DEPARTMENT OF PHYSICS
ELECTIVE COURSES AT OTHER UNIVERSITIES
PROCEDURE AND REIMBURSMENT OF TRAVEL EXPENSES

1. Choose your course

2. Ask and obtain written authorization from the study advisor, Dr Baptiste Hildebrand

3. Register at the selected university if necessary
   Deadline: usually August 31st for FS / January 31st for SS

4. At the end of the semester, present the original certificate to the Deans' office of the Faculty of Sciences (ch. du Musée 8) for authentication.
   The Decanate will then transmit it to the reference person at the Physics Department for registration in GeFri.

5. Once step 4 is completed, ask for reimbursement of your train tickets:
   - Complete the “Form for reimbursement travel expenses Master students, elective courses at other universities”,
   - Give it, with course description, dates and original train tickets to Anne Fessler, PER08, office 1.54.

N.B.:
no reimbursement if you have a general railpass.