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A WORD OF WELCOME

Dear International Colleagues, welcome to the University of Liège!

We are delighted that you have chosen to spend part of your academic career at the University of Liège. Whether you are here for a few months or for a few years, we are here to offer you support and resources.

Liège’s reputation as a warm and welcoming place is not a mere platitude but a reality that you will certainly have a chance to experience during your stay. In addition to your research unit, various University departments including the Personnel Welfare Office and the ULiège Mobility Centre (which is part of the EURAXESS network) are at your disposal to ensure your stay is a success.

This welcome guide offers practical information for your stay and should assist you as you integrate into the community.

Once you have obtained your ULiège username and password\(^1\) we invite you to regularly consult the MyULiège Intranet portal for updates and information (mainly in French).


ARD (Department of Research & Development): [https://www.recherche.ULiege.be/](https://www.recherche.ULiege.be/)

Please do not hesitate to reach out should you have any questions or concerns: brigitte.ernst@ULiege.be

We look forward to meeting you soon,

Department of Research & Development

Department of Human Resources

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\(^1\)You must request your login and password from an computer on campus via this page: [https://www.campus.uLiège.be/cms/c_9096861/en/centralized-identification](https://www.campus.uLiège.be/cms/c_9096861/en/centralized-identification)

Once you are connected to My ULiège follow the instructions to get your ULiège email address [https://my.uLиеge.be/](https://my.uLиеge.be/)
Belgium has approximately 11 million inhabitants living on a territory covering 30507 square kms. We are one of the founding member states of the European Union and the Belgian capital city of Brussels is also home to the European Union capital. This makes it a very international and multicultural city. The country is a federal constitutional monarchy under parliamentary rule, a complex governance structure which has given way to the well-known « Belgian compromise ». Over the years, we have also become known as the homeland of beer, chocolate and comic books – some things we hope you will enjoy during your stay!
1.1. THE FEDERAL STATE

French, Flemish and German are the three official languages in Belgium. An invisible language border has divided the country into two parts: the French speaking South (comprising approximately 40.9% of the population) and the Flemish speaking North (59% of the population). A German speaking enclave exists along the eastern german border and comprises approximately 0.1%.

Belgium is a federal state composed of 3 communities and 3 geographic regions, each one exercising legislative powers corresponding to its purpose.

Federal jurisdiction oversees all matters relating to general public needs: finances, army, judicial affairs, police, social security, foreign affairs, public enterprises such as B-Post (Mail) & SNCB (national train) and in addition, part of public health care and Internal Affairs. The federal government also represents Belgium within the European Union and NATO.

The 3 Regions: Wallonia Region, Flanders Region and Brussels-Capital Region each oversee territorial responsibilities in terms of economic development, employment, agriculture, water, housing, public works, energy, transportation, environment & nature conservation, urban planning, foreign trade and oversight of the municipalities and communes. They also support scientific research and international partnerships in the aforementioned areas.

The Communities have oversight over matters relating to language and culture (theatres, libraries, etc), education, language, health policy, preventative and remedial health, social assistance, etc. They also support scientific research and international partnerships that fall within the aforementioned areas.

1.2. WEATHER

Belgium enjoys a temperate climate with mild but humid seasons and an annual average temperature of 9.4°C. Temperatures remain mild throughout the year; during the colder months (December to March) and the warmer months (June to August), the only constant is rain. The best preparation for Belgian weather is an all-season raincoat!

http://www.meteo.be/en

1.3. LIÈGE

Winding through the heart of the city of Liège is the epitome of the Liégeois people: the Meuse River. Proud and tenacious with a dash of mischievousness, yet warm and friendly, the Spirit of Liège is quickly embraced. A local puppet character called Tchantchès embodies the Liège spirit: his outspokenness often gets him into memorable adventures.

Liège is a cosmopolitan city nestled within the Dutch and German borders, located 30 kms from the Netherlands, 45 kms from Germany and a quick 2.5 hrs on a high speed train from Paris. Situated in the heart of Europe, at the crossroads of Latin and Germanic cultures, Italian and Maghrebian immigration has heightened the appeal of this « Ardent City » by adding a Mediterranean accent. The mix of cultures can be seen, heard and tasted each Sunday at « La Batte », the longest running open-aired market in Europe.
The city centre is alive with shopping, restaurants and bars; there is something for every taste and budget. Students often enjoy the « Carré », a maze of alleys and little streets whose nightlife is quite popular.

Liège offers a rich cultural landscape with a dozen theatres, art galleries and museums, the Royal Opera of Wallonia, the Philharmonic Orchestra, and numerous festivals and public libraries (Les Chiroux), and a well known movie theatre called Les Grignoux. As a member of two transnational networks, Euregio and the Greater Region, Liège has asserted itself as one of the leaders in the cultural landscape in Belgium.

If you’re looking for an escape from the city, simply hop on a city bus and within 10 kms, you’ll be surrounded by a lush green landscape. The Sart-Tilman, home to the main ULiège campus provides a magnificent escape with its nature trails and lavish countryside. Liège is also on the edge of the Ardennes region and the Hautes Fagnes plateau, perfect for trail hiking or mountain biking while taking in the fresh air.

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**Official site of the City of Liège:**
www.Liège.be/en

**Wallonia-Brussels Tourism site:**
http://walloniabelgiumtourism.co.uk/en-gb

**Official site of the City of Liège Tourism**
https://www.visitezLiège.be/en

**Province of Liège:**
www.en.Liégetourisme.be/

**Printable maps:**

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2 The sports club of ULiège, RCAE (see chapter “Living in Belgium) organizes a walk in the countryside almost every Sunday.

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**HOW TO GET AROUND Liège?**

Belgium has three official languages so the names of the cities vary according to the region which you are in! Liège is called « Luik » in Flemish and « Luttich » in German and of course « Liège » in French.

**HOW TO GET AROUND VIA TRAIN, BUS OR CAR**

There are three train stations in Liège: Liège-Guillemins (the largest), Liège-St.Lambert (the closest to the city centre) and Liège-Carré. The Belgian National Railway Company (SNCB) offers several passes at reduced costs for traveling within the country. For example, a Rail Pass allows for 10 single trips for 83 €. It is valid for one year and can be used by several people.


The local public transportation system, TEC (Transports En Commun), has a large bus network. Bus 48 and 58 go to the Sart-Tilman campus from the city centre. Bus 48 leaves from the Opera House and takes approximately 35 minutes and bus 58 from the Guillemins train station and takes approximately 20 minutes. Waiting times during weekday business hours range from 4-10 minutes. Bus 28 takes you to the Sart Tilman (University Hospital and the Amphitheatres) from Fléron and goes through Romsée, Bouny, Chaudfontaine, Ninane, Beaufays and Tilff. The #248 bus line departs from the Guillemins train station and goes to the Parc scientifique du Sart Tilman. The #41 bus line starts in Jemeppe and terminates on the Sart Tilman campus via Seraing. You can purchase tickets on board the bus but it is more economical to purchase a pass.

Information on bus passes and TEC sales outlets can be found at www.infotec.be/ (only available in French).

Bicycles are becoming a preferred method of...
transportation within the city. The « House of Cyclists » located in the Guillemins train station is a one stop shop for all your biking needs: bicycle rental, repairs, etc. Long term bicycle rentals are available at a reasonable price of approximately €80/year.

Intégrasport ASBL is located on the Sart-Tilman campus (B7A Quartier Agora) and also offers bicycle maintenance and sales at reasonable prices.

A motorway system (E40, E25, E42, E313) enables you to easily get to Liège and the Sart Tilman campuses via car.

Only need a car for a short time? CAMBIO offers an easy and economical car rental service. Each car has a designated parking spot and you can select one from the station of your choice. Once registered you can reserve a car via phone, internet or on their app APPCAMBIO. There is a monthly subscription cost plus travel related costs.

The University of Liège has created its own ride sharing site named UGO, which is easily accessible online.

Other car sharing sites to consider: Wibee, Caramigo, Cozycar, Blablacar, Karzoo, Carpool, etc.

**BUS**
TEC: [www.infotec.be](http://www.infotec.be)

**TRAIN**

**CAR**
Car Sharing plateforme: [ugo.be/](http://ugo.be/), [covoitULiège.ulg.ac.be/](http://covoitULiège.ulg.ac.be/)
Wibee: [www.wibee.be/](http://www.wibee.be/)
Caramigo: [www.caramigo.eu/be/en](http://www.caramigo.eu/be/en)
Cozycar: [www.cozycar.be/](http://www.cozycar.be/)
Carpool: [www.carpool.be/](http://www.carpool.be/)

**BICYCLE**
Pro Velo: [www.provelo.org/en](http://www.provelo.org/en)
ASBL Intégrasport: [velointegrasportasbl.be/](http://velointegrasportasbl.be/) (no english site)
BY PLANE

The main airport is located in Zaventem, near Brussels. From the airport’s train station, take a train to Brussels-North or Leuven and take a connecting train to Liège-Guillemins (also called Luik or Lüttich-Guillemins). There are two trains each hour from Brussels to Liège and the journey is approximately one hour.

If you plan to use the train regularly, a RAIL PASS allows you 10 trips to any destination in Belgium for €83. This pass does not include the Diabolo tax -to be paid between the airport and Leuven or Brussels- which can be paid via internet or at the ticket desk at the station. The Brussels-Zaventem station is now equipped with electronic doors requiring a ticket including the “Diabolo” fare to enter or exit the station.

Brussels South Charleroi Airport is the second international airport in Belgium. The following airline companies fly into Charleroi: Tuifly, Ryanair, Pegasus, and Wizzair. A TEC shuttle (Bus A) offers a direct route from the airport to the main train station in Charleroi which is 7 kms away for a cost of €6. There is also a shuttle service between Charleroi and Liège Guillemins train station (https://www.charli.world/en/, and FLIBCO.com) and a shared shuttle service (http://www.golden-airport.be/en/)

Liège Airport is the third international airport but it is mainly a cargo airport, offering a few international destinations that are usually seasonal. Two TEC bus lines connect the airport to Liège: Bus 57 connects to Liège-Guillemins (note that it does not run on weekends or public holidays) and Bus 53 connects to the city centre in Liège.

