



Student mobility
between
Eucor universities

Explained step by step



FREIBURG

MULHOUSE



Within the European campus, studies and teaching takes place across the borders between universities and countries. As a student, you will have the opportunity to create a tri-national schedule and attend courses at all five member universities of Eucor – The European Campus. There are two basic types of mobility: on the one hand, mobility that is firmly integrated in joint study programmes and, on the other, [free mobility](#), which enables you to spend a semester or follow an individual course “à la carte” at the partner universities free of charge and earn ECTS points.

If you are wondering what to do next, you can refer to the following guide, which describes the journey from your home university to one of the four partner universities.

Typical Eucor mobility procedure:

1. Search for a course / courses
2. Clarify: Do I meet the requirements for the course? Are credits recognised?
3. Draw up a learning agreement and have it signed
4. Sign up with the partner university (register / enrol)
5. Enrol on a course / courses
6. During the mobility phase: get to know the new university, course content and people
7. Submit transcript of records to home university
8. Request payment of the travel allowance

For more detailed guidelines from your home university on the chosen partner university and for further information, you can refer to the corresponding check-list, which can provide an ideal template for the next steps and should answer most of your questions.

We hope you enjoy your mobility with Eucor!



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University of Basel



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Your journey from a partner university to University of Basel 1/2

Choose one or more courses that you would like to follow

- Start by looking at the courses on offer at University of Basel and identify the course or courses that you would like to follow. You can either search the [course catalogue](#) by keyword (quick search), or look at the courses offered by the individual faculties in the course catalogue (semester schedule, study programmes and modules). This [tutorial](#) will explain step by step how you can find a course in the University of Basel course catalogue.

Tip: If you are looking specifically for English-language events, block courses or events that take place on a certain day of the week, you can add “teaching language”, “interval” or “day/time” to the search field, select what you want and the corresponding availabilities will be displayed.

- You should take the different lecture times into account when choosing your course. You can find the semester dates for University of Basel [here](#).

Tip: Events occasionally take place during the semester break. These are generally block courses or summer schools. If you are interested, we recommend that you contact the programme coordinator at University of Basel to find out whether the corresponding courses are offered. See “Any questions” below to find the programme coordinator in charge.

Find out whether you meet the course requirements and whether credits are recognised

- When you have found a course, contact the programme coordinator at University of Basel to make sure that you meet the course requirements.

Useful information: In theory, the whole range of courses offered by the Eucor universities are available to you. However, the local requirements for attending a particular course and selection criteria apply in the event of over-subscription. You will generally find the requirements for following a particular course in the course catalogue.

Make sure that your credits are recognised with your learning agreement

- Check with the programme coordinator at your home university whether your chosen course can count towards your degree.

- You can use the learning agreement template provided by your home university to record both confirmations in an official document (downloadable from the Eucor website of your home university). This document is to be signed by you, the programme coordinator or director of University of Basel and a senior representative of your home university. A signed learning agreement is a prerequisite for the recognition by your home university of the credits earned at University of Basel.

Register at the university and enrol on a course / courses

- Now you should register at the University of Basel. To do this, you have to submit the application for registration (special form) electronically via www.unibas.ch/studseksupport together with a valid student ID for the respective semester or a confirmation of enrolment from your home university by the start of lectures of the respective semester at the latest. Further details and the form can be found at: unibas.ch/en/Studies/Mobility/Mobility-in-the-Region/Eucor/Eucor-In-Coming.html

Your journey from a partner university to University of Basel 2/2

Once you have registered, you will receive a letter by post from the IT Services of the University of Basel with information on how to open your university e-mail account (Name.Surname@stud.unibas.ch). One day after you have opened your university e-mail address, you will receive access to the online services (services.unibas.ch) of the University of Basel. In the Online Services you can then enrol for the courses you want to attend no later than 4 weeks after the start of lectures. The Online Services also offer you other options: Change of address, overview of courses taken at the University of Basel, transcripts of data, etc.

Have the credits that you have earned recognised by your home university
No later than two weeks after the end of the academic semester, you can download an overview of the credits earned in the previous semester - the so-called Transcript of records - from the online services of the University of Basel itself. The electronically issued data transcript (pdf) can be verified via verify.unibas.ch.

Have your travel costs reimbursed by your home university
Contact your home university to have your travel costs reimbursed (see "Important information for students at the Universities of Freiburg, Strasbourg, UHA, KIT).

