.lists.uliege.be/mailman/listinfo/dpt-geographie>: allows you to contact all Geography department members



Other mailing lists are accessible from MyULiège s*****> Gestion > mon doctorat > Outil courriel (on the right).

– MAIL BOXES

For the B11, the mail boxes for internal mail are located next to the secretariat (when you enter the building, turn right and it is directly to your left). Ask the secretariat to add your name to the mailbox of your supervisor's team. This is important because you will receive important mail via internal mail (for example, your payslips if you are paid by the university). If you need to send a mail to the university administration (e.g., a disbursement note to the ARF disbursement unit), you can ask for a yellow envelope from the secretariat and simply post this envelope in the large wooden "internal mail" box to your right when you enter the B11.

For the B5, there are two possibilities. The first is at the entrance of the B5 to the right of the glass entrance. There you will find the mail boxes of all the departments of the B5 building teams. A "Geomatics Unit" box is available there. It is also there that it is possible to send internal/external mail by post. Second possibility, personalized lockers are available in the room in front of Anna Poletto's office. You will also find a special locker in which you can deposit the mail to be sent. This mail is dropped off every noon by Anna in the boxes downstairs.

You can also ask the secretariat to have your name written on a label placed on the door of your office.

– B11 PRINTER

The B11 has a professional printer. Ask [Daniel Smets](#) for your access code. This code will allow you to photocopy or print from a USB key. Scans can be sent directly to your email address. If you want to print from your computer, it must be connected to an Ethernet cable, you must have installed the printer and you must have changed your IP address. The procedure is quite complex, ask [Jean Van Campenhout](#) or [Sarah Robinet](#) for help.

– EVENTS ORGANIZED IN THE DEPARTMENT

In winter (early December): the GAGG's Saint Nicholas Day. The GAGG is the student's union of geography. The GAGG organizes all kinds of student events, but Saint Nicholas' Day is the ideal moment to bring together all the students and members of the Geography department around a humorous "show" organized by the Master 2. We are used to drink a few beers, of course! On the morning of this great day, if you've been good, Saint Nicholas might come to your office with a small drink, a few candies and sing a few songs...

In January: the New Year's drink. The department has a tradition of organizing a drink for the New Year at the B11. All members of the department are invited and the idea is to share our good resolutions (scientific of course!) around an aperitif.



All year long: For each event organized by the GAGG (their room is located in B11, but the entrance is from outside the building, on the south wing), we are welcome to share a moment with the students. They often have themed lunch times (Halloween, Christmas, pancakes, barbecue,...) and we can buy them something to eat made by themselves. The members of the GAGG are often happy that we show up unexpectedly!

2 | MONEY ISSUES

What is your social status as a PhD candidate What can you be refunded for? Everything is revealed below.



An **OTP** is like a **bank account**, *managed* by the University and *funded* either by your grant (FNRS/FRIA/FRESH) or by the University (TA)³. PhD candidates cannot hold an OTP. Usually, the promoter is the holder of the OTP used for your research. For any expense, it will therefore be necessary to have his or her signature (see form below). Check **Sheet 1** - “*First things first*” to know who to contact if you have questions.

EXPENSES IN GENERAL

Before any purchase (material, plane ticket, software, conference, publication...), please contact [Rosa Rodriguez Torres](#), the executive secretary of the Geography Department in order to avoid any procedural problems or bad imputation. Details are important and sometimes complex. In particular, she will be able to give you the balance of your OTP.

When you need to incur costs, two scenarios are possible.

- For certain expenses, it is mandatory to go through **public contracts** (see [CESAME intranet](#)) set annually by the university. You will then have to go through your executive secretary ([Rosa Rodriguez Torres](#)) to make the purchase. !\ It is the case for **laptops**! For scholarship holders, it is also important to note that the purchase of a laptop can only be done during the 1st year of the

³ For the sake of simplicity and clarity, we will only present here the specifics related to assistant status and FRESH, FRIA and FNRS scholarship status. For any questions relating to another type of doctoral contract, we advise you to contact your administrative manager.



scholarship. To buy plane tickets to a non-European country, you must also go through the executive secretariat.