Zaventem Airport
www.brusselsairport.be/en

Charleroi Airport
https://www.brussels-charleroi-airport.com/en

Shuttle service between Charleroi and Liège Guillemins train station
https://www.charli.world/en/
www.flibco.com/en

Liège Airport
www.Liégeairport.com (no english site)

SNCB site- online purchase of tickets and Diabolo airport tax
https://www.belgiantrain.be/en
1.4. **GEMBLOUX**

Gembloux is a town located between Namur and Wavre, in the province of Namur, with a population of over 25,000 people. Located on the motorway axis of Brussels-Namur and Mons-Liège, Gembloux is centrally located in Belgium and in Europe. The main train station easily links you to several European destinations (Paris, Amsterdam, London, etc) and there is a direct link to the Brussels Zaventem Airport. Brussels Charleroi Airport is only a 20 minute car ride away.

A wooded parkland, the campus of Gembloux Agro-Bio Tech is nestled in the heart of the city centre and is surrounded by shops, restaurants and breweries.

**HOW TO GET TO GEMBLOUX?**

By train, the campus is only 10 minutes from Namur and Louvain-la-Neuve and 30 minutes from Brussels. Students on this campus enjoy the best of both worlds: a rich outdoor setting with close proximity to the major urban centres.

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**City of Gembloux:**

**Office du tourisme de la Ville de Gembloux:**

**Sambre Orneau Tourism:**

**Province de Namur:**
[www.province.namur.be](http://www.province.namur.be) (only available in French)

**Gembloux Campus:**
1.5. ARLON

Two thousand years of history and prestigious heritage is yours to discover in Arlon. Its Roman origins, found in the Archaeological Museum are juxtaposed with the majestic architecture of Saint Martin’s Church and the popular Saint Donat neighbourhood. Let yourself be transported back into time as you explore the streets and alleyways of this dynamic pedestrian friendly city. Each season, Arlon is host to numerous folkloric and cultural festivals.

The campus extends over a vast green space in the middle of the city, in close proximity to several sports complexes, movie theatres and cultural sites. Modern and friendly, Arlon has all the services needed to welcome students of all walks of life.

The closest airport is Luxembourg Findel Airport which is approximately 35 minutes by car. Brussels Zaventem and Brussels South Charleroi are about 2 hours away via car or train. Arlon is easily accessible by train with its main terminal situated on the Brussels-Luxembourg rail line. The campus is a quick 10 minute walk from the train station.

ULiège Arlon Website:  

Office du tourisme d’Arlon  
http://www.ot-arlon.be/ (French only)

Site de la ville d’Arlon:  
http://www.arlon.be/ (French only)

Arlon Tourism :  
The University of Liège is an accomplished research institution with more than 3500 researchers and over 2000 doctoral students active across all disciplines: humanities and social sciences, life sciences, health sciences and medicine. ULiège welcomes numerous researchers from the FRS-FNRS «Foundation for Scientific Research» as well as foreign researchers. Researchers at ULiège will have a plethora of opportunities to expand their networks and connections. ULiège researchers distinguish themselves by being published in the top research journals. The University is a pioneer in Open Access publications (see 8.6.4- Open Access).
The university’s research is rooted in internationally recognized areas of excellence. Leading research centres are paired with first-class science and technology platforms. Research is funded by the University, by the Foundation for Scientific Research (FRS-FNRS), and by external funds, often through regional and European projects.

In Belgium, funding for research is under the jurisdiction of the Federal State, the Communities and the Regions, each contributing according to their administrative powers. Wallonia holds a significant amount of research potential in terms of skills. Research expenditures in Wallonia as a percentage of GDP are on par with other countries and regions in Europe.

The University of Liège has established numerous partnerships with institutions around the globe and has become an integral part of large international networks providing training to researchers starting out in their careers.

Mindful of the current needs of society, the University of Liège seeks to add value and innovation to projects though its partnerships with commercial and private research institutions and research promotion in industry and relevant fields. One notable area of focus is the Walloon Region’s economic recovery plan, known as the Marshall Plan. Business clusters linking universities, companies, donors and venture capitalists enable the development of research anchored in an economy in need of innovation and interdisciplinary creativity.

Conscious that excellence is best nurtured in an environment where researchers benefit from favourable research conditions, training and career development, ULiège has adhered to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers since 2005.

ULiège is equally committed to improving the services delivered by its EURAXESS Mobility Centre for researchers.

In 2011, it was the first Belgian university to receive the « HR Excellence in Research » accreditation, a recognition by the European Commission acknowledging its intention to continuously improve its human resources management in research.

**A European Seal of Excellence**

The University of Liège upholds and advocates for the principles of the European Charter for Researchers. The 2017-2020 Human Resource Management strategy at ULiège includes 25 actions designed to improve the status of researchers in the University. This process includes an internal assessment after two years and an external evaluation after three years. The European Commission award institutions with the 'HR Excellence in Research Award' when they commit and develop an action plan and HR strategy aligning their human resource policies to the 40 principles of the Charter & Code.
3. PREPARING YOUR DEPARTURE
3.1. PREPARING YOUR APPLICATION

Contact a member of the ULiège academic or scientific staff, involved in your research field at the University of Liège to draw up and agree upon a research proposal that you will complete while in Liège. If you are the recipient of a grant or under contract with the University, complete the human resources forms (fiche signalétique) in conjunction with your supervisor.

If you will not receive a salary or a fellowship from the University of Liège, you will be registered as a visiting researcher. Along with your supervisor, fill in, the online application form and the fiche d'intention. Send them to the ULiège EURAXESS Centre (contact: Brigitte ERNST). Include documentation demonstrating that you have an adequate grant or salary for your stay (minimum €1593.813 gross /month). The EURAXESS Centre will process your application, in conjunction with the ARH (Human Resource Department) and –when necessary - the Employment Office of the Walloon Region.

IMPORTANT: If you do not have sufficient income or a grant, your stay will be limited to 90 days. In this case, you may need a short stay type C visa to come to Belgium, and you will still need to prove that you have adequate financial support for the duration of your stay.  

APPLYING FOR A VISA

If you are a European Union national, no visa formalities are needed to work in Belgium.

If you are not a European Union national, the following procedures apply and vary depending on the length of your stay and your status (see table on the next page).

New procedures for type D Visas: In January 2019, the long term visa process for workers changed, in order to comply with the implementation of the EU Single Permit directive of 2011.

For researchers, the hosting agreement remains temporarily valid (deadline unknown in September 2019). Hosting agreements exempt researchers from work permit.

For professors, lecturers and assistants, ULiège has to first ask a work permit from the Walloon Region Employment Office, who when approved, will then send the visa application to the Ministry of Interior. The delay of delivery for the visa (usually 2 months) is likely to be extended.

COST OF A TYPE D visa APPLICATION:

A long term type D visa application for Belgium is subject to 2 different fees:

- the first is called a « handling fee » which covers the management of the application by the embassy
- the second is called an « administrative fee » and covers the management of the application by the Ministry of Interior (Office des Etrangers). It is set at 62€, 204€ or 358€ (at the date of publication –September 2019). If you are subject to this fee, you must pay it before submitting your application. Do not forget to bring proof of payment when you report to the embassy.

If your application involves more than one person, the fees apply to each individual.

These fees are not reimbursed if your application is turned down.

Exception: Students and researchers who have obtained a scholarship by a Belgian authority (FNRS, WBI, ARES...) or higher education institution (university grant for doctoral or postdoctoral fellows) are exempt from paying this fee by presenting their funding certification. If you have not received it, contact your file manager in the Department of Human Resources or the EURAXESS centre.

3 See (in French or Dutch only)

4 For more information (in French and Dutch only), see
<table>
<thead>
<tr>
<th>Length of stay</th>
<th>Stay of less than 3 months (90 days maximum)</th>
<th>Stay of more than 90 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status of the agent</td>
<td>All statuses included</td>
<td>Doctoral scholar</td>
</tr>
<tr>
<td>Requested document</td>
<td>Type C visa</td>
<td>Visa type D «étudiant»</td>
</tr>
<tr>
<td>Action by ULiège</td>
<td>Enrolling as a visiting researcher (ARD) OR exchange student, including for PHD applicants (contact International Relations)</td>
<td>*Admission letter (AEE)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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\(^5\) Amount in October 2019. Students may also find a «garant» This person should earn as a minimum:

1. A basic monthly amount of 1.254,82 € net/mois. This is the social minimum set on 01/07/2019 for an adult head of a family,\(^\text{and}\)

2. Of 666€/month. (minimum amount for a student, set and indexed yearly by Royal decree,\(^\text{and}\)

3. Of 150€/mois for each depending person
LEAVING YOUR COUNTRY OF ORIGIN

Very important: all your official documents should be in order prior to arriving in Belgium. The following items are recommended to ensure a smooth arrival and integration into the ULiège community.

- A valid passport. Follow the necessary procedures to obtain a visa (do not hesitate to contact the EURAXESS centre or the Belgian embassy in your country).
- Heath Care: take out additional insurance coverage for the duration of your trip and—if needed—stay in Belgium.
- Contact the ULiège Housing Services prior to arrival.
- If you wish to improve your level of French, you can take courses at the ULiège’s Institute of Modern Languages (registration occurs twice a year).

Bring the following documents with you:
- Valid passport or national identity card
- Official document from the University of Liège (see table page 13)
- Proof of payment of the administrative fee (if needed)
- Proof of acceptance to doctoral program if necessary
- Copies of diplomas obtained (with translation into French or English if necessary)
- European Health Insurance Card (EHIC) or S1 Form or other health insurance from your country of origin
- Certificate of nationality (for registration of doctoral students from countries outside the European Union only, indispensable if the passport is not written in Latin characters)
- Driver’s license
- Passeport photos
- If necessary: work permit or hosting agreement, needed to obtain a Belgian residence permit/visa, medical certificate and criminal record check (needed for the long term visa application).

