

# SPA's Handbook v.1.7\* :

## Some practical information for (new) SnTers\*\*

The SnT PhD student Association (SPA) et al.

Interdisciplinary Centre for Security, Reliability and Trust (SnT),  
University of Luxembourg (UL),  
4 rue Alphonse Weicker, L-2721 Luxembourg  
[http://www.en.uni.lu/snt/phd\\_student\\_association](http://www.en.uni.lu/snt/phd_student_association)

**Abstract.** This is a document initiated by the SnT PhD student Association (SPA for short) in order to provide some practical information about working and living in Luxembourg for newcomers joining SnT. It does not represent an official position and is selective by its nature, based on what our SnTers have experienced since arriving, living, and working in Luxembourg. This document<sup>1</sup> is to be kept up-to-date<sup>2</sup> and enriched by people in our research centre with their own (new) experiences so it would be useful for anyone interested, especially newcomers in Luxembourg. For more information about the SPA, please follow the url above.

**Keywords:** Handbook, Guideline, Sharing, Experience, PhD Students, Researchers, SPA, SnT, Luxembourg

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\* Last updated on March 1, 2015 at 14:36. We would like to recommend that you check for new versions of this document by the end of every month (e.g. when receiving your monthly payroll would be a good reminder :D)

\*\* If you have any comments/suggestions/contributions to the content for improving this document, please feel free to contact the SPA's representatives: [http://www.en.uni.lu/snt/phd\\_student\\_association](http://www.en.uni.lu/snt/phd_student_association).

<sup>1</sup> Please don't print this document unnecessarily as there will be new versions, and all the links should work (click-able) in this e-document!

<sup>2</sup> The latest version of this document is available on [http://www.en.uni.lu/snt/phd\\_student\\_association](http://www.en.uni.lu/snt/phd_student_association)

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## 1 Introduction

The main ideas and structure of this document are presented in Section 1.1. All the changes that have been made in the major versions of this document can be found in Appendix 16. This document is created to realise some of the main objectives of the SnT PhD Student Association shown in Section 1.2.

### 1.1 About this document

Welcome to Luxembourg and SnT! We hope that you will enjoy living in a beautiful country and working at our research centre SnT. Moving from one country to live and work in another country is a great experience but in many cases it is also challenging. For example, which paperwork has to be done once you have just arrived in Luxembourg? how to find a suitable accommodation? etc.

This document is prepared by the SnT PhD student Association (shortly called SPA<sup>3</sup>) in order to provide more information about working and living in Luxembourg for newcomers at SnT. Hopefully it could provide you some useful information that you may use to settle down asap in Luxembourg. The practical information will be presented in an order that you may want to follow, from before arriving in Luxembourg to settling down in your new accommodation in Luxembourg. The content of this document is not only based on some official documents, like Euraxess [2], Just Arrived [1], or less formal source like AngloInfo [3], but also based on the actual experiences of people at our research centre.

This document will be kept up-to-date by people in our research centre with their new experiences so it would be useful for not only newcomers! After living in Luxembourg for a while, if you have any experiences to share, please let us know. We will include your experiences in the next versions of this document. For further information, please feel free to contact the representatives of SPA that can be found on the SPA's website.

### 1.2 About the SnT PhD student Association (SPA)

Accommodating the increasing number of PhD students at the Interdisciplinary Centre of Security, Reliability and Trust (SnT) at the University of Luxembourg, the PhD student association (SPA - **S**nT **P**hD student **A**ssociation) aims to help the students in case of problems/issues, acting as representatives to the SnT officials, and provides a body to improve student life.

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<sup>3</sup> If you like Spa, just call it so :D

SPA's objectives are, but not limited to:

- Providing assistance for newcomers joining SnT.
- Providing assistance for issues in SnT and as intermediary to SnT officials.
- Communication and exchange of (professional and living) experiences among SnT PhD students, and networking to other Associations.
- Promotion of personal development skills for SnT PhD students, e.g. language, presentation, scientific writing, etc.
- Promotion of well-being of SnT PhD students via team-building activities, e.g. social activities, BBQ, sport activities, etc.

## 2 Traveling to Luxembourg/SnT

**Traveling to Luxembourg:** On how to get to Luxembourg, e.g. by airplane, train, etc. , you can find some useful guide on this page: [Traveling to Luxembourg](#).

**The local public transportation system:** Once you have just arrived in Luxembourg, it's good to know the public transportation system in the country. It's very convenient to use! For moving with public transport in the city and country of Luxembourg, you may use the website [mobilitet.lu](http://mobilitet.lu): [PLANIFIER un parcours](#)

Note that for PhD students, while doing (re-)enrollment for every new semester, it's possible to register and buy a student travel ticket costs only EUR 37.5 for the whole academic semester! Then, you can use the public transportation to travel unlimited in the whole country. So, remember to register for it when you are doing the (re-)enrollment at every new semester.