Any questions?

You can contact us at any time at the following address:

- Contact the programme coordinator at University of Basel for questions relating to courses and course requirements. The easiest way to find the programme coordinator is by visiting the website of the faculty offering the course (link to faculty websites of University of Basel) and contacting the dean of studies. Alternatively, the contact address can often be found on the page listing the study programmes offering the course ([link to the University of Basel course catalogue](#)).
- Contact your home university if you have any questions on the eligibility of credits
- For questions relating to registration and enrolment: [University of Basel's Student Administration Office](#)
- For any other questions: info.eucor@unibas.ch

You can find all the relevant information on the [website of the University of Basel](#).



Important information for students at the University of Basel

Establish a learning agreement
You are not obliged to establish a learning agreement, but it is recommended by University of Basel. This is an official document confirming that you fulfil the requirements for the course/courses at the Eucor partner university and that the credits you have earned will be recognised by University of Basel. You can download the [learning agreement template](#) for University of Basel here. You can also use the partner university's template (downloadable from the Eucor website).

Have your ECTS credits validated at your home university
To have your achievements recognised, you must download your transcript of records from the relevant campus management system at the end of the semester and send it to the programme coordinator at University of Basel.

Have your travel costs reimbursed by University of Basel
At the end of your course, you can have your travel costs reimbursed up to a maximum amount of CHF 200 per semester for travel to Freiburg and Mulhouse/Colmar and up to CHF 500 for travel to Karlsruhe and Strasbourg (valid for public transport only). To obtain reimbursement, you need to send your tickets, account details including your home address, a copy of your student ID for the corresponding semester or enrolment confirmation and a certificate stating that you have attended the course by email to info.eucor@unibas.ch.

Any questions?

You can contact us at any time at the following address:

- Contact the programme coordinator at the Euro partner university for questions relating to courses and course requirements
- Contact University of Basel if you have any questions on the eligibility of credits
- For questions relating to registration and enrolment: Eucor coordination office at the partner university
- For questions relating to travel cost reimbursement: info.eucor@unibas.ch

You can find all the relevant information on the [website of the University of Basel](#).



University of Freiburg



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Your journey from a partner university to University of Freiburg 1/2

Choose one or more courses that you would like to follow

Start by looking at the courses on offer at University of Freiburg. You can either search the course catalogue by keyword or look at the [courses offered by the individual faculties in the course catalogue](#). This [tutorial](#) will explain step by step how you can find a course in the University of Freiburg course catalogue.

Find out whether you meet the course requirements and whether credits are recognised

Some courses have limited space or special admission requirements. Contact the [relevant subject coordinator](#) to find out whether you can attend the course.

You should take the different lecture times into account when choosing your course. You can find the semester dates for University of Freiburg [here](#).

Check with the programme coordinator at your home university whether your chosen course can count towards your degree.

Make sure that your credits are recognised with your learning agreement

Prepare your learning agreement. The agreement will be signed by you and at least one senior person from both universities involved.

Find out about the course enrolment / registration deadlines. The enrolment procedure for courses in the following semester generally starts immediately after the previous semester's lectures have ended.

Register at the university and enrol on a course / courses

You should now register with University of Freiburg. Download the [enrolment application](#) and prepare the following documents:

- Confirmation of enrolment from your home university ("certificat de scolarité")
- For legal reasons, all students must provide proof that they have valid health insurance in Germany. You can contact any of the statutory health insurance funds (AOK, Barmer, GEK, DAK, TK, etc.) by email stating "Meldegrund 10" attaching a scanned copy of your European health insurance card (EHIC). The certificate is free. It is not sufficient simply to present a copy of your European health insurance card to the university for enrolment.

Exception: If you are insured in Germany, you can simply provide proof of your registration with a health insurance fund.

Your application will then be submitted to the Student Service Center together with the required supporting documents. Please note that students with German nationality should send their application to studierendensekretariat@service.uni-freiburg.de and students of other nationalities should apply via international@service.uni-freiburg.de. You must enrol with University of Freiburg even if you are only following one course per semester.

Once you have successfully enrolled, you will receive the Unicard for students at University of Freiburg by post. This grants access to the university library, lockers, canteens, etc. as well as the computer centre's online services by email.

