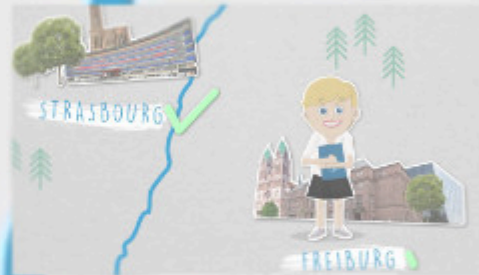




Student mobility
between
Eucor universities

Explained step by step



FREIBURG



Universität
Basel

universität freiburg



UNIVERSITÉ
HAUTE-ALSACE



Université
de Strasbourg

Welcome to Eucor – The European Campus!

Within Eucor, studies and teaching takes place across 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 towards 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 the 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 the 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.

Please note: 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 the University of Basel [here](#).

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

- ☐ When you have found a course, contact the lecturer at the 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 your course enrolment and credit points in an official document (downloadable from the Eucor website of your home university). This document is to be signed by you, the [coordinator or director of the programme at the 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 the University of Basel.

Register at the University of Basel 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 at the [Student Administration Office](#) 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 [here](#).

Your journey from a partner university to the 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](#) of the University of Basel. In the Online Services you can then enrol for the courses you want to attend no later than four 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 your credits validated at 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.

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, Haute-Alsace, KIT, Strasbourg).

Any questions?

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

- Contact the [programme and department coordination](#) at the University of Basel for questions relating to courses and course requirements.
- 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 general 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 the 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 the University of Basel. You can download the [learning agreement template](#) for the University of Basel at the [Eucor page of the University of Basel](#). You can also use the partner university's template (downloadable from the Eucor partner university's website).

Have your credits validated at the University of Basel

- ☐ 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 the University of Basel.

Have your travel costs reimbursed by the 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 complete [this survey](#) and send the tickets, a copy of a student ID card valid for the corresponding semester or a confirmation of enrolment, as well as proof of attendance at the course/courses (e.g. Transcript of Records) by email to info.eucor@unibas.ch.

Any questions?

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

- Contact the programme coordinator at the Eucor partner university for questions relating to courses and course requirements
- Contact the [programme and department coordination at the University of Basel](#) if you have 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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Outgoing: Important information for students at the University of Freiburg_____p. 11

Your journey from a partner university to the 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 the 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 capacities or special admission requirements. Contact the [relevant study programme 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 the 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 of Freiburg and enrol on a course/courses

- ☐ You should now register at the 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 e-mail 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 Service Center Studium (studierendenbuero@zv.uni-freiburg.de) together with the required supporting documents. You must enroll at the University of Freiburg even if you are only following one course per semester.

Once you have successfully enrolled, you will receive the Unicaid by post if you reside in Germany. If you reside abroad you can pick up your Unicaid at the Service Center Studium. This grants access to the university library, lockers, canteens, etc. as well as the computer centre's online services by e-mail.

- ☐ You will receive your access authorisation for the university's online services by e-mail. You can then register for your course on the campus management system called [HISinOne](#) ([detailed instructions](#)).

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

- ☐ In order to receive credits 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 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 credits earned in Freiburg recognised by your home university.
- ☐ If you plan to take further courses in Freiburg next semester, just send an email with your current certificate of enrolment from your home university to studierendenbuero@zv.uni-freiburg.de in order to re-register. 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, Haute-Alsace, KIT, Strasbourg).
- [Any questions?](#)
You can contact us at any time at the following address: eucor@zv.uni-freiburg.de.
- You can find all the relevant information on the [website of the University of Freiburg](#).

Important information for students at the University of Freiburg

- [Establish a learning agreement](#)
- ☐ As a student at the 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 credits validated at the University of Freiburg](#)
- ☐ 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 your relevant study programme coordinator at the University of Freiburg.
- [Have your travel costs reimbursed by the University of Freiburg](#)
- ☐ You can apply for your travel allowance via the online portal [Mobility-Online](#). Up to two trips (there and back) per week can be reimbursed from the 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. However, semester tickets, discount cards for train travel (e.g. BahnCard) and car journeys cannot be reimbursed. A maximum of 28 euros can be reimbursed for the journey (there and back).
- 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, if you have used printed tickets. You must keep all your tickets! If you have used digital tickets, pdf versions are accepted.
- [Any questions?](#)
You can contact us at any time at the following address: eucor@zv.uni-freiburg.de.
- You can find all the relevant information on the website of the [University of Freiburg](#).