- If, on the other hand, your expenses outside the public market as part of your research and you pay in advance, you will have to return a “**note de frais**” or “**note de débours**” to the person responsible for the account concerned to be reimbursed (executive secretary of your department or HR manager of your OTP). Fill in this Excel file referred to as either *Note de frais* (FNRS/FRIA/FRESH) or *Note de débours* (TA), to be refunded of your work-related expenses. This form is available via MyULiège “u” > Finances > Procédures et Formulaires > Engagement de frais > Formulaires > Note de frais papier > Click on the link Formulaire pour windows ou pour mac/linux to download. To easily find this form again, keep a blank copy in an easy-to-access folder on your PC! The file looks like this:

LIÈGE université

NOTE DE DEBOURS
(Pour les membres du personnel Ulg)
FNRS/FRIA fellowship should use « Note de frais »

Liège, le 9/16/19

V/Réf. (sera rappelée au paiement)
The communication you wish

Version Mac (1P)
du 01/07/2019
Imprimé le 28/06/2019

Service : The service of the OTP responsible
OTP : OTP Identification
Titulaire: The responsible of the OTP (most of the time your supervisor)
Personne de contact à l'Ulg : You

Nom : Your last name
Prénom : Your first name
Adresse complète : Your adress
Compte IBAN : Your bank account IBAN
Identifiant Ulg : Either the s or u

Avance reçue ?

An online procedure is now also available for FNRS “notes de frais” (FNRS ASP, FRIA, FRESH)! Before starting the encoding of electronic expense notes (“Notes de frais”), it will be necessary to request a “FNRS supplier” number (= numéro de “fournisseur FNRS”) to [Jean-Paul Lambert](#). You will find the form here (MyULiège “u”> Finances > Intranet ARF > Engagement de frais > Notes de débours électroniques). More practical information (help, training) on [this page](#).

Note: If you are an assistant, you may also need to **invoice** suppliers directly to the institution on behalf of your superior. Generally, you will need to ask your executive secretary to generate a “SAP voucher” which will allow the supplier to be paid by the institution afterwards (a restaurant, for example).

/ ! \ Always photocopy or scan your note of expenses/disbursements before sending it to keep a copy for you! This will prevent you from having problems justifying yourself if the mail gets lost (which fortunately rarely happens!).



SOCIAL STATUS

Whatever your funding is, you are considered as a worker. Your employer is either the FNRS (Asp FNRS, FRIA, FRESH) or the university. This has the following consequences:

- 1) You are considered as financially independent. Your parents are not eligible for family benefits anymore.
- 2) You must sign-up for a health insurance (see sheet 5 - “welcome to the ardent city”).
- 3) Good news! You are already saving money for your old days (ONSS contributions). You also have the right to paid leave, work injury insurance... For assistants, the information is available in MyUliège (“u” version)> personnel > intranet ARH. For FNRS scholars, information and forms are available [here](#).

💡 Assistants pay taxes so you can get **tax returns** (ask your secretary) and also get a **holiday allowance**. Fill in the form at the end of the academic year.

MOBILITY AT ULIÈGE

Good news: ULiège encourages you to use your car less by contributing to your commuting expenses! You can find a summary of all the options [here](#).

– TRAIN & BUS

- [TA and doctoral grant (! not FRIA/FNRS/FRESH)] University provides full refund for train and bus pass or subscription. All the necessary information and forms are available [here](#).
- [FNRS/FRIA/FRESH] You can get 75% refunded if the distance between your home and the University is more than 5 km. See the conditions [here](#) and send the request to Sylviane Ippersiel (Management of scientific staff remuneration, [FNRS]).

- BIKE

ULiège by bike? Everything you need to know [here](#). You can get 0,24€/km refund if you bike to uni!

- [TAs] All necessary information and forms are available [here](#).
- [FNRS/FRIA/FRESH] Fill [this form](#) and send it to Sylviane Ippersiel (Management of scientific staff remuneration, [FNRS]).



Afraid to bike to the Sart-Tilman? You can try an electric bike during one month, contact Maryse Jadoul (ARI – Urban planning and mobility [ULiège]).

☺ You don't have a bike? The bus company (TEC) rents foldable bikes with [CycloTEC](#).

- CAR-SHARING

The university has its own car-sharing platform called [UGo](#).



3 | ENJOY LIEGE AND ULIEGE

Want to know what's up in the university and in the city? Find here a non-exhaustive list of nice activities organized all year long!

