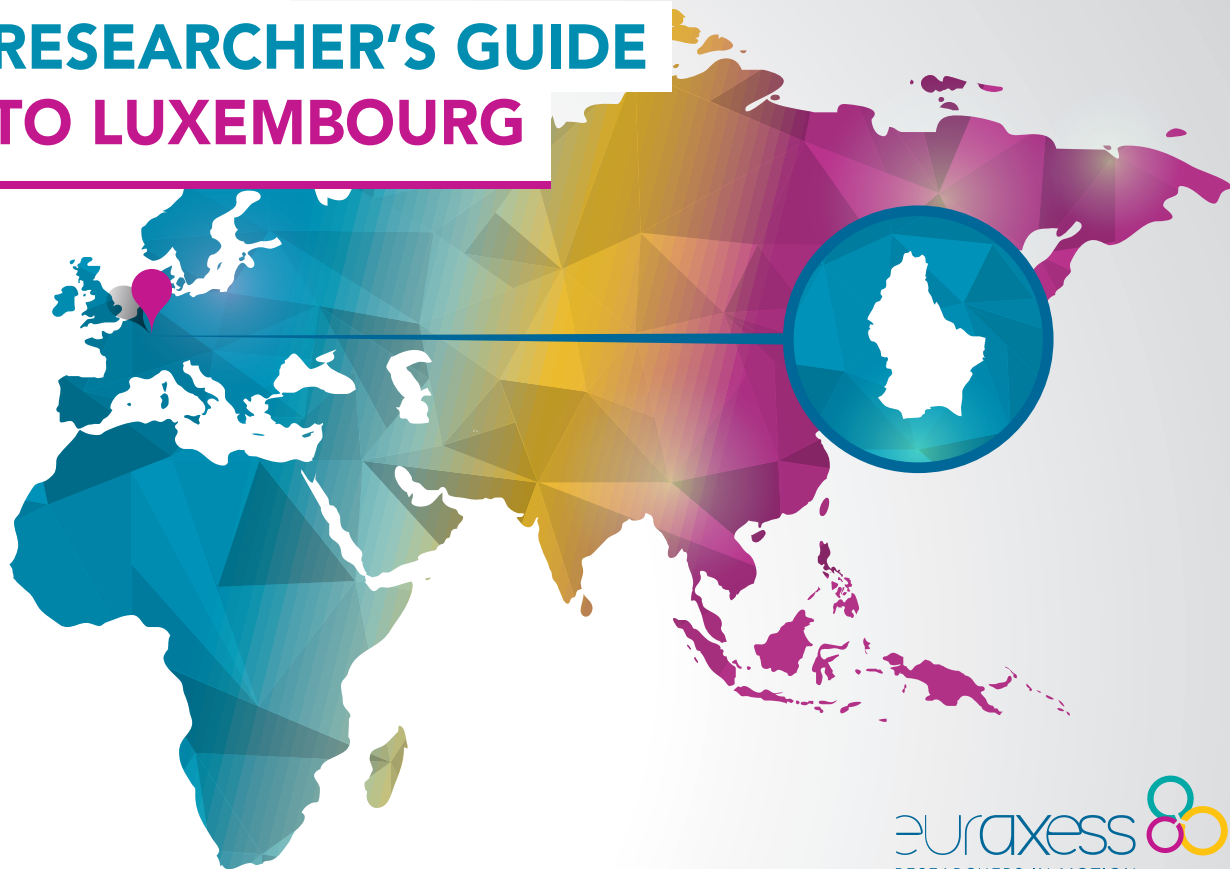


FOREIGN RESEARCHER'S GUIDE TO LUXEMBOURG



FOREWORD



Claude MEISCH

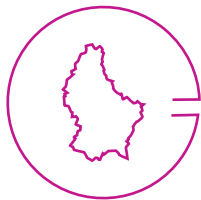
MINISTER FOR HIGHER
EDUCATION AND RESEARCH

Dear Researcher,

Since 2015, the Luxembourg public research landscape has undergone a number of exciting developments, not just in terms of infrastructures but also with regard to technological and innovation-driven activities.

The Luxembourg Government is committed to investment in public research and sees it as a fundamental pillar of a society based on sustainability, economic progress and knowledge. This commitment is reflected in a number of major reforms and considerable financial support aimed at developing public research activities in Luxembourg. The country's identity and success are without any doubt based on its multicultural, international and multilingual society. Luxembourg welcomes 190,000 cross-border workers each day, 47% of its population are foreigners and almost 75% of its investors come from abroad. Luxembourg relies on its open-minded approach to achieve sustainable growth and to consolidate its reputation as a reliable partner beyond its borders.

**DEAR
RESEARCHER,
WELCOME TO
LUXEMBOURG!**



Ongoing support for the development projects in Belval and for research infrastructures that foster innovation are vital for this continued expansion. Luxembourg values the diversity offered by its residents and recognises their wide-ranging, innovative skills, which serve as a driving force for development. On arriving in this country at the heart of Europe, researchers from around the world are delighted to find a progressive, constructive working and living environment that supports creativity. PhD candidates and post-doctoral researchers benefit from attractive employment contracts and full social security and pension coverage.

Moreover, Luxembourg's central location provides researchers with excellent opportunities to engage in cross-border projects and international collaboration. The University of the Greater Region is one example of how Luxembourg facilitates mobility and cooperation with France, Germany and Belgium. The University of Luxembourg is not just one of the world's youngest and fastest-growing universities; it is also one of the most international, with a research-oriented approach through its research units and interdisciplinary research centres.

Other public research players such as the Luxembourg Institute of Health, the Luxembourg Institute of Socio-Economic Research and the Luxembourg Institute of Science and Technology emphasise the country's versatile and innovative public research activities.

As a researcher in Luxembourg, you can rely on a number of different institutions to offer support during your time here – especially EURAXESS, which will be a key contact point during your creative and innovative journey in Luxembourg. EURAXESS is a pan-European initiative which offers valuable support to meet the needs of professional researchers, with the aim of enhancing mobility and scientific collaboration.