University of Haute-Alsace (UHA)



Incoming mobility: Your journey from a partner university to the UHA_____p. 13

Outgoing mobility: Important information for students at the UHA_____p. 14

Your journey from a partner university to the UHA

Choose one or more courses that you would like to follow

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

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

- ☐ 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 [semester dates](#) at the 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 at UHA and enrol on a course/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!

Make sure that your credits are recognised with your learning agreement

- ☐ Once you have all the necessary information, you can complete the learning agreement (contrat d'études) and have it validated by your home university.

Have your credits validated at your home university

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

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

Have your travel costs reimbursed by your home university

- ☐ Please contact your home university for the reimbursement of travel costs (see "Important information for students of the Universities of Basel, Freiburg, KIT, Strasbourg).

Any questions?

You can contact us at any time at the following address: eucor@uha.fr.

You can find all the relevant information on the website of the [University of Haute-Alsace \(UHA\)](#).

Important information for students at the UHA

Establish a learning agreement

- ☐ You are invited to draw up your learning agreement (contrat d'études) 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 Eucor team at the UHA. The learning agreement must be signed by you, the CORIET of your department and the course coordinator at the host university department.

Have your travel costs reimbursed by the UHA

- ☐ Contact the Eucor mobility manager (eucor@uha.fr) for your eventual reimbursement of your travel costs and attach the required supporting documents.

Have your credits validated at the UHA

- ☐ There are three types of mobility: one-time mobility in the context of free cross-border course units (Matière Ouverte), alternative one-time mobility and free mobility.
 - In the case of free cross-border course units (Matière Ouverte), you will choose the course as a free course in your study plan. It will then be considered as a UHA course, assessed by the 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 the UHA 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 region the UHA is part of. If asked by the student, a mention on the diploma can recognize this experience.

Any questions?

You can contact us at any time at the following address: eucor@uha.fr.

You can find all the relevant information on the website of the [University of Haute-Alsace \(UHA\)](https://www.univ-haute-alsace.fr/).

Karlsruhe Institute of Technology (KIT)



Incoming: Your journey from a partner university to the KIT_____p.16

Outgoing: Important information for students at the KIT_____p. 17

Your journey from a partner university to the KIT 1/2

Choose one or more courses that you would like to follow

- ☐ Find out about the [courses offered at the KIT](#) and choose the ones you would like to take. This [tutorial](#) will explain step by step how you can find a course in the KIT course catalogue. You should take the different lecture periods into account when choosing your course. You can find the KIT semester dates [here](#).

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

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

- ☐ Some courses are subject to capacity restrictions or special admission requirements. Please contact the relevant departmental coordinator to ensure that you are eligible to participate. Then check with the study programme coordinator at your home university whether your chosen course can count towards your degree.

Register at the KIT

- ☐ You must register at the KIT before 30.09. (winter semester), or before 31.03. (summer semester) via the [Mobility-Online](#) portal.
- ☐ Enrolment is carried out by the Eucor team at the KIT using the information from your Mobility-Online registration. For this, you will need your current enrolment certificate, the application form, the enrolment application, the learning agreement and confirmation of your health insurance (please contact your insurance company to obtain the digital M10 form).

Once you have successfully enrolled, the Mobility-Online portal will provide you with the access data for the campus management system and the ILIAS learning platform. Your matriculation number is stated on the admission notice that you receive via Mobility-Online.

- ☐ You can then apply for your KIT Card. This serves as your student ID and has [various usage options](#) (including library card, wallet for the cafeteria, etc.). The KIT Card must be picked up in person.

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 departmental coordinator at the KIT automatically receives a notification via Mobility-Online and signs the learning agreement.

Enrol for your course/courses

- ☐ Once you have enrolled and received your login details, you can sign up for your course via the [ILIAS online learning platform](#). Make sure you find out about the registration deadlines in advance.

Have your credits validated at your home university

- ☐ You can download the transcript of records from the [student service portal](#) at the end of the semester and after passing the exams. You will need this document to have your ECTS credits earned at the KIT recognised by your home university.
- ☐ If you are planning to take further courses at the KIT next semester, remember to re-register in good time (by 15.02. for the summer semester and 15.08. for the winter semester). If you do not wish to attend any further courses at the KIT, please remember to deregister via the campus management system.