Note that Belgian embassies may require additional documents.

If members of your family are accompanying you, they will also require visas and the ULiège EURAXESS Centre should be notified of this request ASAP. Note that the legalization and translation of civil documents (marriage certificate, birth certificate) may take considerable time. Please plan accordingly.

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6 If you are a PHD student registered at ULiège, or have an ULiège fellowship or work contract, you will you will be entitled to subsidised Belgian healthcare (please refer to chapter 6 about healthcare) from the starting date of your registration or contract.
4. ARRIVAL ON SITE
4.1. ARRIVAL AT THE UNIVERSITY OF LIÈGE

Upon arrival in Liège, please notify the EURAXESS Centre as soon as possible for information and answers to your logistical questions, and to get your Welcome package. If you have a grant or contract from ULiège, we will provide you with information to obtain your ULiège email address and your badge (See Chapter 5 Working at ULiège). You will also be given information needed for your integration into the Liège community (see page 53, section 9: Contact Us).

If you are coming to Liège with your own resources, without a ULiège grant or contract, the Euraxess centre will provide you with the following support:

- Register at the University as a visiting researcher. The application form can be found online at:
  
  https://my.ULiege.be/form-visiting-researcher

- Registration in the LIMOSA database if your stay exceeds 3 months. This is a mandatory requirement to ensure a legal stay in Belgium for detached workers, self-employed foreigners and interns from outside the EU.

- Complete the risk analysis sheet if you are coming as an intern.

- If you are staying for more than 3 months, you must also:

- Register as a resident with the local administrative centre in the municipality where you reside (see chapter 5).

- Consider opening a Belgian bank account

- Purchase health insurance, either public (mutuelle, see chapter 6, page 28 about Health) or private.

4.2. ACCOMMODATIONS

Finding accommodations in Liège is not difficult, but it is advised to visit the locations as the quality varies considerably. Take into consideration access to public transportation and do not put down a deposit or rent advancement without having first seen the housing and signing a contract.

The following University departments are located in the city centre: Philosophy & Letters, HEC business school and Architecture. The others are located on the Sart-Tilman campus about 15 kms from the city centre. If you wish to live nearby, consider the following areas: Angleur, Chaudfontaine, Chênée, Embourg, Esneux, Ougrée, Seraing or Tilff.

The monthly rental fee for a room varies between 300€ - 350€, not including utilities (see section 4.3). A studio apartment costs between 350€ - 450€ and a 1 bedroom apartment between 500€ - 650€. Most apartments are unfurnished or partially furnished.

Temporary accommodations are available at the University residence on campus, at a youth hostel (Simenon in Outremeuse is close to the city centre) or at a bed & breakfast. These types of accommodations are often less expensive than hotels.

You may also consider using a local rental agency to assist with your search.

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7 A grant from a foreign foundation, a leave from your institution, a sabbatical...

Useful links for accommodation in Liège

U Liège Accommodation Services: 
email: logement.ville@ULiege.be

University Residences: 

Bed & Breakfasts: 
[www.bedandbreakfast.eu/?lang=en](www.bedandbreakfast.eu/?lang=en)

Youth Hostels: 

Other student rooms (‘kots’): 
[www.kots.be](www.kots.be)

Three private residences offer furnished accommodations for students and researchers: 
[www.meuse-campus.be](www.meuse-campus.be)
[www.studentstation.be](www.studentstation.be)

**ACCOMMODATIONS IN GEMBLOUX**

The average monthly rent for Gembloux is 280€. Contact the University Housing Services for information on living in campus or in the city or to apply [online](#).

Housing facilities on the Gembloux Campus: 

**ACCOMMODATION SERVICE - ARLON**

University Accommodations in Arlon are comprised of 45 rooms in 2 community houses near campus. Monthly rent is approximately 250€. Housing is also available in the city, a list of private dwellings is available [online](#).

University Accommodation - Françoise DASNOY
+32 (0)63 23 08 31
f.dasnoy@ULiege.be

Private Accommodation - Sara VERHELPEN
+32 (0)63 23 09 14
sara.verhelpen@ULiege.be
4.3. TIPS BEFORE SIGNING A RENTAL AGREEMENT

BEFORE signing a lease, check to see if the landlord allows for you to be ‘domicilié’ in the unit. Domiciliation means that you will be administratively and officially registered at that location. In some cases, domiciliation is required for foreigners to obtain a residence permit.

RENTAL/LEASE AGREEMENT

BEFORE signing a rental agreement, read it carefully. Do not hesitate to ask the landlord for additional information or to have it reviewed by a knowledgeable person9.

RENTAL DEPOSIT

Unless stipulated in the rental agreement, a deposit is not required. However if the landlord requires one, a typical deposit should not exceed the equivalent of 2-3 months rent. It is strongly recommended that a deposit be placed in a bank account in the name of the tenant and the landlord, which requires both signatures to be accessed. This legal clause is suggested to prevent landlords from keeping the deposit longer than necessary.

Opening a new bank account in Belgium may take several weeks. A certificate provided by the University of Liège may be helpful for the landlord to secure the rental unit and wait for a rental deposit. If the landlord is still reluctant, you may request a written letter from the landlord stating that the deposit will be placed in a joint bank account at a later date.

ACCOMMODATION INVENTORY

The inventory is a written document drawn up no later than 15 days after the starting date of the lease. It describes the conditions of the rental unit – in particular any damages, imperfections or problems in the unit. If this is carried out by an expert, any expenses associated should be shared by the landlord and the tenant. If an inventory is not drawn up upon move in, it cannot be done when the tenant moves out, unless the landlord can provide proof of the tenant’s responsibility.

BUILDING OCCUPANCY AND UTILITY CHARGES

Building occupancy charges (lighting and cleaning of common areas, intercom, elevator, etc) and utility fees (water, gas, electricity, heating) may or may not be included in the cost of the rental unit. Do not forget to inquire about these additional costs!

INTERNET

Check if the rental unit is equipped with an internet connection? And if the network connections and/or subscription fees are to be paid by the landlord or the tenant.

DURATION OF LEASE/END OF CONTRACT

Are the conditions for leaving before the due date stipulated in the rental agreement? Breaking the lease before the end date can incur significant consequences, including termination fees, the obligation to find a sub-letter to replace you, or paying the rent despite your departure. Address these points with the landlord before you sign the lease and ask for these details to be clearly marked in the rental agreement.

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9 See chapter 4.5 for references
REGISTERING THE RENTAL AGREEMENT

This administrative formality must be completed within 2 months of signing a lease agreement, at the Ministry of Finance Registration Office and is the landlord’s responsibility. But if the landlord does not want to do it, you can do it in their place. A ‘registered’ lease carries more weight in the event of litigation and is essential when applying for a family reunification visa for your partner/spouse or child(ren).

More information (only available in French) about this formality can be found online.

SUB-LETTING & FLAT-SHARING

If you have the written agreement of the landlord, you may sublet your accommodation, but remember that you remain entirely responsible and must fulfill all your duties and obligations as outlined in the rental agreement. In 2018, Wallonia introduced new laws regarding flat-sharing and roommates: more information (only in French) is available at www.wallonie.be/fr/actualites/bail-dhabitation-nouvelles-dispositions-en-vigueur

RENTER’S INSURANCE (FIRE, WATER DAMAGE, ETC)

Renter’s insurance is required for all accommodations and can be obtained through any insurance company (see section 4.9 and 4.10 on Insurance, pages 21 and onwards).

4.4. MUNICIPAL TAXES

Municipal taxes differ from one city to the next, so it is best to consult the local authority in your city of residence. In Liège, some taxes are the responsibility of the tenant. For example, the ‘urban tax’ is to be paid by the tenant domiciled in Liège or registered in the Register of Foreigners (Annex 8, E, CIRE or A card holders) and payment notice is received in the spring. The amount for a single person is 85 € and may be reduced to 26 € under certain conditions (September 2019 prices). For households of more than one person, the cost is 140 € with a possible reduction to 39 €.

More information (only available in French) can be found below.

Ville de Liège

Ville de Gembloux
www.gembloux.be/ma-commune/services-communaux/pole-finances/taxes

Ville d’Arlon:
www.arlon.be/ma-commune/services-communaux/taxes-et-redevances

10 See chapter 4.5 or refer to the Euraxess centre if you need assistance on this topic
4.5. **GETTING LEGAL ADVICE ON ACCOMMODATION ISSUES**

**ESPACE WALLONIE – LIÈGE**

Info Service Centre – Walloon Region Housing
Place Saint-Michel, 86, 4000 Liège

Open every Tuesday and Thursday from 9 am–12 pm, no reservation needed (last customer registered at 11:45 am) and from 1-3 pm by appointment via phone: 04/250.93.30

Open every Friday from 9 am–12 pm and 1-3 pm, only by appointment via phone: 04/250.93.30

For more information (only in French), see www.wallonie.be/les-espaces-wallonie

**ESPACE WALLONIE- ARLOM**

Place Didier, 42 - 6700 ARLOM

Open for drop in appointments on the 2nd and 4th Tuesdays of each month from 9:30 am–12 pm and 1-3 pm.

**ESPACE WALLONIE- NAMUR**

Rue de Bruxelles, 20 - 5000 Namur

Open for drop in appointments every Wednesday from 9 am – 12 pm and every Thursday from 1-4 pm.

General information about student residence regulations in Wallonia (only in available in French):

4.6. **Registering with the local authorities**

Within 8 days of arriving in Belgium and BEFORE the expiration date of your visa or residence permit, you will be required to present yourself in person to the municipal administration office, in order to declare your presence on the territory and/or to register with the Register of Foreign Nationals (depending on your situation). The legal provision requires this to be completed within 8 days, however it is highly recommended to visit the local authorities as soon as you have found accommodations.