This guide is designed to make your time in Luxembourg go as smoothly as possible by presenting an overview of the legal framework regarding employment, entry conditions, taxation, social security and health care, and of course by providing information on accommodation, administrative issues and daily life.

Luxembourg welcomes you and wishes you an unforgettable, innovative and productive journey!

SUMMARY



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ONS HEEMECHT

Wou d'Uelzecht durech d'Wisen zéit,
Duerch d'Fielsen d'Sauer brëcht.
Wou d'Rief laanscht d'Musel dofteg bléit,
Den Himmel Wäin ons mëcht.
Dat as onst Land, fir dat mir géif,
Heinidden alles won.
Ons Heemechtsland, dat mir sou déif
An onsen Hierzer dron.

O Du do uewen, deem séng Hand
Duurch d'Welt d'Natioune leet.
Behitt Du d'Lëtzebuerger Land
Vru friemem Joch a Leed!
Du hues ons all als Kanner schon
de fräie Geescht jo gin.
Looss viru blénken d'Fräiheetssonn
déi mir sou laang gesin.

NATIONAL ANTHEM OF LUXEMBOURG
MICHEL LENTZ, 1859

Where the Alzette slowly flows,
The Sauer plays wild pranks,
Where fragrant vineyards amply grow
On the Moselle's banks;
There lies the land for which we would
Dare everything down here,
Our own, our native land which ranks
Deeply in our hearts.

O Thou above whose powerful hand
Makes States or lays them low,
Protect this Luxembourgish land
From foreign yoke and woe.
Your spirit of liberty bestow
On us now as of yore.
Let Freedom's sun in glory glow
For now and evermore.

(POETIC TRANSLATION BY NICHOLAS WEYDERT)





ABOUT LUXEMBOURG

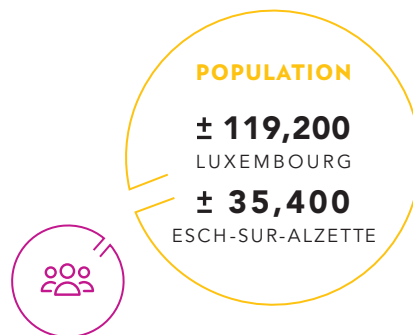
GEOGRAPHY

Luxembourg is extremely well situated in the centre of Europe, between Germany, France and Belgium, and can be easily reached by rail, road and air.

Geographically, Luxembourg is made up of two distinct regions. If you travel north, you will find yourself in the “Oesling”, a hilly and wooded part of the Ardennes region with mediaeval castles dotted along rivers and valleys. Further south, the landscape changes completely; this far more densely populated area is called the “Guttland”. This is where you will find the capital Luxembourg City, home to a number of European institutions and the country’s major financial and banking institutions.

Luxembourg’s main research centres are located in its two main cities, Luxembourg City (with a population of about 119,200) and Esch-sur-Alzette, in the south of the country (approximately 35,400 inhabitants). The infrastructures of the steel industry, which has played such an important part in the country’s economy since the 19th century, are also mainly based in the country’s southern region.

Source: “Communes les plus peuplées (x 1,000) 1981, 1991, 2001 – 2019”, 02/04/2019
https://statistiques.public.lu/stat/TableView/tableView.aspx?ReportId=12860&IF_Language=fr&MainTheme=2&FldrName=1



SOME INTERESTING FACTS

Length	82 km (51 miles)
Width	57 km (35 miles)
Borders	Eastern: Germany Southern: France Western and northern: Belgium
Total border length	359 km (223 miles)
High point	Wilwerdange – 560 m above sea level
Cantons	12: Capellen, Clervaux, Diekirch, Echternach, Esch-sur-Alzette, Grevenmacher, Luxembourg, Mersch, Redange, Remich, Vianden, Wiltz
Communes	102



||
LUXEMBOURG
IS EXTREMELY
WELL SITUATED IN
THE CENTRE OF
EUROPE, BETWEEN
GERMANY, FRANCE
AND BELGIUM,
AND CAN BE EASILY
REACHED BY RAIL,
ROAD AND AIR. ||



HISTORY

Luxembourg is the world's only sovereign Grand Duchy, one of several particularities originating from its long history. The country's existence can actually be traced back to the year 963, when Count Siegfried of the Ardennes decided to build Lucilinburhuc Castle on a fortified rocky outcrop, which he had acquired in exchange for land. You can visit the remains of Lucilinburhuc Castle on the Bock promontory, in the historical centre of Luxembourg City.

The location of the castle was strategically important since it was on important trade routes between Western and Eastern Europe. It quickly became a major fortress, earning the nickname "**Gibraltar of the North**". Surrounding territories were gradually assimilated and the country was recognised as an independent Duchy by the 14th century.

Luxembourg changed hands several times over the centuries, with European powers (Burgundy, Spain, Austria, France and Prussia) fighting for control of its fortress. Wedged between the German Empire and the Kingdom of France, and thanks to its extensive fortifications, the Duchy of Luxembourg was virtually assured of never being annexed by either power. Instead, it remained a pawn in the strategic game being played out between Europe's major powers until 1867, when the fortress was dismantled following a near war between the German and French Empires.

The Duchy of Luxembourg became a Grand Duchy in 1815, before gaining its formal independence in 1839. With a background dominated largely by agriculture and having lost its strategic military importance, the country quickly entered the industrial age with the development of the steel industry. Following World War II and the slow but steady decline of the steel industry, the development of the banking sector was encouraged. The financial sector remains Luxembourg's main economic asset today, which is clearly visible when you take a walk through the streets of Luxembourg City or Kirchberg. **Luxembourg is one of the six founding members of the European Union, which was established in 1951 as the European Coal and Steel Community.**

The town of Schengen, on the border with France and Germany, is also situated in Luxembourg. Schengen gained worldwide fame for hosting the signing ceremony of the **Schengen Agreement** in 1985. The ensuing Schengen Area operates as a single space for international travel, with external border controls for people travelling in and out of the area but no internal border controls.