**Opening a bank account:** This is one of the first things you would need to do once you arrive in Luxembourg. Without a bank account, many other things are difficult to be done. Nicely, the university has agreements with some banks in Luxembourg, i.e. the [National Bank \(BCEE\)](#) and the [International Bank in Luxembourg \(BIL\)](#). Therefore, you can open your bank accounts in these banks without any fee (note to bring your work contract and your documents).

## 3 Finding an accommodation

If you are a PhD student that only needs a single accommodation, you may want to apply for a student accommodation offered by the university. Please

apply as early as possible because the number of this kind of accommodation is very limited. <http://www.uni.lu/students/accommodation>.

If you are a postdoc, you can not apply for a student accommodation. But you can ask SEVE, email: [seve.logement@uni.lu](mailto:seve.logement@uni.lu) if they have some temporary accommodation (even for your family) before you can find one for yourself. The rooms for family are only for 3 months maximum.

If you come with your family, the university does not have accommodation support yet in this case. You may want to find an apartment from the free market.

**WARNING:** Frauds in private ads do exist! There are (rare but existed) some cases that we are aware of some people lost the deposit money to a non-existing flat. So the key point to remember is that please don't transfer the deposit in advance but only when signing the contract after having visited the flat.

Be aware that there could be more flats, apartments, etc. available for rent at some periods like around summer/autumn. That means in some period like during winter, there could be much less options of to choose, and finding a suitable accommodation even more difficult. Thus, if you plan to arrive in Luxembourg during winter time, keep that in mind and better search for accommodation as soon as possible.

These sites are quite helpful to find your new home:

- <http://www.athome.lu/>
- <http://www.habiter.lu/>
- <http://www.immotop.lu/>
- <http://www.immostar.lu/v8/>
- <http://www.immofinder.lu/>
- <http://www.guideimmobilier.lu/>
- [www.luxbazar.lu](http://www.luxbazar.lu)

Most of the offers are from the agency but some are still posted by the owners, without the agency fee. You may find out by scanning them carefully.

**TIP:** Once you have decided to rent a flat, it could be better to ask the contact person at your bank in Luxembourg to create the bank guarantee to be used as deposit for the landlord. With the bank guarantee, you don't have to give the deposit fee to the landlord in cash. It could be more convenient to get back the deposit after finishing your renting contract.

Flat sharing could be cheap if divided by the number of flatmates:

- <http://www.luxfriends.eu/>
- <http://www.lesfrontaliers.lu/annonces-immobilieres>

- <http://www.furnished.lu>
- [Accommodation in Luxembourg](#)

There are also some pages where you can find mostly apartments for rent without the agency fee.

- [diegrenzgaenger.lu](http://diegrenzgaenger.lu)
- [Residential Property](#)
- [Living, working or studying in Luxembourg?](#)
- [luxbazar.lu](http://luxbazar.lu)

Please also look out for announcements in local newspapers like Tageblatt and Wort. You can also contact us, the SnT PhD student Association (SPA), and we can try to help you with our personal networks.

**WARNING:** You should have a renting contract, check the status of the room carefully, take photos before moving in. This could help you to avoid some problems in getting your deposit money back after finish the rent.

**Luxembourg Hostel Reservation:** Note that if you need to find some temporary place to stay while searching for your long-term accommodation, you may choose Youth Hostels in Luxembourg. Hostels in Luxembourg, <http://www.youthhostels.lu/> are very good in terms of quality w.r.t. the price. Even though they are called Youth Hostels but there is NO age limit. To book the Luxembourg City-Hostel, please click on the following link: [Youth Hostels: Luxembourg](#)

**Declaration of arrival at the commune:** Within three working days from the date of entering the country, you should go to the commune authorities in the place of your stay to make a declaration of arrival. You need to make a declaration of arrival every time you change your home address in Luxembourg.

**Getting an Internet and telephone provider, electricity provider:** Once you have signed the housing contract, the next step could be finding an internet and telephone provider. Some big ISPs in Luxembourg: <http://www.providers.lu>. For the electricity contract, your housing agency or the renter should give you information about this.

**SnT Welcome-buddy Programme:** The SnT welcome-buddy programme is supposed to match newcomers with people at SnT who already have some

experiences of living in Luxembourg in order to facilitate the very first weeks after the arrival of newcomers. These matchings are intended for a short period of time (e.g. during the first week) so that a newcomer can have a specific person to ask for information/help, and of course you and your welcome-buddy can maintain this relationship as long as you two want.

If you are a newcomer who would like to have a welcome-buddy at SnT, please send us a request by email. If you have been living in Luxembourg for a while and are willing to help newcomers at SnT when they just arrive, please subscribe to the list of welcome-buddies by emailing the SPA's representatives.