You must bring the following items with you:
- Identification documents (identity card or passport)
- Two passport photos (in the correct format)
- 8€ for the administrative fees and 22.50€ for the e-ID card
- Your ULiège contract and if applicable a hosting agreement
- Your address in Belgium (such as a contract or rental agreement from a landlord, a letter of invitation, or a booking form from a student residence)

If family members are accompanying you, they will also need to present themselves in person to register with the local authority. You will need to bring the documents listed above with you, as well as documents proving the marital or parental link (i.e. marriage license, birth certificate) legally certified and translated if the required documents are not in English, French, Dutch or German).

Information on translation and the legalisation process can be found online.

The other documents necessary for family reunification will depend on your situation and can be obtained from the local officer in your city of residence.
Cost of a Change of Status or Residence Permit

Type D visa applications, status change requests (i.e. from student to worker) or residence permit applications/renewals are subject to a processing fee by the Ministry of the Interior. Effective September 2019, the fees are set at 62€, 204€ or 358€. If you are subject to this fee, you must pay it before submitting your application. Do not forget to bring proof of payment when you report to the municipal authority.

If your application involves more than one person, the fees apply to each person.

If you have already paid this fee when applying for a type D visa at the Belgian embassy, you will not have to pay it again when applying for a residence permit at the local authority.

For more information on the different fees: https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx

Exception: Students and researchers who have obtained a scholarship by a Belgian authority or higher education institution (university grant for doctoral or postdoctoral fellows) are exempt from paying this fee by presenting their funding certification. If you have not received it, contact your file manager in the Department of Human Resources or the EURAXESS centre.

If you wish to drive a motor vehicle while in Belgium, you must possess a valid driver’s licence. This will be checked and if necessary, exchanged when you receive your residence permit.

You will receive a document called Annex 33 certifying that you have completed the necessary formalities for registration. This is a simple declaration that you are present on the municipal territory in Belgium or neighbouring countries (France, Germany, Luxembourg, the Netherlands). Annex 8 will be issued to EU nationals. Annex 19 may be issued if your file is not complete, with the expectation that it is completed within 3 months. Non-EU nationals will receive Annex 15, valid for 45 days.

About 2 weeks after registering, a local police officer will come to your home to make sure that you are indeed living at the given address. If you are absent at the time of their visit, a notice of convocation will be left. Contact the local police station to make an appointment (for Liège). Approximately three weeks later, you will receive a summons from the municipal authority (in Liège, the Service des Etrangers) to prepare your residence permit.

For EU nationals, Annex 33 or 8 is sufficient. If desired, the E-id electronic identity card can be issued in exchange for Annex 8, at a cost of 19€ and 1 photo.

Non EU nationals will get an electronic ID smartcard valid for one year maximum. It will cost 22,20€ (price as of September 2019) and should be kept on you at all times.

IMPORTANT: if you are a non EU national wishing to travel abroad, do not forget to take BOTH documents with you: your Belgian ID and your national ID or passport11.

Contact with the local authority for registration:

If you live in Liège
Service des étrangers
Rez-de-chaussée de l’Espace Guillemins,
Rue des Guillemins, 26
4000 Liège
☎ 04/221.81.45
www.Liège.be/fr/vie-communale/services-communaux/etat-civil-et-population/service-des-etrangers

If you live in Gembloux
Hôtel de Ville
Parc d’Epinal,2
5030 Gembloux
☎081/62.63.31
Fax : 081/62.63.36
population@gembloux.be
www.gembloux.be/ma-commune/services-communaux/population/etrangers

If you live in Arlon
Hôtel de Ville – étage B1,
Service des étrangers
Rue Paul Reuter 8
6700 Arlon
☎63/24 56 73
administration@arlon.be
http://www.arlon.be/annuaire/administration-communale/service-des-etrangers

If you live in another city: Report to the municipal administrative office in your area.

EXTEND YOUR STAY - NEW for 2019  a intégrer dans version FR

A request to extend your residence permit must be submitted at the latest:
- 15 days before the expiration date for students (including PhD candidates)
- between 30 and 45 days before the expiration date for researchers. For instance, if your permit expires on October 31st, you must submit your renewal request no later than October 15th for students and October 1st for researchers. After this period, a €358 fee will be assessed for late renewal.

For assistants and lecturers, the renewal request will be made by the Department of Human Resources (ARH) to the Walloon Region at the latest 2 months before the expiration date. To obtain an extension, you must present your request at the Foreign Nationals Office in your local municipality, with the following documentation:

- Your ID card
- Certificate of academic results, with the number of credits obtained, provided by the University (if you are a student)
- Proof of your current academic registration (if you are a student) Proof of health insurance coverage in Belgium (certificate from the health provider is required) (if you are a student)
- Letter of extension of your scholarship or letter from your financial guarantor (minimum amount of income for a guarantor is €1920,82/month net income as of September 2019) if you are a student, or contract renewal and hosting agreement (if you are a researcher)
- 1 passport photo
- 22,50 € (price as of September 2019)
4.7. **BANK ACCOUNT**

If you do not have a bank account in the SEPA zone, you can only open an account after you have arrived in Belgium and have registered with the local authority. You can select a banking institution that meets your needs, considering its proximity to your home and workplace. Rates and services will vary depending on the bank. Comparative tools are available on the web. When opening an account, you will need to provide identification, an official address (a foreign address mentioned on an official document) if you do not yet have an address in Belgium) as well as a copy of your scholarship letter or ULiège contract.

4.8. **EMBASSIES & CONSULATES**

Upon arrival, it is in your best interest that you register with your Consultate in the Province of Liège and/or your Embassy in Belgium. This will simplify future procedures in the event of a problem during your stay. You will also be informed of cultural activities organized by these institutions.

http://www.consuls-Liege.be/
diplomatie.belgium.be/en

4.9. **INSURANCE**

An insurance contract is signed between a person and an insurance company which commits to providing compensatory coverage in the event that an unforeseen situation occurs. The insurance coverage (as long as the conditions are defined in advance within the contract and they have been respected) is in most cases financial compensation for the consequences caused by the event, but can also take other forms (i.e. a replacement vehicle in the case of a car accident).

Insurance coverage is not free. The insured individual pays the insurance company a premium— an amount and payment conditions which are stipulated in the contract. The insurance policy is the contract between the policyholder and the insurance company. It outlines a list of eventualities for which insurance coverage is provided, the assistance provided in the event of a claim (called insurance coverage), the obligations of the policyholder and the obligations of the insurance company.

Insurance policies very often stipulate a set amount that is incurred by the policyholder: this is called the deductible or the excess. The policyholder is not reimbursed for the sum of the deductible in the event of a claim.

4.10. **COMPULSORY INSURANCE**

Certain types of insurance are mandated by the law as the risks associated are considered too great.

**INSURANCE FOR ACCIDENTS AT WORK AND ON THE ROAD TO WORK**

This insurance is underwritten by every employer to cover all its workers. If you are a ULiège scholarship holder or ULiège employee, you automatically benefit from this insurance. If you are a visitor or guest researcher, you will have to register as a visiting researcher in order to benefit from the coverage.


In addition, employees hired by the University of Liège and visiting researchers registered in this capacity are covered for civil liability. This policy covers damages to third-parties and their property, as a result of error, negligence or carelessness in the workplace.

If you are away on an assignment abroad, do not forget to register with MODUS to ensure continued coverage.

Link to MODUS
Link to the MODUS user guide
AutoMobile Insurance

In Belgium, it is mandatory to insure all motor vehicles that are put into circulation (including two-wheeled vehicles) with third party liability. This insurance coverage compensates for bodily injuries, material damage and emotional distress caused to third parties in an accident in which the driver of the vehicle is at fault.

Third-party liability insurance only applies to costs incurred by the third party and not the costs of the damage to the vehicle of the driver responsible for the accident. An additional, optional, insurance is required to cover personal costs (Omnium/full coverage insurance options, see below).

The amount of the insurance premium varies depending upon the insurance company, the age of the driver and the power of the vehicle. It also takes into account, the number of accidents in which the driver was at fault— if a driver has already caused an accident, a higher insurance premium will be assessed.

The insurance certificate, also known as the ‘green card’ must be kept in the vehicle at all times.

Compulsory Insurance for Rental Agreements

Within the framework of a rental agreement, certain types of insurance are required. Every tenant is obliged to take out fire insurance insurance (or housing insurance) to cover personal property and the part of the building that they occupy. This insurance reimburses the costs associated with the replacement, repair or reconstruction of a house and/or its contents, in the event of a fire. Many policies include the risk of theft in a home, water damage, broken windows, etc.

Fire insurance is mandatory for tenants of all dwelling types: house, apartment, garage, etc.

It is critical to correctly establish the value of the property being insured.

4.11. Recommended Insurance

For major risks (fire, car accident...) the damage can be extensive and a person may not always be able to cover the costs incurred. The financial coverage from the insurance provider is therefore important; especially as the financial coverage can at times exceed the total premiums paid by the policyholder. It is strongly advised to find suitable coverage for all risks and damages which could cause you serious problems if you had to pay for them yourself.

Family Insurance

Family insurance coverage compensates damages caused to a third party in their private life, assuming the policyholder is responsible (i.e. broken window panes, a fall and property damage). The person who is liable is legally obliged to compensate the damage. The reparation is financial compensation, though the legal obligations can amount to large payments. In basic terms, the insurance company covers the financial compensation owed to the victim by the person who is insured.

Additional Car Insurance (Omnium)

Mandatory car insurance does not cover damages to the vehicle of the driver responsible for the accident. Non-compulsory insurance, called OMNIUM in Belgium (from the Latin meaning ‘all’, thus ‘All-Risk’ insurance) is available at an additional cost and covers the costs of the insured vehicle (or its loss), regardless of whether the policyholder is responsible for the damages, as outlined in the policy.