Recently, Luxembourg has stepped up its investment in emerging technologies and innovation. **The Government is also actively supporting research to further diversify the country's economy.**



|| THE GOVERNMENT
IS ALSO ACTIVELY
SUPPORTING
RESEARCH TO
FURTHER DIVERSIFY
THE COUNTRY'S
ECONOMY.

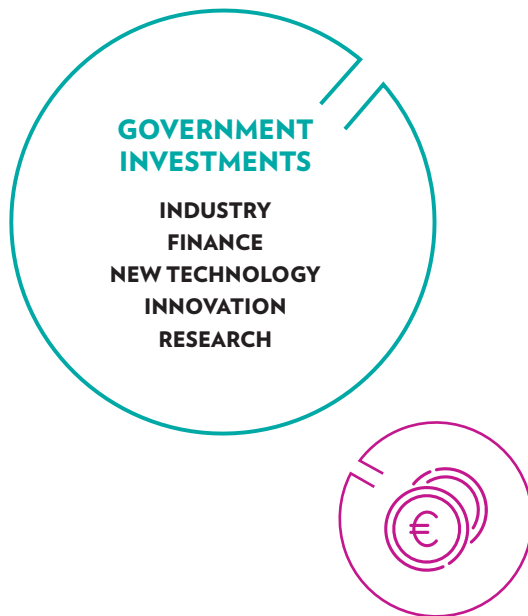
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ECONOMY

The Grand Duchy of Luxembourg is renowned for its political and social stability, skilled and multilingual workforce, state-of-the-art infrastructure and excellent connectivity to markets, as well as its favourable legal environment and financial climate.

In recent decades, Luxembourg has become one of the leading financial centres in Europe and the world. The Government has also continued to pursue a policy of economic diversification, investing heavily in key areas in which the country has developed specific expertise, including space technologies, logistics, clean technologies, bio and health technologies, automotive components, and information and communication technologies in general.

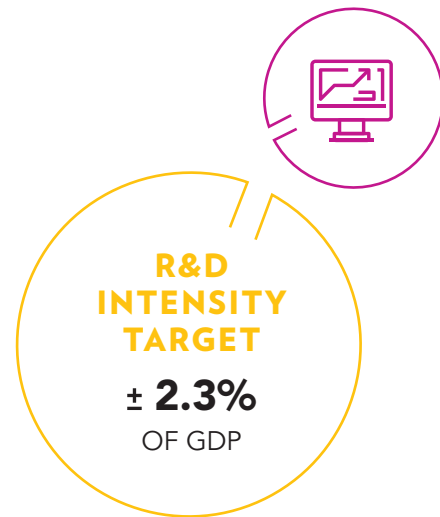
Luxembourg, a European capital, has developed a justified reputation as a reliable hub for cross-border businesses. Global players of all sizes use the country as a base from which to serve markets around the world. Investment and innovation are encouraged through an attractive legal and regulatory framework designed to support business creation and economic development.



Boosting research, development and innovation (RDI) is a national priority, and successive Governments have been highly supportive of investment in both public and private research. Innovative start-ups are incubated, hosted and coached in publicly owned facilities to encourage their early development and provide access to state services and support.

Companies receive **substantial Government funding and support for R&D projects**, enabling them to develop innovative products, services and processes. Depending on the type and quality of the RDI effort and the size of the enterprise, Government grants ranging from 15 to 80% of the eligible cost of a project or programme are available. Luxinnovation provides information and support for applicants.

A number of international industrial groups, such as Arce-lorMittal, Delphi, Goodyear and SES, have chosen to base their R&D operations in Luxembourg, taking advantage of the proximity of the public research sector, which has developed considerably over the past few years. The research environment in Luxembourg is currently composed of the University of Luxembourg and several other research centres.





POLITICAL SYSTEM

The Grand Duchy of Luxembourg is a parliamentary democracy within the framework of a constitutional monarchy, with a hereditary crown belonging to the House of Nassau. The Grand Duke is its head of State.

PARLIAMENTARY DEMOCRACY

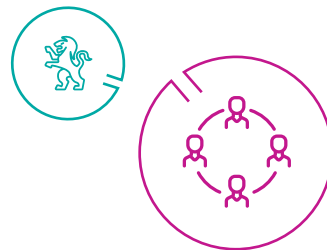
POLITICAL SYSTEM

Official name	Grand Duchy of Luxembourg
Form of Government	Parliamentary democracy within the framework of a constitutional monarchy
Head of State	HRH Grand Duke Henri
Head of Government	Prime Minister Xavier Bettel

As in all parliamentary democracies, the separation of powers is flexible in Luxembourg: there are many links between the legislative and executive powers. Only the judiciary is totally independent. Executive power resides with the Grand Duke, represented by his Government. Since Luxembourg is a constitutional monarchy, the Grand Duke's role is largely symbolic. Legislative power is handled by the Chamber of Deputies, a single-chamber parliament whose members are elected every five years. The judiciary, which is completely independent from the other two branches of power, is exercised by courts at different judicial levels.

In Luxembourg, voting is compulsory for all citizens. Parliamentary elections are held every five years. The 60 members of the Chamber of Deputies are elected by universal suffrage and proportional representation. At municipal elections, municipal councillors are elected directly by the inhabitants of the municipality for a six-year term of office. **Every five years, Luxembourgers elect six representatives of Luxembourg to the European Parliament by direct universal suffrage.**

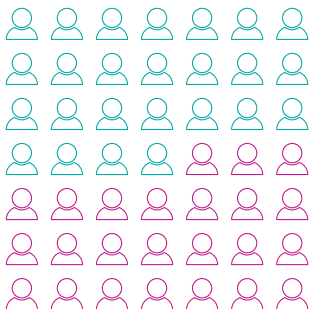
Luxembourg nationals have the right to vote and to stand as candidates in elections from the age of 18. Since December 2018, a coalition Government comprising the Democratic Party (DP), the Luxembourg Socialist Workers' Party (LSAP) and the Green Party (Déi Gréng) has been in office **for a second term.**



POPULATION

With a population of 613,894 of which more than 47% are foreigners, **Luxembourg is one of the world's most culturally diverse societies**. Whenever you are out and about in Luxembourg, chances are you will come across several of the **170 nationalities** who live here.