AUTUMN

- IN LIÈGE

- [Retrouvailles](#): festival of leisure activities and associative activities (1st weekend of September at Boverie Park)
- [Fêtes de Wallonie](#): free concerts everywhere in Wallonia, and in Liège too (mid-September)
- [Les journées du patrimoine](#): cultural events and unique visits everywhere in Wallonia for a weekend (mid-september)
- [Nuit des Coteaux](#): festival of lights in the Montagne de Bueren (1st weekend of October)
- [October fair](#) (from the 1st weekend of October til mid-November)

- IN ULIÈGE

- Rentrée académique: The authorities and teachers put on their best dresses, appoint the new *honoris causa* doctors and launch the new school year.
- [« Let's start a PhD! » seminar](#)
- Unifestival: Concerts, bars et other activities organized on campus
- Welcome drink for new doctoral candidates organized by the ReD relays
- [Brunch organized by the ReD](#)

WINTER

- IN LIÈGE

- [Christmas market](#) (Place St Lambert, Place du Marché and Place Cathédrale)



- IN ULIÈGE

- [PhD Day](#) organized by the ReD (January)

SPRING

- IN LIÈGE

- Street art festival [Métamorphoses](#) (May)
- [Summer Beer Lovers' Festival](#) (May)

- IN ULIÈGE

- [Ma thèse en 180 secondes](#) (March/April)

SUMMER

- IN LIÈGE

- Summer festivals: Les Ardentes, Dour, Werchter, Food Festival place St Lambert, ...
- [Bueren en fleurs](#) (beginning of June)
- The feast of [July 14](#)
- [The Gaulish Village](#) (between June and July)

- IN ULIÈGE

- Jogging sur le campus et science park ([ELA jogging](#)) (June)
- [Doct'trail & barbecue](#) organized by the ReD (June)



🕒 ALL-THE-YEAR-LONG

- IN LIÈGE
 - Museum [la Boverie](#)
 - [Exhibition space](#) at Guillemins station
- IN ULIÈGE
 - Afterworks et other events organized by the ReD

Do not hesitate to ask your research unit to be informed of their own seminar.



4 | TRAVEL FOR WORK & POSTERS

Being a PhD candidate allows you to travel the world for conferences and courses. Organize your trip with our advice.



FUNDING & SUPPORT POSSIBILITIES

Get a summary of all the possibilities related to your International mobility page [here](#). General contact for related questions is Pascale Foguene (ARD – Executive secretary [ULiège]).

- INTERNAL SUPPORT (ULiège)

- University can help you cover your fees:
 - For conferences/seminars: you can get 400€ (congress in Europe) or 600€ (outside Europe). Apply via myULiège on MoDUS (see a guide [here](#)).
 - For a part of your doctoral training abroad: information [here](#).
- If needed, your lab and your department might contribute to your trip expenses.

- EXTERNAL SUPPORT

- Euraxess is an European initiative providing support to researchers: information [here](#).
- Various organizations open calls for travel grants each year: consult the ARES, FWB and WBI websites regularly and check your emails to not miss these calls.
- FNRS (even if you are FRIA/FRESH) can refund your travel expenses. Apply in Semaphore (> submit an application > Mobility and Congress funding).



POSTER PRINTING

Find the procedure [here](#) & [here](#). !! Plan in advance: maximum printing delay is 24 hours.



BEFORE YOUR STAY

- **Book** your transport ticket and accommodation: prefer the train to the plane & book your ticket by yourself (in Europe) or ask your travel responsible (outside Europe). For trips outside Europe, the reservation must be made via order form (to know who to contact, check who is responsible of accounting and executive secretariat on page 8).
- **!! Notify** your travel. This ensures that you are still covered by your work **insurance**.
 - [TA/FNRS/FRIA/FRESH (everyone)] Notify in myULiège > Personnel > Modus > Nouvelle mission.
 - [FNRS/FRIA/FRESH] Notify in your e-space > Travel abroad > Notify a new travel abroad.



DURING YOUR STAY

- Keep all your receipts (transport tickets included), and save your bank transfers.