## 4 Living Across the Border

It is quite common to commute to work to Luxembourg from one of the bordering countries. There are a number of issues to keep in mind:

1. Tax issues: Due to double taxation programs, you pay all your income tax in Luxembourg and none in the country of your residence. If you have other income streams besides your salary in Luxembourg, you need to declare it. It will not be taxed, but used to assess the correct progressive income tax bracket for your salary.
2. Social security issues: As your health insurance is in Luxembourg, there are provisions to easily get access health care services in the country of your residence. Moreover, Luxembourg supports private pension plans within the framework given by the Juncker-scheme. Please also consult the websites <http://www.diegrenzgaenger.lu> (in german) or <http://www.lesfrontaliers.lu> (in french).

### 4.1 Germany

#### Legal issues

1. You need to request your tax card yourself. Until you do so, you will be taxed at the highest tax rate (currently 33%). Once requested with form 164 NR D or F ([http://www.impotsdirects.public.lu/formulaires/fiches\\_d\\_impot/index.html](http://www.impotsdirects.public.lu/formulaires/fiches_d_impot/index.html)), it will arrive a couple of weeks later and can be sent to the HR department. If you happen to be newly employed at the end of the year and your tax card does not arrive in time, you can request to be paid back the overpaid tax by filing form 163 NR ([http://www.impotsdirects.public.lu/formulaires/decompte\\_annuel/index.html](http://www.impotsdirects.public.lu/formulaires/decompte_annuel/index.html))



2. You will be insured through the Luxembourgian social security system. You can request German health insurance by sending in form S1 to a German insurance company. Once you do so, you will be issued a German healthcare identity card and can visit doctors both in Luxembourg and Germany. Usually, the form will be sent to you automatically once the university registers you as an employee. Important: If you have an additional income with social security within Germany, you might no longer be insured in Luxembourg, but in Germany and Germany's social security deductions are twice as high as Luxembourgs (also be careful to check your work contract if it allows for an additional occupation). You can own companies (e.g. be a Gesellschafter) even if the business is headquartered in Germany, as well as receive profits. But you cannot be employed in Germany and receive a salary, even if it is your own company, without your social security being subjected to German rules.

**Commuting** If you chose to include the public transport option you pay ca. 25 Euro extra at you inscription. You get a sticker on your student card and that includes all of Luxembourg's public transport (in the whole country!). Unfortunately, it does not cover any line extending outside of Luxembourg. A popular commuting line to the Weicker building and Kirchberg campus of the SnT is bus 118 (from Trier). A monthly ticket costs 85 Euros and can be purchased in the bus with the bus driver directly.

## 5 EURAXESS-Helpful information for researchers in Luxembourg

In fact, the Luxembourg government does provide official documents, i.e. guide-*euraxess* and *JustArrived*, that contain lots more official information as you can see here.

The document, namely Guide Euraxess [2], published in 2012, is *edited by the EURAXESS Services Centre Luxembourg and co-financed by the European Commission, which will guide researchers from all over the world who wish to work in Luxembourg. The aim is to make your mobility experience as easy as possible, by presenting an overview of the legal framework in matters such as employment, entry conditions, taxation, social security, health care, as well as to provide information on accommodation and daily life, so that you can get the most from Luxembourg's research landscape* – The Minister of Education.

## 6 Just Arrived: Helpful information for living in Luxembourg

This edition of the *“Just Arrived”* guide, distributed free of charge to all newcomers, will help them find their way around town, not only make the administrative procedures easier but also looking for somewhere to live or finding a job. Furthermore, the guide is an important tool for integration and conviviality: a large part is dedicated to restaurants, bars, museums, cultural sites and sporting activities, not only in town but throughout the whole of the Grand Duchy. – the mayor of Luxembourg city.

<http://justarrived.lu/>

Check also the following links for informations about and contacts in Luxembourg from a non- governmental side:

English-based community: <http://luxembourg.angloinfo.com/>

Bienvenue offers valuable information for newcomers from 3rd countries, structured according to different length of stay (under 3 months, 3 months - 5 years etc.) and to topics (marriage).

<http://www.bienvenue.lu/page.php?url=installer//>

Internations is an expat community that organises different activities (hiking, drinks etc. ) in Luxembourg: <http://www.internations.org/luxembourg-expats>

Guichet.lu is an online platform from the city of Luxembourg for all administrative tasks that you might need to perform.

<http://www.guichet.public.lu/citoyens/fr/index.html>

## 7 Buying/getting (second-hand) furniture

Buying furniture: to buy new furniture, you may go to IKEA in Arlon, Belgium or IKEA in Metz, France. There is no IKEA in Luxembourg, but other big, comparable furniture stores like <http://www.alvisse.lu>.

To buy second-hand furniture, you may go to some websites like <http://luxembourg.angloinfo.com/information> or Your Trash, My Treasure Facebook page, or <http://www.troc.com/en/>.