Each insurance company is free to set the terms and rates of their policies. There are two common options: a ‘Mini Omnium’ or a ‘Full Omnium’, with a range of coverage depending on the insurance company and the type of contract issued. The ‘Full Omnium’ is recommended for new vehicles but is not necessarily appropriate for an older car in poor condition.
Hospital Insurance

An accident, an illness or a period of hospitalisation can lead to significant health care costs for which the mutuelle 12 will cover on the first instance as part of social security coverage. However this compensation may not cover all the associated costs. Therefore it is possible to take out additional insurance with your mutuelle. More information can be found in the chapter on Health Care.

With regards to additional hospitalisation insurance, the Student Services staff (for PHD students) or the Service social du Personnel (for postdoctoral researchers) can provide you with information on certain benefits for ULiège personnel.

4.12. Some tips before signing a contract

You will be required to sign a contract in order to be insured. Before signing, here are a few precautions for the policyholder:

- Read the contract in its entirety, including the fine print.
- Signing an insurance contract means accepting all the conditions listed. Any questions or concerns should be addressed before signing.

- Research and compare policies offered by different companies, consider what is covered, the premiums to be paid, the extent of the coverage provided, the total amount of the deductible, etc.

Be careful! The same risks may be covered in different policies. For example, travel insurance may already be covered by the car insurance policy; theft within a housing unit is often covered by fire insurance; theft of a motor vehicle is covered by supplementary car insurance, etc.

Before enrolling in an additional policy, check to ensure coverage is not already offered under other contracts.

For your information: ETHIAS Affinity has several options offered at a discounted rate for ULiège staff. All you need is a University ID (it is a personal identification code starting with u followed by six numbers).

To find out more: MyULiège > Personnel (Staff) > Intranet ARH > Santé (Health) > Assurances (Insurances).

12 The various Belgian health insurance plans, known as a mutuelle, are state sponsored and are mandatory for residents wishing to receive Belgian health cover. After joining, patients will typically be reimbursed between 50 and 75% of their medical costs by their chosen Belgian mutuelle (health insurance company).
5. WORKING AT ULIÈGE
On the University’s Human Resources Intranet, you will find access to a wealth of information on training, procedures regarding absence from work or illness, job postings, etc. This information is mainly provided in French.

5.1. IDENTIFICATION BADGE

University of Liège staff members may have an ID badge provided by the institution. This allows for rapid identification of participants at meetings and conferences and gives staff access to discounts at several shops or events. It may also be needed to gain access to certain buildings.

For more information on how to obtain a badge, consult the ARH Intranet.

Visiting researchers can also obtain a personalized badge by contacting the EURAXESS Centre if their stay is longer than 2 months, and provided the legal conditions of their stay are met (confidentiality, intellectual property).

5.2. SALARY AND DEDUCTIONS

Each employer allocates a gross sum income to their employee, which is agreed upon in the work contract or the agreement for public service agents who are subject to particular public service rules.

The gross sum income is subject to various deductions, including social security payments (earmarked for various branches of social welfare: health care, family allowances, etc). The gross income after social security deductions is called the taxable income. The taxable income after the tax deduction is called the net income.

This net income can be further reduced by other deductions such as special social security contributions, meal voucher deductions or be increased by employer social support such as a travel allowance.

These deductions are directly paid by the employer to the various public administrations: ONSS (National Social Security office), SPF Finances (Tax Office) - SPF Economy, etc.

The NET income is therefore the salary that you will be paid monthly on your bank account. Each month, the employer prepares a detailed payslip which is available for download on the ULISWEB (the ULiège personnel database to which you have online access via your ULiège username and password). This document also includes the name of your administrative and financial managers.

Access to UlisWeb: MyULiège > personnel > ULISWEB

Each spring, your employer will issue a detailed account summary of your payslips from the previous year as well as a tax statement (Form 281.10). The latter is necessary for you to prepare your tax return.

Your tax return includes all your professional earnings, income from real estate assets, etc from the previous year which are subject to possible taxation. In addition to the tax statement Form 281.10, you will receive documents from different organizations (banks, schools, daycares, insurance companies, etc) that are needed to complete the tax return. All documents must be returned to the Tax Administration Office (SPF Finances), either electronically or in hard copy. The deadline for submitting tax returns varies each year, but generally is around end June for the paper version and mid-July for the electronic version.

After receiving and reviewing your return, the Tax Administration calculates your assessment and issues a statement. The document indicates the amount to be paid or the rebate to be received.

If you need assistance completing your tax return, you can contact the tax office in your municipality. During the month of June, the EURAXESS Centre organises drop-in sessions
during office hours to assist you with your return.

N.B. Doctoral and postdoctoral grants (not to be confused with mobility grants) are only subject to social security contributions, given that they benefit from tax exemptions. Nonetheless, the tax return remains mandatory for doctoral candidates and postdoctoral fellows, but no professional income should be declared, apart from the special social security contribution and the employer social support contributions.

More information can be found here:

For foreign PHD students, see the downloadable brochure.

5.3. INTERNET ACCESS

All ULiège sites are equipped with WIFI. When you connect to the network, select the « ULG-SECURE » wifi and enter your ULiège username and password.

If you don’t have a username, you should request from an on campus computer your login and password via this page: https://www.campus.ULiege.be/cms/c_9096861/en/centralized-identification

Once you are connected to MyULiège, follow the instructions to get your ULiège email address

In the meantime, you can create a temporary account through the ‘GUEST’ wifi network.

5.4. ULIÈGE LIBRARIES

There are 5 major libraries at the University of Liège. Linked through a user-friendly search interface, the ULiège library catalog houses over one million books, e-books, magazines, electronic journals, dissertations, maps, etc. To access the library database, visit https://lib.ULiege.be

THE LIBRARY OF ARCHITECTURE, LETTERS, PHILOSOPHY & ARTS (ALPHA)

The ALPHA Library is the historical centre of the ULiège library network and most of its collections are housed in the heart of Liège at the Place du XX-Août. It primarily serves the Faculty of Philosophy and Letters and the Faculty of Architecture.

Visiting researchers must register in order to gain access to the reading rooms. This can be done daily between 9:00 am and 5:00 pm (or 6:30 pm for Reading Room 1). Be sure to bring a passport photo, your certificate of registration or current student card to enjoy the best rates.

Information and hours of operation can be found here (only available in French) : https://lib.ULiege.be/libraries/alpha

THE GRAULICH LIBRARY OF LAW, ECONOMICS, BUSINESS MANAGEMENT AND SOCIAL SCIENCES

The L. Graulich Library serves the Faculty of Law and Political Science, the Institute for Human and Social Sciences (ISHS) and the HEC Management School- ULiège.

Information and hours of operation can be found at (only available in French): https://lib.ULiege.be/fr/libraries/graulich

THE AGRONOMICAL SCIENCES LIBRARY (BSA)

Situated on the Gembloux Agro-Bio Tech (GxABT) campus, the BSA offers access to a science and technology collection of over 120,000 monographs and 1,000 current journals and periodicals, through the various Research Unit libraries on campus. It is the curator of several special collections, including those found in the international centres of the CGIAR (Consultative Group on International Agriculture Research).

The BSA offers researchers assistance and support in accessing hard to find documents, drafting bibliographies and scientific
documents, using the institutional repository or other needed research tools.

Information and hours of operation can be found at (only available in French): https://lib.ulg.ac.be/fr/libraries/bsa

THE LIBRARY OF SCIENCE AND TECHNOLOGY (BTS)

Serving the Faculties of Science and Applied Sciences, the BST is spread over 5 locations:
BST- Science
BST- Applied Sciences & Mathematics
BST- The Marcel Florkin Library of History of Science & Technology
BST- Environmental Science (Arlon campus)
BST- Geosciences

Information and hours of operation can be found at (only available in French): https://lib.ulg.ac.be/fr/libraries/bst

5.5. OPEN ACCESS

For several years now, the University of Liège has been a leader in implementing a dynamic policy in favor of Open Access and committing to the compulsory deposit of data, the use of Open Access tools, etc

An institutional repository called ORBI (Open Repository and Bibliography) was created for this purpose, allowing access to all research publications created at the University (articles, monographs, appraisal reports, educational materials, etc.) giving them greater visibility and ensuring faster dissemination without infringing on the author’s rights or copyright regulations. You are invited and encouraged to publish your research on ORBi throughout your time at the University of Liège.

Information: orbi.ULiege.be/

THE LIFE SCIENCES LIBRARY

The Life Sciences Library supports the following disciplines: medicine, veterinary medicine, physical education, physiotherapy, psychology, speech therapy, education, biomedical sciences, zoology and pharmacy.

Information (only in French) and hours of operation can be found at: https://lib.ulg.ac.be/fr/libraries/bs

5.6. UNIVERSITY RESTAURANTS

The University of Liège has 6 cafeterias and 2 self-service sites spread across its campuses. They can be found in the following buildings: A2, B4, B8, B36, B42 and B65, and are open Monday-Friday. These restaurants offer snacks, soups, sandwiches, salads, prepared meals and drinks at reasonable prices. Do not forget to bring your student card or ID badge.

Information (in French only) on hours of operation and prices: restaurants-universitaires-Liège.be/fr
6. HEALTH AND WELL-BEING AT WORK
6.1. **MEdICAL FEES**

Medical insurance is mandatory for anyone working or studying in Belgium. In order for medical fees to be partially or fully reimbursed in Belgium, registration with a health insurance company is required. A private, non-profit company is called a ‘Mutuelle’ or there is the public entity called CAAMI - Agency for Health & Disability Insurance. Your affiliation with a health insurance company is funded through direct contributions from your salary or your grant (social security contributions). If you are a doctoral student, you can register as a student. If you are a visiting researcher for a stay longer than 3 months, you will need to complete a few administrative formalities and possibly pay personal out-of-pocket contributions.

If you are affiliated with a Mutuelle or health insurance company, you will also be required to take out additional coverage. This ensures reimbursement of medical services which are not covered by the statutory health care system (speech therapy, psychotherapy, vision care, dentist, physiotherapy, maternity fees, childcare expenses for sick children, etc). CAAMI does not offer this additional insurance and therefore does not reimburse these services.