LUXEMBOURGERS: 322,430



FOREIGNERS: 291,464



POPULATION	
Luxembourgish	322,430
Portuguese	95,516
French	46,938
Italian	22,465
Belgian	19,953
German	13,015
British	5,766
Dutch	4,207
Other EU countries	52,083
Other	31,521
TOTAL POPULATION	613,894



Source: Statec, website: Population par nationalités détaillées 2011 - 2019, April 2019
http://statistiques.public.lu/stat/TableView/tableViewHTML.aspx?ReportId=12859&IF_Language=fra&MainTheme=2&FldrName=1

LANGUAGES

NATIONAL LANGUAGE

Luxembourgish (Lëtzebuergesch)

ADMINISTRATIVE LANGUAGES

French, German and Luxembourgish

French is used in legislation, while **Luxembourgish**, **German** and **French** are used in administrations and for legal matters.

However, with so many foreigners living in Luxembourg, it is not surprising that most locals also speak English fluently. So you can rest assured that you will have no difficulties communicating in English in Luxembourg!



CLIMATE

Like most of Western Europe, Luxembourg has a **moderate, continental/oceanic climate**. The seasons are characterised by relatively mild summers and cold winters.

We would especially recommend visiting in late **spring (May to June)** and early **autumn (September to October)**, when Luxembourg often experiences an “Indian Summer”.



**HOTTEST MONTH
JULY**

average temperature
21°C



**COLDEST MONTH
JANUARY**

average temperature
5°C

TIME ZONE



RELIGION

RELIGION

Roman Catholic	68.7%
Other religions	6.3%
No religion	24.9%

Source: BORSENBURGER M., DICKES P., Religions au Luxembourg.
Quelle évolution entre 1999-2008 ? CEPS/INSTEAD, 2011, coll.
Les Cahiers du CEPS/INSTEAD no. 2011-02, 36 p.

Luxembourg follows the Gregorian calendar, also known as the Western calendar or Christian calendar.

Although Luxembourg is a secular state, **most religions are represented in the country.**

INFORMATION
ON RELIGION
www.religion.lu



FOOD AND DRINK

Luxembourg boasts an **impressive and varied range of restaurants**, which is not surprising given its multiculturalism and location at the centre of Europe. Visitors to the country can enjoy an extensive variety of culinary styles, from local, Italian, French and Portuguese food to haute cuisine, and the country has **10 starred restaurants in the 2019 edition of the famous Michelin Guide**.

You can also eat in one of the many international restaurants serving dishes from all over the world, including Chinese, Indian, Japanese, Thai, Mexican, etc.

A service charge is included in the bill. However, as in other European countries, it is customary to leave an additional tip of between 5 and 10%.



TYPICAL LUXEMBOURGISH DISHES

Bouneschlupp	Bean soup
Ietsebulli	Green pea soup
Ham, Fritten an Zalot	Smoked ham, chips and salad
Feierstengszalot	Salad with chunks of beef
Kuddelfleck	Tripe, usually served with a sauce
Gromperenzalot mat Wirschtercher	Potato salad with sausages
Kniddelen mat Speck	Dumplings with bacon
Judd mat Gaardebounen	Pork collar with broad beans, potatoes with bacon
Gromperekichelcher	Potato cakes
Rieslingspaschtéit	Meat pie made with Riesling wine

WINE PRODUCTION

Most vineyards are found on the banks of the Moselle river, where many quality wines are produced from grape varieties Rivaner, Elbling, Auxerrois, Riesling, Pinot blanc, Pinot gris, Chardonnay, Pinot noir and Gewürztraminer.

In the “Guide Hachette des vins 2019”, several Luxembourgish wines were awarded stars.

BEER

Beer lovers will appreciate the local brews (mainly lager-style beer): Bofferding, Battin, Diekirch, Mousel, Simon, Béierhaascht and Ourdaller.

LIQUEURS

Luxembourg produces a number of brandies (usually with a very high alcohol content), distilled from local fruits such as plums, cherries and pears.



PLACES TO EAT

www.explorator.lu
www.resto.lu

RESTAURANT OPENING TIMES

generally 12 pm - 2 pm
and 7 pm - 10 pm

TRANSPORT

Luxembourg has an **excellent public transport system**, with an efficient and cheap rail and bus network and a modern airport with excellent facilities.

AIRPORT

Luxembourg's airline, Luxair, has regular passenger services to and from major European destinations.

Other airlines (Air France, British Airways, KLM, Lufthansa, easyJet, Ryanair and many others) also fly to Luxembourg.

Findel Airport, about 6 km away from Luxembourg City, is easily reachable by bus, car or taxi.

FLIGHT INFORMATION

www.lux-airport.lu
www.luxair.lu



MOTORWAYS

Getting around in the country or travelling to nearby countries by car is no problem. Luxembourg has six motorways:

A1	Luxembourg City	Germany (A64)	E44	36.2 km
A3	Luxembourg City	France (A31)	E25	13.3 km
A4	Luxembourg City	Esch-sur-Alzette		16.3 km
A6	Luxembourg City	Belgium (A4)	E25	20.8 km
A7	Luxembourg City	Ettelbruck		31.5 km
A13	Pétange	Germany (A8)		42.3 km

On motorways, **the speed limit is 130 km/h (81 mph)**, reduced to 110 km/h (68 mph) in the event of rain or other precipitation. On non-urban roads, the speed limit is 90 km/h (56 mph), on urban roads 50 km/h (31 mph) and in some residential areas 30 km/h (19 mph).

The blood alcohol limit is 0.5‰.

Young drivers may not exceed 0.2‰.