You may want to rent a van to carry big furniture. It must be much cheaper than paying for the services from IKEA or Troc. See the section about renting a car/van.

Getting furniture for free! For example, check the Free Your Stuff Luxembourg Facebook page

Second-hand stuffs: Monthly second-hand sale, in Place Guillaume II  
[Monthly second-hand sale returns to Luxembourg](#)

Specific for babies, kids & mom-to-be, the bi-annual second-hand sale: 1st Saturday of April and October  
[La Leche League Luxembourg](#)

## 8 Rent a car or van

You would need to rent a car/van in some cases. For example, if you need to buy furnitures or relocate your home, rent a van and run by yourself is surely cheaper than using the services from IKEA/Troc.

Some places to rent a car/van like <http://www.rentme.lu/>. And all other big rental companies like: Europcar, Sixt, or Avis.

## 9 Medical Doctors & Dentists

Once just arrived, you may need to get a health certificate from a general doctor in Luxembourg in order to apply for a resident permit in Luxembourg, or to exchange for a driving license in Luxembourg.

### English speaking doctors:

Addresses of some (English-speaking) doctors in Luxembourg, call for an appointment:

For example, Dr Armin BESLIJA (General Practitioner), 31 rue Fort Elisabeth, L-1463 Luxembourg. Tel: 29 95 84 31, 29 95 84 30

Dr Frank DAMAN (General Practitioner), 3 Avenue Jean-Pierre Pescatore, L-2324 Luxembourg. Tel: 46 26 72, 46 26 71

Dr. Steffen Laurence, Medicine Generale, 9 avenue de la Gare, Tel. 26481081.

Some more [English-speaking doctors at doctena.lu](#)

Easy, simple and practical online medical appointments: <http://www.doctena.lu>

La Ligue Médico Sociale: <http://www.ligue.lu/>

For more information about all doctors in Luxembourg, please follow this link (in French) <http://www.collegemedical.lu>

### English speaking dentists:

- Dr Violeta Bartalis ép. Claus Mdecin Dentiste 33 avenue JF Kennedy, k2 Ellipse, L-1855 Luxembourg, Tel. 270 48 530 Mobile: 621 36 5589 Email: [violeta@dr-claus.lu](mailto:violeta@dr-claus.lu) Web: <http://www.dr-claus.lu>

- Marten Geurts, 6 rue de Salm, Beggen, Tel: 43 82 37 6
- Paul Lee, Cabinet Dentaire Lee, 2, Rue Charles VI1327 Luxembourg. <http://www.dentiste-lee.lu> [contact@dentiste-lee.lu](mailto:contact@dentiste-lee.lu) Tel: 202 110 70
- Indre. Mikulsk, 17, Rue des Bains L-1212 Luxembourg-ville, Tel.: 26 63 89 , Mobile: 621 401 086 Email : [indre.mikulske@pt.lu](mailto:indre.mikulske@pt.lu)
- Hans Henrik Mortensen, 20, avenue Guillaume, L-1650 Luxembourg, Tel. 44 97 44 Fax 45 53 58 Email: [info@moridu.lu](mailto:info@moridu.lu)
- Dr Michelle Reuland, 8,alle de la jeunesse sacrifie, L-5863 Hesperange, Tel.: 26 36 22 90 Fax: 26 36 29 77
- Suzanne Van Dyck-Devos, (Orthodontist), 51 rue Ermesinde, Limpertsberg, Tel: 46 05 39

Source: [English speaking dentists](#)

## 10 Buying a car

Buying a new car is easy, just go to a garage!

### 10.1 Buying a second-hand car

Buying a second-hand car is more tricky and you may need some more information.

There are two kinds of second-hand cars: offered by the garages, or offered by privates. You can visit websites of big garages in Luxembourg to find new cars and second-hand cars (called occasions). For example, you can google to find garages in Luxembourg, like garage Losch. You can also come to the garage to take a look at the occasions.

Of course, occasions at garages are still quite new and expensive. Otherwise, for a cheaper solution, you can find second-hand cars offered by privates, in Luxembourg (or France or Germany also possible).

- [luxauto.lu](http://luxauto.lu)
- [autofinder.lu](http://autofinder.lu)
- [Acheter un vehicule immatricul en dernier lieu au Luxembourg](#)

From Germany:

- [www.mobile.de](http://www.mobile.de)
- [www.autoscout24.de](http://www.autoscout24.de)

Some tips for buying a car :

- [Autofestival 2013 - A buyer's guide](#)
- [Autofestival 2013 - What to watch out for when buying a second-hand car](#)
- [Autofestival 2013 - Selling a used car step-by-step](#)

Car loans

- [Car loans](#)

## 10.2 Importing your car to Luxembourg

Importing a vehicle from an European country to Luxembourg requires the following steps in order to make the process straightforward.