Finally, health insurance companies also offer optional coverage for those wanting greater coverage. This may include Hospital Insurance which covers fees for a hospital stay (short and long term) or dental care. The offers and prices vary according to each company. Try to find out which insurance coverage best meets your needs. Contracts are typically set for a period of 12 months and it can be quite difficult to terminate a contract before its end date.

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A private website comparing the services offered by mutuelles


Alliance Nationale des Mutualités Chrétiennes: [https://www.mc.be/que-faire-en-cas-de/situation/welcome-to-belgium](https://www.mc.be/que-faire-en-cas-de/situation/welcome-to-belgium)

Union Nationale des Mutualités Libérales: [www.ml.be/](http://www.ml.be/)

Union Nationale des Mutualités Libres: [www.mloz.be](http://www.mloz.be/)

Union Nationale des Mutualités Neutres: [www.mutualites-neutres.be](http://www.mutualites-neutres.be)

Union Nationale des Mutualités Socialistes: [http://www.solidaris.be](http://www.solidaris.be)


Omnimut, Mutualité neutre de Wallonie: [www.omnimut.be](http://www.omnimut.be)

Partenamut, Mutualité Libre: [www.partenamut.be](http://www.partenamut.be)

Most of those websites are only in French.

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13 See chapter 4.11 on Insurances, page 27
6.2. **REIMBURSEMENTS OF MEDICAL EXPENSES**

Medical fees are partially or fully reimbursed as long as you are registered with a health insurance company or *mutuelle* and that you have paid the necessary contributions for coverage.

Doctor’s fees are paid in part by the health insurance company and in part by the patient, which we call the co-payment (*ticket modérateur*). This is the amount that you are responsible for paying after the coverage by your health insurance. You must pay the entire amount up front to your doctor who will issue you an invoice stating the medical care you have received, which you will then submit to your insurance company or *mutuelle* for reimbursement. The percentage that is reimbursed is not defined by your insurance provider, but rather by the State (in a list known as the *nomenclature*). This list stipulates the conditions that must be included in the health care services in order for them to be eligible for reimbursement (i.e. qualifications of health care provider, frequency and duration of services, etc).

In the event of hospitalisation, the social security contribution is made beforehand and the hospital sends the patient an invoice, outlining the costs and the co-payment amount. The hospital will send a second invoice to the insurance company with the amount it is to pay directly to the hospital. With this system (called a third-party payment) the patient only pays the co-payment fee and any supplemental costs not included in its coverage. Payments for some prescription drugs are handled in a similar fashion (i.e. reduction on the price paid at the pharmacy).

Finally, there are two categories of doctors in Belgium. ‘*Médecins conventionnés*’ are contracted doctors and have accepted the fee structure agreed upon by the *mutuelles* and the organization representing Belgian doctors. ‘*Médecins non conventionnés*’ do not operate under the same conditions. Whether your doctor is contracted or not, the amount reimbursed by the insurance company is the same but if your doctor is not contracted, you will have to pay a surplus fee. The two categories apply to general practitioners and specialists. The best way to find out which category applies to your doctor is to ask when making an appointment. Additionally, please note that a doctor can be partially contracted, meaning that on certain days, for certain hours, they may have a private practice and on other days be available for general consultation at the hospital.

6.3. **IMPORTANT HEALTH CARE DOCUMENTS**

A ‘vignette’ is a sticker given by the *mutuelle* which details your health insurance coverage and includes your policy number, home address, etc. One of these stickers must be placed on each document that you submit to your *mutuelle*.

In addition to the ‘vignette’ stickers, an ISI+ card is issued by the *mutuelle* if you do not have an EID European identify card or you do not have a residence permit. This card is free and allows for any health care provider (pharmacist, dentist, doctor) to identify you.

The prescription (also called ‘ordonnance’) is the document given by the doctor outlining the drugs and care required. This needs to be given to the pharmacy to obtain your medicine. Some drugs are dispensed without a prescription.

A healthcare certificate is the document given by the doctor after your consultation. A vignette should be attached to it and submitted to the *mutuelle* in order to be reimbursed for the cost of the consultation.

The European Health Insurance Card is a free card that allows EU citizens to benefit from public health care during a temporary stay (maximum 3 months) in one of the 28 EU Member States, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same prices as people in these countries.
EHIC Cards are issued by health insurance providers in all EU Member States. The European Health Insurance Card:

- Does not replace travel insurance. It does not cover private health care, nor a return flight to your country of origin in the event of illness, nor the loss or theft of property.
- Does not cover the costs associated with medical treatments which you have scheduled in another EU country;
- Does not guarantee that the services provided will be free of charge. As healthcare systems differ from one country to the next, certain free services provided in a country of origin may not be provided in the same way elsewhere.

If you change your country of residence, you will need to use the S1 form and not the European Health Insurance Card if you wish to benefit from medical care in your new country of residence.

More information can be found at 6.4.

6.4. PATIENTS’ RIGHTS

As a patient, you are free to select and change your doctor at any time. However, it is advised to have one general practitioner who is familiar with you, your medical file and medical history.

You have the right to be informed about the state of your health, possible treatments and risks involved. A doctor requires your consent before starting any treatment. You are free to consult your medical file but you will not be given access to your doctor’s personal notes.

Your doctor is bound to patient-doctor confidentiality regarding your medical file.

If you are not comfortable enough speaking French, you may make use of a specialised translation and interpretation service. To do so, get in touch with the appropriate person at the hospital or medical centre. The EURAXESS Centre can also assist you in identifying a doctor who speaks your native language.

Please note that doctoral students enrolled at the University of Liège can benefit from a third-party payment system for consultations at the C.H.U (the Sart-Tilman University Hospital Center) and at the Polyclinic Brull in the city centre. As long as you have health insurance coverage, these consultations will be fully reimbursed. This special rate applies only to clinic consultations and not to laboratory fees, drug dispensary fees or medical examinations (blood tests, CT scans, etc).

6.5. MEDICAL CONSULTATIONS

IN LIÈGE

To find a doctor during the week:

www.ordomedic.be/fr/rechercher-un-medecin/ (site in French only)

To find a doctor at a Drop-In clinic on the weekend:

La maison de garde (by appointment only, open Friday from 7 pm to Monday at 8 am, as well as public holidays)

Quai Van Beneden 25, 4000-LIÈGE
04/341.33.3

Call to set up an appointment at the Drop In Clinic (maison de garde) or sign up online:


Polycliniques Brull
Quai Godefroid Kurth 45 - 4020 Liège

C.H.U. du Sart Tilman
Avenue de l’Hôpital - bât. B35 - 4000 Liège

You are required to sign up for an appointment at both locations via phone or online at: 04/242.52.52

http://www.chu.ulg.ac.be/jcms/c_5820004/fr/rendez-vous
In Gembloux, appointments can be made at the Drop In Clinic (Maison de garde) by calling 081/61.59.20

In Arlon

If you require the services of a doctor or a dentist or a hospital consultation is needed, contact Françoise DASNOY for all the necessary information.

Françoise DASNOY
+32 (0)63.23.08.31
F.Dasnoy@ULiege.be

6.6. IN CASE OF ILLNESS

In case of illness, inform your boss or supervisor before 10 am, preferably by telephone, notifying them of your illness and your expected time of absence.

If the duration of the absence exceeds one day, you must go to the doctor and have them fill out the pre-printed SM1 3-part form which was given to you when you were hired. Within two days of being off work, the first 2 parts must be sent to the Department of Medical Control (cm.spcm@provincedeLiège.be, or otherwise by mail to the address mentioned on the form) and the third part to the Department of Human Resources- Medico-Social Management office (preferably by email to: gms@ULiege.be Or otherwise by mail to the address mentioned on the form).

In the event of prolonged absence, repeat steps 1&2 with the documentation noted above.

- Remain available for the medical inspector. If you are able to go out, remain at home for the first three days unless there are justified medical reasons. In this case, you must report at your own expense and before any other travel to the Department of Medical Control

- When you return to work, notify the Department of Human Resources (Medico-Social Management office) by telephone and sign the return-to-work form.

In the event you return to work on a part-time basis, your attending physician should complete the SM1 form and send the first two parts to the Department of Medical Control and the third part to the Department of Human Resources.

Researchers who are under contract or temporary assistants on contract must send a medical certificate to their mutuelle, otherwise they risk losing their right to compensation.

More information (only in French) can be found on the Department of Human Resources Intranet site.

6.7. SMOKING AT WORK

Tobacco use is not only a health risk for smokers but also for people who do not smoke, but inhale the smoke in the air around them.

As of 1 September 2005, in accordance with the Royal Decree of 19 January 2005 on the protection of workers against tobacco smoke, it is forbidden to smoke in all workspaces, including halls, corridors, elevators, etc. This ban also applies to electronic cigarettes, with or without nicotine.

Smokers must go outside a building to smoke and “smoking breaks” are, under no circumstances, part of work time.

6.8. SAFETY INSTRUCTIONS

In case of emergency (Accident, Fire, etc)

In the event of an emergency, you can call 04/366.44.44, 24 hours a day, 7 days a week. You will be directed to the appropriate University department for assistance. An emergency response plan is in place and you may be directed to the emergency services (fire, ambulance, and police) as needed.

This call should be made from a landline at the
University of Liège so that the central alarm station is informed. Indicate the University building you are in and the address. A call from a mobile phone is not as easily traced by the emergency services.

**IF YOU ARE A VICTIM OF AN OFFENSE**

Always record a statement with the University and with the Police (via the online form available on the ULiège Intranet). You can go to any police station in Belgium to report the incident, it does not have to be reported in the municipality where the event took place.

The University has many visitors and casual workers, so it is always advised to be aware of your surroundings and protect yourself against theft. The University is not responsible for any theft that occurs.

The University Service for the Protection and Hygiene at Work (SUPHT) is responsible for the protection of workers within the framework of the federal regulations on well-being at work. It organizes health and safety training for university employees and includes topics such as laboratory safety, prevention and management of biological, electrical and fire risks, industrial first aid and asbestos.