MORE INFORMATION

about your arrival
in Luxembourg
> [page 58](#) <



PUBLIC TRANSPORT

Luxembourg has a well-developed public transport system. The national railway network covers most major towns and cities and there are excellent international connections to Germany, Belgium and France (including a TGV to Paris). **There is a comprehensive regional and urban bus network, and the new tram** is changing mobility in Luxembourg City.

You can travel anywhere on the Luxembourg public transport network with a short-duration ticket (€2 for 2 hours) or a day ticket (€4). For frequent travel, a monthly or annual pass is a convenient alternative.

|| **1ST MARCH 2020, THE USE OF PUBLIC TRANSPORT WILL BE FREE OF CHARGE** THROUGHOUT LUXEMBOURG FOR ALL RESIDENTS AND NON-RESIDENTS. (EXCEPT THOSE TRAVELLING FIRST CLASS) ||

The train journey from **Luxembourg City to Belval University railway station** takes about half an hour.

Where to buy tickets

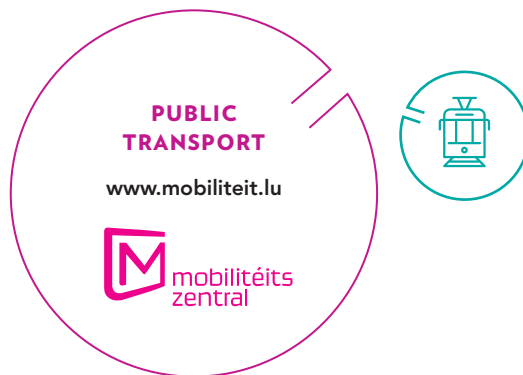
Tickets can be bought at railway stations, tram stations, major bus stations, ticket vending machines, directly on buses or online (web: mshop.lu, app: [mTicket](https://mTicket.lu)).

The mKaat is an alternative to paper tickets – it is a public transport chip card that can be pre-charged with tickets.

A “City Night Bus” service operates free of charge in Luxembourg City (Friday and Saturday nights from 9:30 pm to 3:30 am, every 15 minutes).

Find out more

Mobiliteit.lu (website and app) offers a journey planner with real-time information on bus, train and tram times.



CYCLING

Cycling in Luxembourg has become an increasingly popular option for residents. **The country has invested heavily in an extensive network of cycle paths**, which has grown considerably over the past few years.

The Public Transport Community (Verkéiersverbond) provides secure bike racks (known as **mBoxes**) located close to public transport hubs, which makes it easy to combine cycling with taking the bus, train or tram. Bikes can be stored overnight or during the day without having to worry about theft or vandalism. The service is free of charge and the mBoxes are accessible with an mKaart.

> www.m-box.lu

If you do not own a bicycle, you can always borrow one. Luxembourg* and Esch-sur-Alzette** both offer bike-sharing schemes.



BIKE SHARING

*www.veloh.lu

**www.velok.lu



NATIONAL HOLIDAYS

The standard working time in Luxembourg is 8 hours a day and 40 hours a week. Working time cannot exceed 10 hours a day or 48 hours a week. Standard **annual leave is 26 working days** per year, regardless of the age of the employee. However, some employers may offer additional annual leave by means of a collective agreement or an individual agreement between employer and employee. There are also eleven public holidays each year.

PUBLIC HOLIDAYS

New Year's Day	1 January
Easter Monday	variable
Labour Day	1 May
Europe Day	9 May
Ascension Day	variable
Whit Monday	variable
Luxembourg National Day	23 June
Assumption Day	15 August
All Saints' Day	1 November
Christmas Day	25 December
Boxing Day	26 December

SCHOOL HOLIDAYS

Carnival	1 week
Easter	2 weeks
Spring	1 week
Summer	2 months
Autumn	1 week
Christmas	2 weeks

For more information

> www.guichet.public.lu/en/outils/calendrier-scolaire.html

For more information

> www.publicholidays.lu





RESEARCH LANDSCAPE



POLICY AND STRATEGY

Public research in Luxembourg is a young and dynamic field, with research policy contributing to the country's transition to a knowledge-based society.

The overarching rationale behind public research policy in Luxembourg is to strengthen innovation as a key driver of sustainability, socio-economic development and the process of economic diversification.

To this end, pursuing an effective policy for public research and innovation has been one of the major priorities of the Luxembourg Government since 1999, with government budget outlay rising from €28 million in 2000 to approximately €400 million in 2016. In 2018, the Government approved and committed a budget of €1.44 billion to support public research activities and higher education in Luxembourg for the period 2018-2021. This proactive and committed policy approach puts Luxembourg firmly on the map of European research. The country's strong position is illustrated by the 17th-place ranking of the University of Luxembourg – which was only created in 2003 – in the 2019 Times Higher Education Young University Rankings, a listing of the world's top 351 universities aged 50 years or under; and by its first-place position among universities in all categories for international outlook. Other international benchmarks also highlight Luxembourg's ascension in terms of innovation and its research-oriented economy and society.

In the 2018 Global Innovation Index (INSEAD), Luxembourg came 15th out of 127 countries.

In 2018, Luxembourg retained its position as one of the 20 most competitive economies in the world, as shown by the 2017-2018 WEF Global Competitiveness Index, where it was ranked 19th out of 137 countries (15th for Innovation and 1st for Technological Readiness); and in the 2018 European Innovation Scoreboard, Luxembourg was also identified as a leader of innovation, alongside Sweden, Denmark, Finland, the Netherlands and the UK.

Public research under the administrative supervision of the Ministry of Higher Education and Research is performed at the following institutions:

- **University of Luxembourg**

Research units in the various faculties and the interdisciplinary research centres:

- Interdisciplinary Centre for Security, Reliability and Trust (SnT)
- Luxembourg Centre for Systems Biomedicine (LCSB)
- Luxembourg Centre for Contemporary and Digital History (C²DH)

- **Luxembourg Institute of Science and Technology (LIST)**

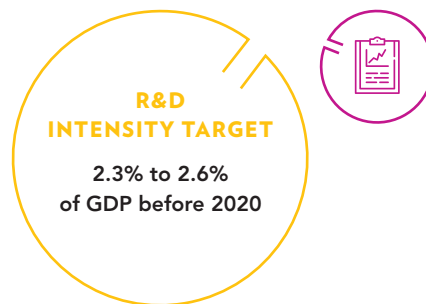
- **Luxembourg Institute of Health (LIH) and Integrated BioBank of Luxembourg (IBBL)**
- **Luxembourg Institute of Socio-Economic Research (LISER)**
- **National Research Fund (FNR)**

Various other research institutions are also supported by the Ministry of Higher Education and Research, including the **Max Planck Institute Luxembourg for International, European and Regulatory Procedural Law**.