- Obtain a copy of your residence permit from your local commune (This is only required if the vehicle you are importing was already at your name in the exiting country)
- Request a number plate from the Transport Ministry in Sandweiler - SNCT via email at [nplaques@snct.lu](mailto:nplaques@snct.lu) (They will just ask for your social security number)
- Once you have a registration number you can go to the one of the following centers to print your plates: Grn Signalisation - <http://www.grun.lu> or Lux Signalisation - <http://www.luxsignalisation.lu/>. Make sure you also buy a safety triangle and vest if you dont have them already otherwise you will fail your technical inspection.
- With the number plate, the car and the previous immatriculations papers you can go to an insurance company to get your insurance in Luxembourg (green paper)
- Go the Centre Douanier in Gasperich and obtain a Vignette 705, make sure to bring
  - The original vehicle receipt (if less than six months old or less than 6,000km)
  - Sale documents ( If the vehicle was not yours in the exiting country)
  - Residence permit ( See first point )
  - Car immatriculation documents from the exiting country
  - The car you plan on importing (They might want to inspect it on the spot)
- With all this material you can go the the Technical Inspection (Contrl Technique) in Sandweiler where at first you will be asked to hand in all the papers

in the Administration area (make sure to bring at least 50 Euro cash for the immatriculation of the vehicle) and in a following step to pass the technical inspection of the vehicle itself (The queue for this can get extremely long so plan half a day just for this step).

If your technical inspection was successful you will receive all the car documents at the end of the inspection itself. Note : This procedure might change in the future since the SNCT are currently renovating the inspection process in order to have less wait time. For further useful information : [Importing your own car](#)

## 11 Transportation in Luxembourg

### 11.1 Moving with Public transports

For moving with public transport in the city and country of Luxembourg, you may use the website: [mobiliteit.lu](#) - [PLANIFIER un parcours](#).

### 11.2 Moving with a bike

**Rental Bike/ Bike sharing:** There is a city bike provider called veloh <http://www.en.veloh.lu/>. You have to register once, which is possible at every bike rent station but it turns out to not work well sometimes. Or you register on the website, print out your inscription and send it to the city of Luxembourg. You pay once a fee of 15 Euro per year and then you can take the bikes always for half an hour for free. Afterwards you pay one Euro per hour.

Grund velo have nice bikes but more expensive than city system.

**Buy a bike:** Once a year at spring time there is a fair organised by Cactus Belle Etoile. It starts at the weekend when people bring bikes for sell and last whole week until the next weekend. Plenty of bikes in different price ranges with the possibility to take a ride on the place. Good way to find something cheap if you go early.

[Luxbazar.lu](#). Search for velo.

In Thionville there is a closest Decathlon - popular sport supermarket - but you will need to find a friend with a car.

**Fix a bike:** The cheapest way is to go to the rental point at Grund. They fix bikes fast and often for free, symbolic price.

## 12 Some tips for developing your soft skills

### 12.1 Some useful links on how to get/finish a PhD and more

A book on how to get a PhD: A handbook for students and their supervisors

[How to get a PhD](#)

A presentation on how to finish a PhD: Advice for Finishing that Damn Ph.D. By Prof. Daniel M. Berry ([dberry@abuwatloo.ca](mailto:dberry@abuwatloo.ca)) UCLA, USA, Technion, Israel, University of Waterloo, Canada

[Advice for Finishing that Damn Ph.D.](#)

Some more advices for PhD students:

[Advice for Researchers and Students](#), by Tao Xie

#### **Good Scientific Practice/Ethics in Research:**

[http://www.uni.lu/content/download/55604/657605/file/University%20of%20Luxembourg%20Policy%20on%20Ethics%20in%20Research\\_102012.pdf](http://www.uni.lu/content/download/55604/657605/file/University%20of%20Luxembourg%20Policy%20on%20Ethics%20in%20Research_102012.pdf)

For more documents from the University: Research brochure, Doctoral studies, Foreign researchers' guide, Guiding principles for the valorisation of research results and intellectual property rights, Human Resources Strategy for Researchers.

<http://www.uni.lu/research/downloads2>

### 12.2 Courses offered by the Uni

**Language courses** There are two different tracks of language courses offered by the university that you can enroll in as a PhD student:

- Classes for students. There are no beginner level classes. The price is 25 Euro. All information is available on the student intranet <https://intrastudent.uni.lux/eng/Language-courses>.
- Classes for employees. The price is 25 Euro, information is available on the general intranet <https://intranet.uni.lux/index.php/intradmin/General-language-courses>.

Please pay attention to emails sent from the Uni, like this:

The enrolment / re-enrolment period for the registration in the language courses for the winter semester 2015–2016 is now opened.