The SUPHT also publishes brochures on these topics in addition to others such as home security and maternity leave for new staff members, available in English and French: [https://www.ulg.ac.be/cms/c_193296/en/documentation-utile](https://www.ulg.ac.be/cms/c_193296/en/documentation-utile)

6.9. **CONTACTS AT THE DEPARTMENT OF HUMAN RESOURCES (ARH)**

Each staff member has three contacts in the Department of Human Resources (ARH):

- An administrative file manager who assists with all questions concerning contracts, types of leave, work hour reductions, certificates of employment, etc

- A financial file manager for questions relating to salary, reimbursements for transportation costs, vacation pay, income tax, etc

- A medico-social manager for questions relating to sick leave, maternity leave, etc

The names and phone numbers of your file managers are listed at the bottom of your monthly pay slip, available on Ulisweb.
## Contacts

### Work contracts, vacations and holidays, reduced work schedules and forms

Administrative Manager in the department of Human Resources (contact information will be listed at the bottom of your monthly pay slip)

### Salary, travel expenses and vacation pay

Finance Manager in the department of Human Resources (contact information will be listed at the bottom of your monthly pay slip)

### Sick days, illness and maternity leave

[https://www.ulg.ac.be/cms/a_21884/fr/maladies](https://www.ulg.ac.be/cms/a_21884/fr/maladies) (in French only)

Medico-Social Manager in the department of Human Resources (contact information will be listed at the bottom of your monthly pay slip)

A – E : **Anne Van Damme**  
04/366.54.92 – Anne.VanDamme@ULiege.be

F – L : **Véronique Renders**  
04/366.56.91 – Veronique.Renders@ULiege.be

M – Z : **Florence Di Giusto**  
04/366.56.26 – fdigiusto@uliege.be

### Work accidents and insurance

[https://www.ulg.ac.be/cms/c_29649/fr/responsabilite-civile-et-accidents-de-travail](https://www.ulg.ac.be/cms/c_29649/fr/responsabilite-civile-et-accidents-de-travail) (in French only)

Department of Legal Affairs  
**Carine Speetjens**  
04/366.54.70 - Carine.Speetjens@ULiege.be

### Professional health leave

Social Service for the ULiège Personnel in the Department of Human Resources  
**Amandine LEGROS** (secretary- English speaking)  
04/366.52.41 - Amandine.Legros@ULiege.be
Protection against ionizing radiation (SUCPR)


Liège - 04/366.22.01
Gembloux - 081/62.22.05

Health & Well-Being at Work (SUPHT)


Liège- 04/366.22.47
Gembloux - 081/62.23.36
Arlon -063/23.09.34

Psychosocial risks (stress, workplace conflict, burnout, harassment, violence, etc)

Professionally trained personnel at the University of Liège (called « personnes de confiance ») offer an open door and listening ear to any staff member in need. They can meet and listen to the employee and if desired, initiate an informal mediation (i.e. meet the person implicated in the issue, make referrals to other internal or external interlocutors, other professionals or suggest ideas for resolutions). The trained personnel act in complete autonomy with confidentiality and are quickly available upon request.

http://www.ulg.ac.be/cms/c_3147015/fr/personnes-de-confiance

Emilie Hirt (all campuses)
SUPHT/Cellule bien-être psychosocial
04/366.93.80 - emilie.hirt@ULiege.be

Marie Barbier (all campuses)
SUPHT/Cellule bien-être psychosocial
04/366.55.29 - Marie.Barbier@ULiege.be

Marc Vandenheede(Faculty of Veterinary Medicine)
Département de gestion vétérinaire des ressources Animales (DRA)
04/366.41.48 - Marc.Vandenheede@ULiege.be

Françoise Decamp (Gembloux Agro-Bio Tech)
Service social des étudiants
081/62.21.35 – francoise.decamp@ULiege.be
04/344.62.93

Bénédicte Mousset (Faculty of Medicine)
Social services information: staff support, return to work after extended absences, financial assistance, etc

Social Service for the ULiège personnel: Department of Human Resources
https://www.ulg.ac.be/cms/c_20134/fr/intranet-administration-des-ressources-humaines

Amandine LEGROS (English speaker)
Secretary
☎ 04/366.55.28 - 55.29
✉ service.social.personnel@ULiege.be
6.10. **NEED TO TALK?**

Feeling unmotivated or homesick? Confused about the attitudes of your co-workers or supervisor? Need to talk to someone? Here are some resources that might be helpful.

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### Support for your personal situation (stress, conflict, burnout, harassment, violence, etc)

Psychological support for students (including doctoral candidates) is available at any time and will be kept confidential. Feeling stressed or lacking motivation during the exam period? Doubting your academic path or dealing with personal difficulties? Everyone can go through difficult periods of life and navigating through these times alone can be even more challenging. Talking things over with someone can be a first step to better days.

ULiège offers trained professionals upon request who can give a listening ear and support.


The Cultural Diversity Service is available to international students who may have questions about integration and settling down in Belgium.


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### Your work environment

**Medical Supervision (SPMT)**

The SPMT (Public Service of Occupational Medical) offers professional assistance for the well-being and health (physical and psychological) and related risks of University employees.


- Liège branch – downtown campus - 04/344.62.62
- Liège branch - CHU - 04/366.76.25 (CHU)
- Gembloux branch - 081/73.56.56
- Arlon branch- 061/29.20.91

The **Council for Scientific Personnel** (CCS) is the institutional body which represents the scientific staff within the wider community and acts as a liaison to the authorities of the University of Liège. It organises focus groups to gather feedback, disseminates information and seeks to enhance the working conditions for researchers at the University.

Contact information for the CCS administrative secretaries can be found below:


**Madame Fabienne Hendricé** (FR)

- Bât. B53 – Aquapôle, Quartier Polytech 1, Allée de la Découverte, 11
- 4000 Liège (Sart Tilman)
- +32 4 366 23 53
- Courriel : ccs@ULiege.be

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Cédric Schwartz, président du CCS (EN)  
Bât. B52/8 Labo d’Analyse du Mouvement Humain (LAMH)  
Quartier Polytech 1  
allée de la Découverte 13C  
4000 Liège 1  
Belgique  
+32 4 3669356  
Cedric.Schwartz@ULiege.be

Psychosocial risks (stress, workplace conflict, burnout, harassment, violence, etc)  
See hereabove page 40

Unions  
CGSP – Centrale générale des services publics  
CSC services publics – Confédération des syndicats chrétiens  
SLFP – Syndicat libre de la fonction publique

Sylvie Vanderheyden CGSP  
04/366.56.25 – Sylvie.Vanderheyden@ULiege.be

Fabrice Charlier  
04/366.53.74 – Fabrice.Charlier@ULiege.be

Martine Evraud CSC  
04/366.56.39 – Martine.Evraud@ULiege.be

Katia Gagliardi  
04/366.56.13 – K.Gagliardi@ULiege.be

Marc-Henri Bawin SLFP  
04/366.58.64 – MH.Bawin@ULiege.be

One of the responsibilities of the unions is to defend the interests of the employees vis-a-vis their employer. They can provide information about your rights and duties as ULiège employees. Please note that unions are not well versed in information regarding doctoral grants or postdoctoral fellowships. More information (in French only) can be found at:

http://www.ulg.ac.be/cms/c_33322/organisations-syndicales

You can contact the Council of Ethics and Scientific Integrity (C.E.I.S.) if you have questions about plagiarism, ethics or scientific integrity in your research or your work environment. More information can be found at: www.ulg.ac.be/cms/c_6045662/fr/ethique-et-integrite-scientifique
7. LIVING IN BELGIUM
7.1. COST OF LIVING

To get a sense of the cost of living and to plan a student budget, you can consult the following websites:
www.studyinbelgium.be/en

For questions relating to mobile phone plans, electricity, heating, etc you can consult the Belgian Consumers Association website: www.test-achats.be

7.2. LEISURE AND CULTURE

IN LIÈGE

The Royal Athletic Circle of Students (RCAE) is the sports association at the University of Liège. It offers activities in 70 sport disciplines at reasonable costs and is a great way to stay healthy and meet new people. Most of the activities take place at the Sart-Tilman Sports Complex near the CHU hospital. Grandes randonnées (Great Hikes) is a 20 kms outing for RCAE members that explores the Walloon region and occurs 3 Sundays a month. There is a small participation fee for carpooling.

The Culture of Liège website offers information about several local events including choral productions, theatre, improv, orchestral concerts, photography shows, movies, art exhibitions and guided tours. Often these events are available at a reduced cost for ULiège personnel and/or students. The University is also home to a dozen museums and exhibition halls, including an aquarium, science centre, greenhouse and botanical garden, planetarium, the museum of Prehistory, the Wittert Museum of Art and of course the open air museum on the Sart-Tilman campus.

Outside of the university, there is a rich cultural life in Liège. Consider visiting the Museum of Fine Arts, the Aquarium, the Grand Curtius, the Museum of Wallon Life – many of which are free of cost on the first Sunday of the month.

artsetpublics.be/museums/

Liège is also host to several high quality theatre productions and concerts. Check out the Royal Opera of Liège or the Royal Philharmonic Orchestra of Liège and don’t forget that ULiège offers discounted ticket prices to staff and/or students for certain activities and shows.

For researchers and their partners, the association Liège Rencontres International aims to connect women from Liège with women who are newcomers to the city. For more information, contact: comite.lri@gmail.com

www.rcae.ulg.ac.be
culture.ULiege.be/jcms/j_6/fr/accueil
www.Liege.be/fr/vie-communale/services-communaux/sports/service-des-sports/le-service-des-sports
Liege-sports.be/
www.Liegesport.be/
www.Liege.be/culture
IN GEMBLOUX

The ASAG- Faculty Sports Association offers over 25 different sport activities (competitive teams, recreational teams, individual and team sports, water and racket sports and outdoor activities) at a reasonable cost.

Boasting a dynamic cultural program, Gembloux also hosts several events each year, including concerts, theatre productions, art exhibits and shows. The Gembloux Cultural Center is at the heart of the cultural life in the city.