Your journey from a partner university to University of Freiburg 2/2

- You can now register for your course with the campus management system [HISinOne](#).
- In order to receive a credit for the course that you have taken, you must register for the exam during the semester. You can find out how this works [here](#).
- [Have your ECTS credits validated at your home university](#)
- As soon as your lecturer has marked the exam and entered it in HISinOne, you can download the transcript from the system. You will need this document to have your ECTS credits earned in Freiburg recognised by your home university.
- If you are planning to take further courses in Freiburg next semester, remember to [re-register](#) in good time. Otherwise your accounts will be automatically deleted.
- [Have your travel costs reimbursed by your home university](#)
- Contact your home university to have your travel costs reimbursed (see "Important information for students at the Universities of Basel, Strasbourg, UHA, KIT).

You can find all the relevant information on the [website of the University of Freiburg](#).

Any questions?

You can contact us at any time at the following address:
info_european-campus@uni-freiburg.de



Important information for students at University of Freiburg

- [Establish a learning agreement](#)
- As a student at University of Freiburg, you will complete your learning agreement directly via the online portal [Mobility-Online](#). Start by creating your user account and you will then be guided through the individual steps. Please note that you should also apply for the travel allowance via Mobility-Online.
- [Have your ECTS credits validated at your home university](#)
- To have your achievements recognised, you must download your transcript of records from the relevant campus management system at the end of the semester and send it to the subject leader at University of Freiburg.
- [Have your travel costs reimbursed by University of Freiburg](#)
- You can apply for your travel allowance via the online portal [Mobility-Online](#). Up to two return trips per week can be reimbursed at University of Freiburg for courses attended on a regular basis (even if you attend courses on three or more days per week). The same calculation basis applies for block courses (two return trips per week during the semester). Train, bus and tram tickets can be reimbursed. Semester tickets, rail cards and car journeys cannot be reimbursed, however. A maximum of €25 will be reimbursed for return trips to Karlsruhe, Mulhouse and Strasbourg, with a maximum of €20 for Basel.

Please note that amounts will be settled at the end of the semester using the [corresponding form](#). You must send the original train, bus or tram tickets in chronological order in paper form to the address indicated on the form. You must keep all your tickets!

You can find all the relevant information on the website of the [University of Freiburg](#).

Any questions?

You can contact us at any time at the following address:
info_european-campus@uni-freiburg.de



Université de Haute-Alsace (UHA)



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Important information for students wishing to come to UHA

Choose the course or courses that you would like to follow

- To help you to identify the course or courses that may be of interest to you, you can consult the [range of courses](#) available at Université de Haute-Alsace (UHA) (see [the tutorial](#) aimed at German-speaking students).

Check whether all the conditions have been met and the credits can be validated

- When choosing your course, you will need to bear in mind the different university timetables in France, Germany and Switzerland. Take a closer look at the [university timetable](#) of UHA.

- Before registering for a course, you should contact the coordinator of your home university department to check whether your university recognises the chosen course.

Register with UHA and to the courses

- Contact UHA's Eucor team (eucor@uha.fr) to get your registration form, then show your interest to the courses to the team and the person in charge of this course. Watch out for inscription deadlines!

Prepare your learning agreement to make sure that the credits can be validated

- Once you have all the necessary information, you can complete the learning agreement and have it validated by your home university.

Have your ECTS credits validated by your home university

- With eucor@uha.fr in copy, send your learning agreement to the academic advisor of the course or CORIET (UHA) who will send the grades to your home university.

The examination procedures and dates will be communicated to you in each course. French universities use a grading system in which examinations are marked out of 20. You must attend the examinations, otherwise the corresponding ECTS credits cannot be granted.

Contact your home university for a possible reimbursement of your travel expenses

- Please contact your home university for the reimbursement of travel expenses (see "Important information for students of the universities of Basel, Freiburg, UHA, KIT).

All the necessary information is also available on the website of [Université de Haute-Alsace \(UHA\)](#).

Any questions?

Feel free to contact us at the following address:
eucor@uha.fr



Important information for students at UHA

Prepare your learning agreement

- You are invited to draw up your learning agreement with the help of your academic advisor or the international and cross-border relations correspondent (CORIET) of your faculty. The CORIET is the only person authorised to validate your course selection and the host university. Your appointment will be dealt with by the Eucorteam at UHA. The learning agreement must be signed by you, the CORIET of your department and the course coordinator in the host university department.