Most of the country's public higher education and research activities have premises in Belval, a former industrial brownfield reconverted for a total budget in the region of €1 billion. **Belval is an outstanding illustration of the "knowledge triangle" of research, higher education and innovation.** The colocation of science and innovation on the same site opens opportunities for cooperation and interdisciplinary research as well as the consolidation of shared activities.

Luxembourg's R&D intensity target for 2020 is to reach 2.3% to 2.6% of its GDP. The innovation policy strategy for the coming years is based on the development of holistic research. Key priorities include consolidating an eclectic society and developing cooperation between wide-ranging players, and fostering a culture of knowledge transfer to the economy and society.

Last but not least, maintaining the international dimension which is an essential characteristic of Luxembourg society and economic development will be a key priority for strong science-based, innovation-driven growth.



|| LUXEMBOURG IS A DYNAMIC AND OPEN
COUNTRY WHERE **RESEARCH HAS BECOME**
A KEY PILLAR IN THE DIVERSIFICATION OF
THE ECONOMY AND IN CREATING NEW
HORIZONS FOR SOCIETY. ||

INTELLECTUAL PROPERTY RIGHTS

REGULATION OF IPR IN LUXEMBOURG

According to the **World Intellectual Property Organization (WIPO)**, the term “intellectual property” refers to “creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce”.

Intellectual property rights (IPR) are a complex legal issue and the legislation regulating IPR can vary from country to country. Policies and practices should define how ownership of the IPR generated between researchers and employers or any other third party (including commercial or industrial organisations) should be shared. If third parties are involved, ownership should be provided for under specific collaboration agreements or other types of agreement.

Intellectual property is divided into two categories:

- **Industrial property**

This mainly includes patents, trademarks, industrial designs and geographical indications. A patent is an exclusive right granted for an invention (product or process) that provides a new way of doing something or offers a new technical solution to a problem. Patents are generally valid in individual countries for specified periods (usually 20 years). They are granted by a national patent office (in Luxembourg the Intellectual Property Office within the Ministry of the Economy) or a regional office (such as the European Patent

Office (EPO) or the World Intellectual Property Organization (WIPO)). **Patents confer the right to prevent third parties from making, using or selling an invention without its owner's consent in regions where it is protected.**

A **trademark** is a distinctive sign that identifies goods or services produced or provided by an individual or a company. For Luxembourg, the Benelux Office for Intellectual Property (BOIP) gives the exclusive right to use a trademark within the three Benelux countries for a period of 10 years. A European trademark offering protection throughout the EU can also be granted by the European Union Intellectual Property Office (EUIPO). The protection can be renewed every 10 years.

Industrial design refers to the ornamental or aesthetic aspects of an item. A design may consist of three-dimensional features or two-dimensional features, such as patterns, lines or colour. Industrial designs can be registered in Luxembourg via the BOIP, which grants protection for the three Benelux countries, and the EUIPO, which grants protection throughout the European Union with its “Community design” scheme.

A geographical indication is a sign used on goods that have a specific geographical origin and possess qualities or a reputation owing to that place of origin.

- **Literary and artistic property**

This includes copyright (literary works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs, software, etc.) as well as rights related to copyright. Databases benefit from specific protection in copyright legislation.

LUXEMBOURG: AN IP-CONSCIOUS COUNTRY

Luxembourg has been proactive in developing its IP standards, and is party to all the major IP treaties and conventions. It was a signatory of the **European Patent Convention** in October 1977, which established the European Patent Office (EPO).

Luxembourg is well aware of the importance of IP and offers a responsive and supportive environment to stimulate intellectual property management. The authorities have created a safe environment for IP by implementing EU directives as well as international agreements and treaties.



INTELLECTUAL PROPERTY INSTITUTE OF LUXEMBOURG (IPIL)

One of the key elements in the Luxembourg Government's policy of adding value and providing support in the field of IP has been the creation of the Intellectual Property Institute of Luxembourg (IPIL). Officially set up in August 2014, IPIL groups together national and international expertise in identifying, securing, protecting and exploiting IP rights and other related legal aspects.

IPIL is actively involved in European networks and projects, e.g. as part of the European IPR Helpdesk consortium. This official IP service initiative launched by the European Commission provides free advice and information on intellectual property and IPR. The service is aimed at researchers and European small and medium-sized enterprises (SMEs) participating in EU-funded collaborative research projects, as well as SMEs involved in international technology transfer processes.

LEGAL TEXTS

Most legal texts can be found at the Intellectual Property Office within the Ministry of the Economy.

> www.gouvernement.lu/pi

MAIN INSTITUTIONS MANAGING IPR

Luxembourg

Intellectual Property Office, Ministry of the Economy

> www.gouvernement.lu/pi

Intellectual Property Institute of Luxembourg (IPIL)

> www.ipil.lu



Europe

European Patent Office (EPO)

> www.epo.org

Free patent information

> www.epo.org/searching/free/espacenet.html

(free access to more than 90 million patent documents worldwide from 1836 to the current day)

European Union Intellectual Property Office (EUIPO)

> www.euiipo.europa.eu

European IPR Helpdesk

> www.iprhelpdesk.eu

(an official IP service offered by the European Commission providing free advice and information)



INTELLECTUAL PROPERTY OFFICE

19-21, boulevard Royal
L-2449 Luxembourg
www.gouvernement.lu/pi

Worldwide

World Intellectual Property Organization (WIPO)

> www.wipo.org

INTELLECTUAL PROPERTY INSTITUTE OF LUXEMBOURG

134, route d'Arlon
L-8008 Strassen
www.ipil.lu



FINDING A JOB IN RESEARCH

EURAXESS jobs is a pan-European research-related **employment platform** for jobs in both **academic and industrial research**.