Your journey from a partner university to the KIT 2/2

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, Freiburg, Haute-Alsace, Strasbourg”).

Any questions?

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

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

Important information for students at the KIT

Establish a learning agreement

- ☐ Before your stay at the host university, you should conclude a learning agreement. This agreement between the KIT, the host university and you will facilitate the recognition of your academic achievements later on. Please use the current [Eucor learning agreement](#) and note the explanations.

- ☐ Have this signed by the person responsible at your KIT faculty ([departmental coordinator](#)) and then by the person responsible at the host university.

Have your credits validated at the KIT

- ☐ In order to have your credits recognised, you must submit your transcript of records from the partner university to your KIT faculty. The exact process varies depending on the KIT faculty.

Have your travel costs reimbursed by the KIT

- ☐ Before you start your studies at a Eucor partner university, you can apply for a travel allowance. This can be done via the [Mobility-Online](#) portal.
- ☐ After the end of the course or the end of your Eucor mobility (but no later than two months after the end of your mobility), you must upload the receipts and proof that you participated in the courses (transcript of records, certificate of attendance) to the Mobility-Online portal.

Travel costs will be reimbursed depending on the availability of funds (for semester mobility, usually regional train, one return trip per week).

Any questions?

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

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

University of Strasbourg



Incoming mobility:

Your journey from a partner university to the University of Strasbourg_____p. 20

Outgoing mobility:

Important information for students at the University of Strasbourg_____p. 22

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

Choose one or more 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 the University of Strasbourg (see [the tutorial](#) aimed at German-speaking students).
- ☐ For more information about the courses (date, venue, availability), you can contact the [international relations correspondent \(CORI\)](#) of the department offering the chosen course.

Useful information: When choosing your course, you will need to bear in mind the different semester dates in France, Germany and Switzerland. Take a closer look at the [semester dates](#) of the University of Strasbourg.

Make sure that your credits are recognised with your learning agreement

- ☐ Before registering for a course, you should contact the course coordinator of your home university department to check whether your university recognises the chosen course.
- ☐ Once you have all the information required to access the chosen courses, you can complete the [learning agreement](#) (contrat d'études) and have it signed by the CORI of the host department as well as by the course coordinator of your home university department.
- ☐ Then send your file to eucor-mobilite@unistra.fr and to the CORI of the host department.

Register at the University of Strasbourg

- ☐ To register, contact the student administration office of your faculty via [this platform](#).
- ☐ The student administration office will contact you by asking for the supporting documents to complete your registration file.

Please note: The student administration offices are often closed in July and August and during the Christmas holidays. Be sure to contact them well in advance.

Have your credits validated at your home university

- ☐ The exam procedures, dates and formats will be communicated to you in each course. French universities use a grading system in which exams 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 exams, otherwise the corresponding ECTS credits cannot be granted.

The transcript of records will be sent to you by the student administration office via Apogée or Moodle. Also, it will be sent to your home university.

Your journey from a partner university to the University of Strasbourg 2/2

Have your travel costs reimbursed by your home university

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

Any questions?

You can contact us at any time at the following address: eucor-mobilite@unistra.fr.

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

Important information for students at the University of Strasbourg

Establish a learning agreement

- ☐ Complete your [learning agreement](#) (contrat d'études) with the help of the [international relations correspondent \(CORI\)](#) in your department and with approval of your study programme director.

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 the University of Strasbourg

- ☐ Complete your file on the MoveOn platform ([one-time mobility](#) / [semester-long mobility](#)). Send your completed file together with the required supporting documents by e-mail to eucor-mobilite@unistra.fr.

The grant is paid in two instalments for semester-long mobility and travel costs are reimbursed at a flat rate for one-time mobility.

Please note: Requests for one-time mobility must be made at least one week before the start of the mobility. For semester-long mobility, funding request must be submitted at least one or two semesters before the mobility period.

Have your credits validated at the University of Strasbourg

- ☐ To have your ECTS credits validated, download your transcript from the host university's study management system and have it validated by your home department.

Any questions?

You can contact us at any time at the following address: eucor-mobilite@unistra.fr.

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

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