Apply for reimbursement of your transport expenses

- Contact the [Eucor mobility manager](#) for reimbursement of your transport expenses and attach the required supporting documents (learning agreement, certificate of education, bank details). Once the application has been validated, the Eucor mobility manager will send notification of financial support. The grant is paid in two instalments for semester-long mobility and transport expenses are reimbursed at a flat rate for one-time mobility.

Have your ECTS credits validated at your home university

- There are three types of mobility: one-time mobility in the context of free cross-border course units, alternative one-time mobility and free mobility.
 - In the case of free cross-border course units, you will choose the course as a free course in your study plan. It will then be considered as a UHA course, assessed by UHA but taught at another Eucor university. This course is worth 3 ECTS credits. The grades are sent to the student affairs department by the person in charge of free cross-border course units.
 - In the case of alternative one-time mobility, you will choose the course with the agreement of your academic advisor and/or CORIET. You will be graded by the partner university, which will send you your results. You can then send these results to your university and your academic advisor and/or CORIET.
 - Finally yet importantly, there is a possibility for students to follow, on their own free time, courses in partner universities. This mobility does not grant any ECTS credits, though it is considered as a great opportunity for students to have a mobility, linguistic and cultural experience given the unique cross-border position the UHA is in. If asked by the student, a mention on the diploma can recognize this experience.

All the necessary information is also available on the website of [Université de Haute-Alsace \(UHA\)](#).

Any questions?

Feel free to contact us at the following address:
eucor@uha.fr



Karlsruhe Institute of Technology (KIT)



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Your journey from a partner university to KIT

Choose one or more courses that you would like to follow

- Start by looking at the [course catalogue from KIT](#). This [tutorial](#) will explain step by step how you can find a course in the KIT course catalogue. You should take the different lecture times into account when choosing your course. You can find the semester dates for KIT [here](#).

- Contact your [Departmental Coordinator](#) if you have specific questions on subjects or how to enrol for a course.

Find out whether you meet the course requirements and whether credits are recognised

- Check with the programme coordinator at your home university whether your chosen course can count towards your degree.

Register with KIT

- You must register with KIT before 30.09. (winter semester), or before 31.03. (summer semester) via the Mobility Online portal.
- As soon as you have successfully enrolled, you will receive your enrolment number, your access details for the student portal and further information on the creation of your student ID card.

Make sure that your credits are recognised with your learning agreement

- Prepare your [learning agreement](#). Have your completed learning agreement signed by the contact person from your home university faculty and upload it to the Mobility Online portal. The KIT subject coordinator will sign it via the portal.

Enrol for your course / courses

- Once you have registered and received your KIT access data, you can sign up for your course or courses via the [Ilias learning platform](#). Find out about the enrolment / registration deadlines.

Have the credits that you have earned recognised by your home university

- You can download the transcript of records from the [student service portal](#) at the end of the semester / after the exams. You will need this document to have your ECTS credits earned at KIT recognised by your home university.
- If you are planning to take further courses at KIT next semester, remember to re-register in good time (by 15.02 for the summer semester and 15.08 for the winter semester).

Have your travel costs reimbursed by your home university

- Contact your home university to have your travel costs reimbursed (see "Important information for students at the Universities of Basel, Strasbourg, UHA, Freiburg).

You can find all the relevant information on the [KIT website](#).

Any questions?

You can contact us at any time at the following address:
info.eucor@intl.kit.edu



Important information for students at KIT

Establish a learning agreement

- If you would like to have your achievements recognised by a host university, you will need to complete a [learning agreement](#). The learning agreement must be signed by the [departmental coordinator](#) and the person in charge* at the host university.

Have your ECTS credits validated at your home university

- You must submit the learning agreement and the transcript of records from the partner university to your faculty to have your ECTS points and grades recognised. The exact process varies between different faculties.

Have your travel costs reimbursed by KIT

- You can register with the KIT Mobility Online portal and apply for reimbursement of your travel costs before the start of your course. At the end of the Eucor mobility period, you must upload the corresponding documents, tickets and certificates confirming that you have completed the course, etc. to the portal. Travel costs (generally one return trip per week by regional train) can be reimbursed subject to the funds available (on a pro-rata basis).

You can find all the relevant information on the [KIT website](#).

Any questions?