To proceed with your enrolment or re-enrolment in English, German, French or Luxembourgish, please click on the link below:

<https://intranet.uni.lux/index.php/intradmin/Language-courses/Offer-staff-and-doctoral-students-WS-2015-2016>

MANDATORY: PLEASE USE CUSTOMER CODE: 21920P to fill in the placement test (first registration).

You will be duly informed about the language courses opened a few days before the beginning of the courses.

For further information, do not hesitate to contact me anytime on my direct extension. Emmanuelle Ambroisien, Tel. : [+352 46 66 44 9269](tel:+3524666449269) (Mondays and Fridays)

Universit du Luxembourg Facult des Lettres, des Sciences Humaines, des Arts et des Sciences de l'Education Route de Diekirch L-7201 Walferdange

### **Transferable Skills for PhD candidates**

The Research Office together with the Doctoral Schools have organized a series of courses in transferable skills 2013. The dates and course descriptions for the next courses can be found in the attached Course Guide, on moodle, or the Intranet ([Doctoral Education](#)). Eligible participants In general, the trainings are open to all doctoral candidates enrolled at the University of Luxembourg. In case of oversubscription, candidates enrolled in a doctoral school have priority if the training is part of their personal training programme. Registration Please register for the courses via [FLSHASE moodle](#). Log in to moodle for making your registration. (The login to the FLSHASE moodle is possible for all PhD candidates inscribed at the UL.) For @uni.lu addresses: Username = firstname.lastname For @student.uni.lu addresses: Username = the student ID code In case you have problems with the moodle login, you can contact Shahed Parnian ([shahed.parnian@uni.lu](mailto:shahed.parnian@uni.lu)). Registration opens on Friday 8th of March at 9:30am. Further information on the registration process can be found directly on moodle or in the attached Course Guide. Kind regards,

Daniela Schalke Research Service UNIVERSITY OF LUXEMBOURG  
162 a, avenue de la Faencerie L-1511 Luxembourg Office : Campus Limpertsberg, BC 1.07b T : + 352 46 66 44 9579 F : + [352 46 66 44 6215](tel:+3524666446215)



### 12.3 Toastmasters clubs and language clubs in Luxembourg

Want to improve your public speaking and leadership skills? join a Toastmasters club would bring to you even more than you could expect! For more details about the Toastmasters clubs in Luxembourg, check out this link. <http://tmclub.eu/orgdata.php> You don't have to become a member immediately but you can visit their meetings as guests to see how they conduct the meetings and decide later if you want to join or not.

Similarly, besides the language lunch clubs at SnT (see the next sub-section), there are some other language clubs that you can join here in Luxembourg. For example, you can meet people to practice speaking French every Monday at 6 pm at Independent Café (6 Boulevard F-d Roosevelt, 2450 Luxembourg). It is for everyone who wants to improve their French, learn French or just hang out and speak French.

Source: [couchsurfing](#)

Or, you may want to take part in a language exchange in Luxembourg. "Tandem de langues", is a Dudelange-based initiative aimed at promoting discussion between different nationalities and communities in Dudelange by sharing language learning.

Source: [Take part in a language exchange in Luxembourg](#)

### 12.4 Why not initialise your language club at SnT?

SPA can help you to join/set up a language club here at SnT. For the moment, we target the official languages used in Luxembourg first, i.e. French, German, and Luxembourghish. We initially match a group of people that are interested in learning a language with a proficient speaker of this language. The meeting can then take place during the lunch break or after work and can be designed in a way that the group agrees upon (conversation around the table, going to a movie in this language, etc.). The main idea is to provide some chance for you (language learner) to practice the verbal communication in the language you are trying to master. Following a language course offered by the uni once a week may be not enough so this idea is to top up on your language course.

If you are looking for this kind of language club, please email the SPA's representatives to express your need. If you are a proficient speaker of one of the official languages in Luxembourg (French, German, and Luxembourghish) and would like to help others, please subscribe to run a language club by emailing the SPA's representatives. We would like to have 2 or more proficient speakers for each club.

Currently we have set up 2 language clubs: one learning French and another one learning German. Both clubs are conducted with the help of native speakers. The French-learning group has scheduled weekly meeting on Friday at lunch time, from 12h15. The German-learning group has scheduled weekly meeting on Wednesday at lunch time, from 12h15. For more information, please contact the SPA's representatives.

## 13 Sport

### 13.1 Campus Sport

You can participate in different sport activities offered by the Uni for free!

For example, every Wednesday, you can go to the Hall sportif du Lycée Michel Lucius - behind Limpertsberg campus to play badminton (18h00-21h00), indoor soccer (18h00-19h00), volleyball (19h00-21h00), basketball (19h00-21h00).

For more information about campus sport, you can check the full list here.  
[http://wwwen.uni.lu/students/culture\\_sports/campus\\_sport](http://wwwen.uni.lu/students/culture_sports/campus_sport)

### 13.2 Self-organised sport clubs at SnT

There are sport activities organised by people at SnT. These activities are normally organised in an ad-hoc manner so just talk to people and you may find out many common minds.