Are you a researcher planning the next stage in your career? Are you looking for support when relocating for your research project? **EURAXESS is here to help you.**

Create your profile today! Registration is quick, simple, free of charge and comes with a wide range of benefits – thousands of jobs, funding and hosting opportunities in all research fields and for all researcher profiles available at your fingertips. **Join EURAXESS today and take your research career to the next level.**

As a researcher, you can:

- apply for research-related job vacancies and fellowships in Luxembourg and abroad;
- post your CV online and make it available to recruiters;
- look for partners;
- connect with renowned universities, research organisations and companies in Luxembourg and all over the world.

> www.euraxess.lu/user



**FIND RESEARCH-
ORIENTED INSTITUTIONS
ON THE INNOVATION
& RESEARCH PORTAL**

[www.innovation.public.lu/en/
cooperer/trouver-partenaires](http://www.innovation.public.lu/en/cooperer/trouver-partenaires)



EURAXESS JOBS

[https://euraxess.ec.europa.eu/
jobs/search](https://euraxess.ec.europa.eu/jobs/search)



FUNDING

There are three main types of research funding available in Luxembourg: national and european funding and funding from other external sources.

Available funding depends on researchers' career level and research field. National funding for public research is mainly handled by the **Luxembourg National Research Fund (FNR)**.

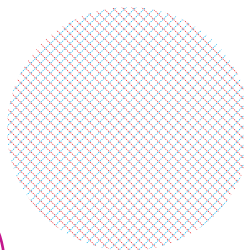
The **European Commission** offers funding opportunities for individual researchers (e.g. Marie Skłodowska-Curie Fellowships) and public and private research institutions under its Horizon 2020 programme, the European framework programme for research and innovation. **Luxinnovation** is the Luxembourg national contact point for those interested in participating in **Horizon 2020**.

NATIONAL FUNDING

Several financial schemes have been set up to fund and support R&D and innovation activities in both the public and private sectors.

Public research

Public research is mainly funded by the Luxembourg National Research Fund (FNR) through its various funding schemes. The FNR's two main funding instruments are the multiannual CORE research programme and AFR Individual.





CORE is exclusively aimed at researchers performing their research in one of the Luxembourg public research institutions, and projects must fit into one of five broadly defined thematic priorities. The **AFR individual grant scheme** awards PhD grants for Luxembourg nationals in Luxembourg or abroad, and for researchers of any nationality providing the project takes place in Luxembourg. Following the adoption of a new FNR law in 2014, the FNR is now able to award PhD grants collectively. This new way of attributing PhD grants to institutions in Luxembourg was implemented in 2015 under the **PRIDE scheme**.

In general, FNR programmes are based on competitive funding and are used to finance projects linked to research activities in Luxembourg. Additional support exists for outstanding researchers coming to Luxembourg to set up a research group, through the **ATTRACT programme** at junior level and the **PEARL programme** at senior level.

The FNR encourages and financially supports public-private collaboration for research at all career stages with its **Industrial Fellowships** and **BRIDGES programmes**.



|| **THE FNR SUPPORTS** RESEARCHERS THROUGHOUT
THEIR CAREERS. ||



**LUXEMBOURG
NATIONAL RESEARCH
FUND (FNR)**

Tel.: (+352) 26 19 25 1
www.fnr.lu



LEVEL	NATIONAL FUNDING	CONTACT
First stage researcher (R1)	<ul style="list-style-type: none"> ● AFR PhD grants ● Industrial Fellowships (PhD & post-doc grants for innovation & industry partnerships) ● Support for Research Communication ● Support for Promoting Science to the Public ● PRIDE Research Intensive Doctoral Education ● Industrial Partnership Block Grant scheme 	www.fnr.lu/afr www.fnr.lu/industrial-fellowships www.fnr.lu/rescom www.fnr.lu/psp www.fnr.lu/pride www.fnr.lu/ipbg
Recognised researcher (R2)	<ul style="list-style-type: none"> ● Industrial Fellowships (post-doc grants for innovation & industry partnerships) ● ATTRACT (Starting) ● CORE Junior ● BRIDGES Project (funding for innovation & industry partnerships) ● Support for Research Communication ● Support for Promoting Science to the Public ● Industrial Partnership Block Grant scheme ● Marie Curie Fellowships 	www.fnr.lu/industrial-fellowships www.fnr.lu/attract www.fnr.lu/core www.fnr.lu/bridges www.fnr.lu/rescom www.fnr.lu/psp www.fnr.lu/ipbg www.luxinnovation.lu
Established researcher (R3)	<ul style="list-style-type: none"> ● ATTRACT (Consolidator) ● INTER Mobility ● CORE ● BRIDGES Project (funding for innovation & industry partnerships) ● INTER (bilateral and multilateral calls) ● JUMP (Pathfinder & Proof of Concept) ● Support for Research Communication ● Support for Promoting Science to the Public ● OPEN ● Support for Knowledge & Innovation Transfer ● Marie Curie Fellowships 	www.fnr.lu/attract www.fnr.lu/mobility www.fnr.lu/core www.fnr.lu/bridges www.fnr.lu/inter www.fnr.lu/jump www.fnr.lu/rescom www.fnr.lu/psp www.fnr.lu/open www.fnr.lu/kits www.luxinnovation.lu

LEVEL	NATIONAL FUNDING	CONTACT
Leading researcher (R4)	<ul style="list-style-type: none"> PEARL INTER Mobility CORE BRIDGES Project (funding for innovation & industry partnerships) INTER (bilateral and multilateral calls) JUMP (Pathfinder & Proof of Concept) Support for Research Communication Support for Promoting Science to the Public OPEN Support for Knowledge & Innovation Transfer 	<p> www.fnr.lu/pearl www.fnr.lu/mobility www.fnr.lu/core www.fnr.lu/bridges </p> <p> www.fnr.lu/inter www.fnr.lu/jump www.fnr.lu/rescom www.fnr.lu/psp www.fnr.lu/open www.fnr.lu/kits </p>

More detailed information about all FNR funding instruments can be found at www.fnr.lu/funding

Private sector research

Companies can also receive funding for their R&D and innovation activities. The Ministry of the Economy offers a range of specific support schemes, including support for experimental development, industrial research and fundamental research in private sector organisations. Luxinnovation provides information and guidance for applicants.