Facebook
www.facebook.com/centreculturelgembloux/

Check out the list of associations that are present on Gembloux's campus and in the community.
Take note of the non-profit organization Maison Internationale Gembloux (International House Gembloux) which offers programming that encourages openness to the world and interculturalism.

IN ARLON

Information (in French only) on all sporting and cultural activities and events, offered in Arlon, can be found here:

http://www.arlon.be/loisirs/sport

https://www.arlon.be/loisirs/culture
7.3. COURS DE FRANÇAIS
FRENCH CLASSES

IN LIÈGE

Foreigners working at the University of Liège can participate in French language classes organized by the ISLV in the evenings, twice a week from 6-8 pm. Doctoral candidates, post-doctoral fellows, staff members (and their spouses) receive a discounted rate of 100 € per semester (as of October 2018; prices subject to change). There are two registration cycles per year, one in September and the other in January.


For other possibilities (conversation tables, etc) check out the Maison des Langues - House of Languages:

http://www.babelreg.eu/en

IN GEMBLOUX

French classes are organized in Gembloux each trimester at a cost of 15€. Information (in French only) can be found on the Alpha Group’s website at:

http://www.alpha-gembloux.be

Another class is organized annually in Namur, about 15 kms away, by the higher education institutions of the Province of Namur. At the first lesson, students will take a language assessment to determine their comprehension level.

Information is available on website of the Namur Academy of Modern Languages (in French only) or with the International Relations office at Gembloux: erasmus.gembloux@ULiege.be

French courses are also offered at the beginning of the academic year in collaboration with the Academic Pole of Namur.

IN ARLO

French language evening classes are available at the following institutions:

École Industrielle et Commerciale
Rue Godefroid Kurth 2 - 6700 Arlon
Tél. +32 63 23 33 90
eica@skynet.be
eicarlon.be/fr/accueil_2

Institut d’Enseignement de Promotion Sociale:
Chemin de Weyler, 2 - 6700 Arlon
Tél. +32 63 23 02 40
www.promsoc-arlon.be/
8. A FAMILY FRIENDLY UNIVERSITY
8.1. **CHILD CARE FOR 0-3 YEARS**

You must register for childcare by the end of your first trimester of pregnancy. **Be careful: the demand is much greater than the supply and thus it is very important to make arrangements in a timely fashion.**

In Belgium, nurseries and home-based daycares for children under the age of 3 are accredited by the Office of Birth & Childhood (ONE, *Office de la Naissance et de l’Enfance*). This governing body within the Walloon-Brussels Federation oversees child-related policies, mother and child protection, medical and social service support for expectant mothers, childcare outside the family and support for parents.

Its mission, among others, is to ensure legislation compliance including the accreditation and funding of childcare facilities for children under the age of 3. There are different kinds of facilities:

- Subsidized centres where the monthly contribution is calculated on the basis of household income
- Non-subsidized accredited centres which have a monthly flat rate
- Authorized but non-accredited childcare centres

A list of approved childcare facilities is available through the Office of Birth and Childhood by specifying the municipality in which you live or wish to register your child.

**Office of Birth and Childhood**


**Liège**

04/344.94.94
asr.Liège@one.be

**Namur**

081/72.36.02 081/72.36.00
asr.namur@one.be

**Libramont**

061/23.99.60
asr.luxembourg@one.be

Brochures and further information is available online.

**REGISTRATION FOR CHILDCARE IN LIÈGE**

A centralised registration service is in place for all childcare requests until the age of 3. Registration is accepted on a first come, first served basis with priority given to families in Liège and their siblings.

Registrations can be emailed to creche.inscription@Liège.be or by phone at 04/238.53.00, Monday to Fridays between 8:30 am and 12:30 pm.


**REGISTRATION FOR CHILDCARE IN GEMBLOUX**

Information (in French only) can be found online at

REGISTRATION FOR CHILDCARE IN ARLO

Information (in French only) can be found online.

8.2. EDUCATION

It is not difficult to find a place to enroll your children in pre-school, primary or secondary school in Liège, with the exception of immersion classes. Education in Belgium is free and organized into three networks:

- Education organised by the Wallonia-Brussels Federation
- Official subsidised education
- Free subsidised education

Pre-school and primary education constitutes basic education. Pre-school is for children aged 2.5-6 years old and is not compulsory. Primary school is for children aged 6-12 years old and is compulsory. It includes 6 years of learning (from the 1st year to the 6th year) and primarily covers reading and mathematics.

In the Wallonia-Brussels Federation, learning a second language is compulsory beginning in the 5th year of primary school. Dutch, English and German are some of the languages that are offered. Some kindergartens and primary schools offer language immersion programs, which consist of lessons (other than language courses) offered in the foreign language. These schools generally have long waiting lists and registration several years in advance may be required.

Primary education is recognised with a CEB (certificate of basic studies) from the Wallonia-Brussels Federation. This certification allows entry to secondary school, which consists of 4 educational streams General, Artistic, Technical and Vocational. It is then subdivided into three levels:

- Level 1: called the observation level and normally for students aged 12-14 (with a limit of age 16)
- Level 2: called the orientation level and normally for students aged 14-16
- Level 3: called the confirmation level and normally for students aged 16-18

At the end of the six years, students obtain the CESS- Certificate of Secondary Higher Education, which is required for admission to higher education (Universities or Hautes Ecoles).

More information (in French only) about education in Belgium, along with a list of schools can be found at: [www.enseignement.be](http://www.enseignement.be)

8.3. WELCOMING A SPOUSE OR PARTNER

Does your spouse or partner need assistance finding a job, learning French, finding childcare or getting their degree recognised? Regional Integration Centers are available along with interpreters from Setis Wallon to assist.

Information (in French only) can be found online [http://actionsociale.wallonie.be/integrations](http://actionsociale.wallonie.be/integrations)

Liège Recontres International is a resource available for women arriving in Liège and more information can be found on page 47.
9. CONTACT US
9.1. **THE EURAXERSS CENTER**

Facilitating a researcher’s mobility is at the heart of what we do! The EURAXESS Centre at the University of Liège is here for you.

The ULiège EURAXESS Centre is part of an international network of 500 centres located across 40 countries who are partners in the Horizon 2020 research program. It is committed to providing free, quality services to all researchers to help them plan and organize their research stay. Services are available to everyone, regardless of whether they are inbound (Mobility IN) and arriving at the University of Liège or outbound (Mobility OUT) and wishing to go abroad.

All inquiries concerning the practical aspects of a mobility project – for a researcher and their family- are treated with personal attention and care. Areas of support include:

- Visa and residence permits
- Work permits
- Status at the University of Liège
- Housing
- Banking
- Health care, pension and unemployment
- Childcare and schools
- Language classes and culture
- Taxes
- Validation of diplomas
- Job searches and funding opportunities
- Intellectual property
- Departure formalities

The ULiège EURAXESS Centre is located in the ARD- the Department of Research & Development- at Place du XX-Août in the Liège city centre. Services are also available on Gembloux’s campus and at PACODEL on the Sart-Tilman campus. It is recommended to make an appointment ahead of time.

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**Euraxess Mobility Centre in Liège:**
Brigitte Ernst
ULiège – ARD – Euraxess
Place du 20 août, 7 (Bât. A1)
B-4000 Liège
+32 4 366 53 36
Brigitte.Ernst@ULiege.be
recherche.uliege.be/euraxess

**Euraxess Mobility Center in Gembloux:**
Lindsay Lebeau
ULiège – PACODEL
Passage des Déportés, 2 (Bât. G1)
5030 Gembloux
+32 81 62 26 06
lindsay.lebeau@ulg.ac.be

9.2. **SOCIAL SERVICE FOR THE ULIÈGE PERSONNEL**

The Social Service for the Uliège personnel is at the disposal of all university employees who are facing difficult situations and are in need of assistance- be it of a personal or professional nature.

The Social Service for the Uliège personnel works autonomously in order to respect the confidentiality of the employees and the matters discussed.

A Social Worker is available to listen and offer information or resources depending on the situation, regardless of the individual’s personnel status.

The Social Service for the Uliège personnel is available via appointment to discuss the following:

- loans (certain criteria may apply)
- financial assistance (certain criteria may apply)
- information on social services
• subscribing to collective health-care/hospitalisation insurance, covering some medical or pharmaceutical expenses (under some conditions)
• intervention in the event of psychological or sexual harassment in the workplace

Social Service for the Uliège personnel
Place du XX-Août, 9 (Bât. A1)
4000 LIÈGE

Amandine LEGROS
Secretary (English speaker)
04/366.55.28 - 55.29
service.social.personnel@ULiege.be

https://www.ulg.ac.be/cms/c_20134/fr/intranet-administration-des-ressources-humaines
(in French only)

STUDENT LIFE & CULTURAL DIVERSITY OFFICE AT GEMBLOUX

Françoise DECAMP
Passage des Déportés, 2 (Bât. G1)
5030 Gembloux
08/162 21 35 / 26 70
service.social.gembloux@ulg.ac.be


9.3. STUDENT QUALITY OF LIFE—CULTURAL DIVERSITY AND THE STUDENT WELFARE DEPARTMENT

For general questions relating to your stay and integration in Belgium, doctoral students can contact the Student Quality of Life—Cultural Diversity Office as well as the Student Welfare/Well-being department.

STUDENT QUALITY OF LIFE—CULTURAL DIVERSITY

Christine MEURENS
Place du 20-Août, 7 (Bât. A1)
4000 LIÈGE
04/366.98.95
Christine.Meurens@ulg.ac.be
www.ulg.ac.be/diversite-culturelle
http://www.ulg.ac.be/etudiant-d-un-pays-etranger

STUDENT WELFARE OFFICE

Audrey Hamers
Traverse des Architectes, 2 (Bât. 3)
4000 LIÈGE
04/3665662
Audrey.Hamers@ULiege.be
www.ulg.ac.be/servicesocial
Mentions légales

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