**Football:** We have a group playing soccer weekly and we participate in the annual Uni Soccer Cup organised in summer. For more info, please contact Marjan Skrobot ([Marjan.Skrobot@uni.lu](mailto:Marjan.Skrobot@uni.lu)).

**Biking:** If you like biking, there are some people to contact, like Mikolaj or Nico Nachtigall, etc. If you like swimming, you can go to Coque, or the swimming pool in your commune.

**Tennis:** For playing tennis in Luxembourg, you can contact Martin ([martin.kracheel@uni.lu](mailto:martin.kracheel@uni.lu)).

## 14 On-going Activities within SPA

There are always some activities within SPA driven by interests of our members. For each activity, there is a working group that manage and support for that activity. Anyone can propose an activity that could benefit also other members of SPA, and SnT in general. Please contact the SPA's representatives for anything related to the activities.

The following groups are active within SPA. If you have questions or want to participate feel free to contact the SPA's representatives or anyone in the working groups. SPA is thankful to have all the people who have joined a working group and hope to have more volunteers to join/create working groups.

### 14.1 SPA's Handbook

This document (the handbook) itself is one of the key activities within SPA. The handbook is for sharing experiences and also representing all main activities in our association. As can be seen in the abstract, the handbook provides some practical information about working and living in Luxembourg for newcomers joining SnT. It is not an official document. The handbook needs to be kept up-to-date and improved all the time. Ideally, its content should be contributed by everyone to validate and update the info.

The handbook is managed by the SPA's representatives and the working group of Diego Kreutz, Christian Hammerschmidt, Reza Matinejad and Phu-Hong Nguyen. The [latex source files](#) are available on github.

The working group will react to pull requests, or suggestions via email. Please contribute to this document!

### 14.2 Language Lunches

Please refer to Section [12.4](#) for an introduction about this activity. Currently we have German speaking lunch on Thursday noon and French speaking lunch on Friday noon. For more details, please contact the SPA's representatives.

### 14.3 Sport

Please refer to Section [13](#).

#### **14.4    Game Night**

Walter and Thierry are organising game events. Normally there are many funny group games, not video games. If you want to help out, suggest games or contribute in another way, please email anyone in the working group.

#### **14.5    Networking Drink, BBQ, and/or SnT Food Day**

Currently, SPA together with LuxDoc are co-organizing the NetworkingDrink events where one can meet other young researchers in Luxembourg and more than that! Come and see who you might meet there! Save the date! every 3rd Thursday monthly (only some special events like Summer BBQ would be on another date). Location and time to meet will be communicated 1 week before the event, and also can be found in this page: <https://www.facebook.com/pages/LuxDoc-ASBL/275000555887801>

SPA may occasionally organize some BBQ event for all SnTers, e.g. in Spring or Summer. Currently, Diego and Thierry are in charge, but volunteers are needed to help. SPA's members are also active in organizing and/or participating in the annual SnT Food Day in December.

#### **14.6    Toastmasters**

About public speaking and leadership skills, sometimes SPA organizes Toastmasters demo meetings at SnT with the help from a great Toastmasters club in Luxembourg: the Casemates. This event is also on demand only. But you can always participate in a real Toastmasters meeting in a club in Luxembourg, for free! Interested? check out the website of some Toastmasters Clubs in Luxembourg: <http://tmclub.eu/portal.php?marknow=0>

#### **14.7    Cross-Organization Activities**

SPA may also organize some activities together with other associations. Currently we have some common interests with some organizations like [LuxDoc](#), [ServeTheCity](#), etc. Any suggestion about cross-org activities are more than welcome.

#### **14.8    Traveling Lovers**

This is still an idea and need people to make it active! The idea is to group SnTers who are interested in visiting nearby cities around Luxembourg and neighbor countries. Not only cities visiting but other similar activities like hiking, skiing, etc. are also welcome.

## 14.9 SPA Newsletter

This is still an idea because SPA is looking for one or two volunteers who can be the editor(s) of the SPA Newsletter. The role of a editor is to collect reports from different SPA's activities and edit a newsletter (every two or three months) about SPA's activities. If you are interested in helping us, please contact the SPA representatives.

## 15 Useful information for parents (-to-be)

### 15.1 What you Need to know about Maternity Leave?

#### What you Need to know about Parental Leave?

More info: Parents in Luxembourg have the right to an additional month of parental leave and can request more flexible working arrangements under a new law.

The main points of the law are as follows:

- The first parental leave has to immediately follow maternity leave. If parents fail to make an application on time, but otherwise meet all conditions, they can now receive four months of unpaid leave, up from three months under the old law.
- Parents from the private or public sector have the right to ask their employer to amend their schedule to allow for more flexible working hours during a period of up to one year. The employer must consider the request and respond in light of the company's needs and those of the applicant. Any request rejections must be justified.