AFTER YOUR STAY

- Manage your **reimbursements** via Note de frais or Note de débours (see **Sheet 2**). If you have received money from the University or external supports, ask your secretary which specific OTP to provide.
- Add your abstract/conference paper to **MyOrbi**: MyULiège > Mes services > MyORBi

5 | INTERNATIONAL CANDIDATES: WELCOME TO THE ARDENT CITY

Just arrived in Liège? Find here some basic information related to everyday-life in order to survive your first months! You can also have a look at the [official website of Liège](#).



HEALTH

The Belgian health system works with **mutualités**. Here are a few examples for a general health insurance: Mutualité Chrétienne, Mutualité Libre, Solidaris, Mutualité Neutre, Omnimut, Partenamut.

💡 With ULiège, you can ask for a hospital insurance from Ethias (in complement of the general health insurance) and obtain a preferential price by contacting the staff social service (service.social.personnel@uliege.be). The form to fill is available [here](#) (also valid for FNRS/FRIA/FRESH).

FINANCE

To open a **new bank account**, banks ask you to provide a Belgian ID. For non-Belgian, you need to provide a 'proof of citizenship' from the city council. This proof is called "Annex 33" and the procedure is available [here](#). Here are a few ideas of Belgian banks: ING, BNP Paribas Fortis, Belfius.

ACCOMMODATION

- Detailed information about **accommodations and hotels** in Liège is available [here](#).
- Note that:
 - You need home insurance (e.g. contact Ethias).
 - Organizing accommodation is mainly by phone. Therefore, if you don't speak French, you might have to rely on someone else who does speak French.
 - The contracts are (mostly) for three years. However, this doesn't mean that you really have to live there for three years; you're still able to occupy the accommodation for less than three years, carefully check your lease agreement about this point.

LOCAL AND SUSTAINABLE BUSINESSES

New to the city and don't know where to shop? Here are some examples of stores where you can find **sustainable and / or local products**:

- [L'Entrepot](#) (Bulk food store in center)
- Le Potiquet (Outremeuse district)
- [Les Petits Producteurs](#) (in the following districts: Vennes, Center, Citadelle)
- [Al'Binète](#) (near 20 août campus)



- [Au vert'G](#) (Bonnelles)
- [Point ferme](#) (3 distribution points in Sart Tilman, 1 in the center, see pointferme.be to make order)
- [La Batte](#) (Sunday market) along the Meuse

LIFE ON THE CAMPUS

- **Food**

- ULiège cafeterias are listed [here](#).

Sart-Tilman campus:

- [Poivre & Sel](#) (sandwiches et salads)
- [Baguette Magique](#) (fries or sandwiches)
- [Sœurs-saveurs](#) (Bonnelles, 10 minutes from Sart-Tilman by bike)

City center campus:

- [Darius café](#) (sandwiches, soups)
- [Get your mug](#) (bagels)
- [Griik](#) (mezze, salads and pitas)
- [Barmanne](#) (soup et take away meals)

- There are several **bookstores** around the campus.
- The university **sport center** is the [RCAE](#). More information about sports, culture and hobbies are available [here](#).

- **Transport**

- Bike: To buy/rent (Decathlon, bicycle shop on campus (in front of B7a building), [Provelo](#)). See also [infos & routes](#).
- Bus: TEC lines 48 (from Opéra) and 58 (from Gare des Guillemins)
- On foot: it takes a long time to come from the city center to Sart Tilman by foot. But once on campus, footpaths effectively connect the buildings.
- Car sharing and carpooling apps (in case of Bus strike for example): Cambio, [UGo](#) (car sharing platform of ULiège), [Blablacar](#) (longer trips), [Victor](#)

More information about mobility in Liège available [here](#).

TRAVELING IN LIÈGE & IN BELGIUM

- **Bus:** ticket (2€), 8 trips card (8,80€) or subscription by month (37€/month) or year (320€). Find all the information on the TEC [website](#).



- **Train:** 1 trip (<26yo: “Go pass 1 (-26)” | 6,60€, >26yo: Standard ticket) or several trips (<26yo: “Go pass 10” | 53€ /10 tickets, >26yo: “Rail Pass” | 83€ /10 tickets).
- Commuting to/from the **airport:**
 - Charleroi: Flibco, Charlie Shuttle
 - Zaventem: Train + “Diablo” fee (tax to enter airport ~6€)
 - Other nearby airports: Eindhoven, Cologne, Amsterdam