You can contact us at any time at the following address:
info.eucor@intl.kit.edu



University of Strasbourg



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Important information for students wishing to come to University of Strasbourg 1/2

- Choose the course or courses that you would like to follow
 - To help you to identify the course or courses that may be of interest to you, you can consult the [range of courses](#) available at University of Strasbourg (see [the tutorial](#) aimed at German-speaking students). You can also consult the [catalogue of courses taught in a language other than French](#).
- Check whether all the conditions have been met and the credits can be validated
 - When choosing your course, you will need to bear in mind the different university timetables in France, Germany and Switzerland. Take a closer look at the [university timetable](#) of University of Strasbourg.
 - To find out about the courses available, you can contact the [international relations correspondent \(CORI\)](#) of the department offering the chosen courses.
 - Before registering for a course, you should contact the coordinator of your home university department to check whether your university recognises the chosen course.
- Prepare your learning agreement to make sure that the credits can be validated
 - Once you have all the information required to access the chosen courses, you can complete the [learning agreement](#) and have it signed.
- Register with University of Strasbourg
 - The next step is to register with University of Strasbourg. Registration is compulsory in order to benefit from all the university services and does not incur any extra cost. You can apply to register on [MoveOn](#) and you will need to attach the requested supporting documents (learning agreement, passport photo, copy of your identity card or passport, European health insurance card if you are an EU national).
 - You should then send your application to campus-europeen-mobilite@unistra.fr and the CORI of the host department.
 - The final step is to register with the administrative and academic services of the host department. This can be done at the university office of your host department. You will need to find out about deadlines, as they may vary between different departments.
 - The examination procedures, dates and formats will be communicated to you in each course. French universities use a grading system in which examinations are marked out of 20. To validate the courses followed and to obtain the corresponding credits, you must have a general average of at least 10/20. You must attend the examinations, otherwise the corresponding ECTS credits cannot be granted.
- Have your ECTS credits validated by your home university
 - Once the grades have been published, the transcript will be sent to you by the international relations department at the latest 5 weeks after the official publication of the results. The transcript may be sent by post or email to your home university upon request.

Important information for students wishing to come to University of Strasbourg 2/2

- [Contact your home university to have your transport expenses reimbursed](#)
- Please contact your home university for the reimbursement of travel expenses (see "Important information for students of the universities of Basel UHA, KIT).

All necessary information is also available on the website of [University of Strasbourg](#).

Any questions?

Feel free to contact us at the following address:
campus-europeen-mobilite@unistra.fr



Important information for students at University of Strasbourg

- [Prepare your learning agreement](#)
- You may complete your [learning agreement](#) with the help of your academic advisor or the [international relations correspondent \(CORI\)](#) in your department.

The CORI is the only person authorised to validate your course selection. If you have chosen Germany as your destination, your appointment will be dealt with by the international relations department (DRI). If you have chosen Basel as your destination, your appointment will be dealt with by the local [Eucor team](#).

The learning agreement must be signed by you, the CORI of your department and the course coordinator in the host university department.

- [Have your travel costs reimbursed by Unistra](#)
- Please complete your mobility file on the [MoveOn](#) platform and attach the required supporting documents (learning agreement, student registration certificate, bank details). Once the application has been signed and submitted, the DRI will send notification of financial support. The grant is paid in two instalments for semester-long mobility and transport expenses are reimbursed at a flat rate for one-time mobility.

- [Have your ECTS credits validated at your home university](#)
- To have your ECTS credits validated, upload your transcript to the host university's study management system. Please send supporting documents by email to campus-europeen-mobilite@unistra.fr.

All the necessary information is also available on the [University of Strasbourg website](#).

Any questions?

Feel free to contact us at the following address:
campus-europeen-mobilite@unistra.fr



**Eucor – The European Campus EVTZ
Secretariat**

Albert-Ludwigs-Universität Freiburg
Friedrichstraße 39
D – 79085 Freiburg

Coordination office

Maison Universitaire Internationale
11 presque île André Malraux
F – 67100 Strasbourg
info@eucor-uni.org

Editorial team: Christine Meyer-Richli, Mathilde
Jacq, Théo Boucart, Léa Ziri,
Johann Breton, Viviane Schmidt,
Felicitas Proksch

Layout: Viviane Schmidt

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Donata Ettlín, p. 8 Universität Freiburg, Sandra
Meyndt, p. 12 UHA, Drohnenaufnahme, p. 15 KIT, S.
18 Catherine Schröder

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