Source: [New parental leave law explained](#)

### 15.2 Support for family (in French)

[www.guichet.public.lu](http://www.guichet.public.lu)

[Famille](#)

[Parents](#)

### 15.3 Gynaecology and obstetrics Doctors

For example, Schmit Alix (Dr), [43 Allée Léopold Goebel, L-1635 Luxembourg](#),  
Tel.: [44 91 88](#)

Dr. Paul Gratia (Tel.: 26 97 68 86 1) or Dr. Claude Borsi (Tel.: 45 46 30 1),  
45-47 rue de Aubepines, L-1145 Luxembourg

More: <http://www.yellow.lu/en/directory/by-categories/health-beauty/gynecology-and-obstetrics>

Or <http://www.collegemedical.lu/Scripts/sql.exe?SqlDB=CM&Sql=Default.phs>

Note: Please keep in mind that this document does not represent an official position and it is selective by its nature. Some info could be obsolete, please check and also keep it updated for others by sending feedback to the SPA's representatives.

## Acknowledgment

This handbook was initialised by Phu-Hong Nguyen and Martin Kracheel (the SPA representatives in charge from June 2013 - to date). The content of this document is managed and contributed by the SPA representatives, the SPA's members, and other SnTers. The authors would like to thank the SnT officials, especially Prof. Bjorn Ottersten, Mrs. Marie-France Gallo, Mrs. Stephanie Annet for their kind support for the SPA's activities including this document. A main part of this document is built up on experiences of people in our research centre. SPA would like to thank all volunteers in our working groups, especially the ones who are managing this document (Diego Kreutz, Christian Hammer-schmidt, Reza Matinnejad and Phu-Hong Nguyen). We are also glad to have contribution from Mikolaj Podlaszewski, Walter Bronzi, Gabriela Gheorghe, Dalia Khader, Susann Gottmann, Rosario Giustolisi, among others. Please contribute to this document to keep it up-to-date and with more useful information! We look forward to receiving comments/suggestions/experiences from you all to improve this document either via email or pull request. The [latex source files](#) are available on github to be easier for any potential contributors!!!

## References

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## 16 Revisions

Table 1 shows the changes that were made in the major versions of this document. Please check this table frequently to see what new experiences have been added!

## 17 Disclaimer

This is not an official document. This document is provided as a general, informal guide and is based upon information collected by the SPA. Any information might be out-of-date and may be subject to change at any time with little or no notice. If you find any information that should be updated, please contribute to this document by contact the SPA representatives. The SPA and the SnT will not be liable for any inaccuracies in this document. Anyone wishing to obtain further information can contact the SPA representatives.

**Table 1.** Document History and Version Control

Version	Date Released	Contributed by	Brief Description
1.7	26/02/2014	Christian Hammer-schmidt	Living Across the Border section added, language classes section updated
1.6	24/12/2014	Phu H. Nguyen	SPA's on-going activities.
1.5	20/12/2014	Diego Kreutz	Formatting, fixes and info updates.
1.4	01/10/2014	Phu H. Nguyen	Removal of some obsolete info and update some others.
1.3	06/06/2014	Phu H. Nguyen	Some changes of the CEDIES' grant for EU PhD students, some notes before renting an accommodation.
1.2	29/11/2013	Phu H. Nguyen	Some new tips about accommodation, update information about the language lunch groups.
1.1	31/10/2013	Phu H. Nguyen	Add the list of dentists, introduce some language clubs, Ethics in Research, and add another point to the CEDIES procedure as suggested by Rosario.
1.0	26/9/2013	Phu H. Nguyen, Dalia Khader	Add the revision table, improve the doc based on suggestions from Dalia, e.g. warning about frauds from private ads in finding an accommodation, some useful links on "how to finish a PhD".
0.9	5-16/9/2013	Walter Bronzi, Phu H. Nguyen, Martin Kracheel	Importing your car to Luxembourg, some minor changes
+ 0.8	4/9/2013	Phu H. Nguyen, Gabriela Gheorghe	Revise the document after reviewing
0.7	23-26/8/2013	Martin Kracheel, Phu H. Nguyen	Some updates
0.6	16/8/2013	Mikolaj Pod-laszewski	Scholarship from CEDIES
0.5	1/8/2013	Phu H. Nguyen	How to buy 2nd hand stuff + list of medical doctors
0.4	30/7/ 2013	Mikolaj Pod-laszewski, Phu H. Nguyen	Moving in Luxembourg, how to buy a bike
0.3	29/7/2013	Phu H. Nguyen	The third draft
0.2	23/7/2013	Phu H. Nguyen, Martin Kracheel	The second draft
0.1	19/7/2013	Phu H. Nguyen	The first draft