➤ www.luxinnovation.lu

The **FNR** also supports PhD and post-doctoral researchers for projects carried out in collaboration with a company (the Industrial Fellowship scheme for individual grants and the Industrial Partnership Block Grant (IPBG) scheme). Through the BRIDGES programme, the FNR supports joint projects linking public research with industry.

|| **LUXINNOVATION** IS THE LUXEMBOURG NATIONAL CONTACT POINT FOR THOSE INTERESTED IN PARTICIPATING IN **HORIZON 2020**. ||



EU FUNDING AND OTHER SOURCES

There are several European programmes to promote trans-national collaboration and enhance European potential in the field of research. You can find them on the Euraxess portal:

> www.euraxess.lu/funding/search

HORIZON 2020

Horizon 2020

European Framework Programme for Research and Innovation (2014-2020)

> www.ec.europa.eu/programmes/horizon2020/



ESA

European Space Agency

> www.esa.int



EUREKA

Intergovernmental initiative

> www.eurekanetwork.org



COST

Intergovernmental network

> www.cost.eu



Eurostars

> www.eurostars-eureka.eu



AAL

Active and Assisted Living

> www.aal-europe.eu



ERDF

European Regional Development Fund

> www.ec.europa.eu/regional_policy/en/funding/erdf/



Fulbright

Some countries offer grants and scholarships to researchers through their embassies to carry out research in Luxembourg, such as Fulbright scholarships for US citizens.

> <https://eca.state.gov/fulbright>

DOCTORAL CANDIDATES

The **University of Luxembourg** is the only institution in Luxembourg that is authorised to award doctoral degrees. Doctoral candidates must be registered at a university (either in Luxembourg or abroad), although they may carry out some of their research at one of the public research institutes in Luxembourg (see page 45).

The University of Luxembourg has four Doctoral Schools:

- Doctoral School in Science and Engineering (DSSE)
- Doctoral School of Law (DSL)
- Doctoral School in Economics and Finance (DSEF)
- Doctoral School in Humanities and Social Sciences (DSHSS)

The University accepts applications all year round. Enrolment fees are €200 per semester.

All doctoral candidates at the University of Luxembourg are enrolled as students and benefit from the advantages associated with student status. They are also considered as students when applying for an authorisation to stay/residence permit and have to complete the corresponding procedure. Further information is available on page 60.

At the University of Luxembourg, structured doctoral programmes combine periods of coursework and research carried out over three to four years for full-time students.

The University and the other research institutes in Luxembourg also offer various training options (including summer and winter schools and workshops) and courses to develop transferable soft skills such as time management, academic writing, presentation skills, network building, etc.

For more information about doctoral education at the University of Luxembourg, please contact:

OFFICE OF DOCTORAL STUDIES

Maison du Savoir (5th floor)
2, avenue de l'Université
L-4365 Esch-sur-Alzette
phdstudies@uni.lu
[www.en.uni.lu/studies/
doctoral_education](http://www.en.uni.lu/studies/doctoral_education)



Funding

As a doctoral candidate, you may be funded through an employment contract with your host institution or through a research grant. You can look for available doctoral candidate positions on the Euraxess Job Portal:

➤ <http://www.euraxess.lu/jobs/search/country/luxembourg-1107>

Funding is also available through the Luxembourg National Research Fund (FNR), and more particularly the AFR Individual scheme (see page 34). You may also benefit from third-party funding or funding from a company via a public-private partnership.

Alternatively, you may choose to fund your own studies or pursue your degree in tandem with work. Your source of funding does not necessarily influence the content of your research, but it may impact your employment status and consequently other benefits. If you are employed elsewhere, you may choose to carry out your doctoral studies on a part-time basis.

Joint thesis supervision

This system gives doctoral candidates the opportunity to conduct their research work under the supervision of two experts, one at the University of Luxembourg and the other at a foreign university. The two co-supervisors are jointly responsible for supervising the doctoral candidate, who is required to work at both institutions in turn. A single public

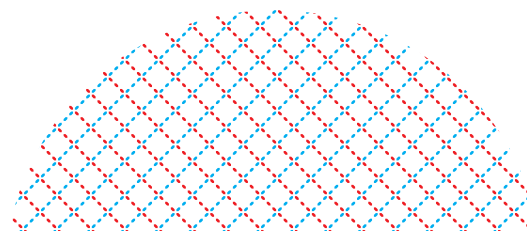
thesis defence is generally held and, if successful, leads either to two diplomas or to a joint diploma from both institutions involved in the joint supervision.

Joint thesis supervision is specific to each doctoral candidate who requests it. It is governed by a joint supervision agreement concluded by the two institutions concerned within the first year of the doctoral programme. Doctoral candidates from non-EU countries should bear in mind any specific visa and residency requirements.



For more information please visit:

➤ www.uni.lu/studies/doctoral_education/doctoral_applicant/joint_supervision_of_dissertations



Visiting doctoral candidates

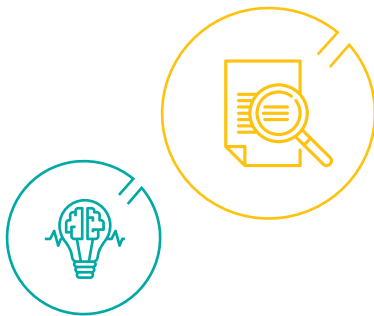
If you are a doctoral candidate enrolled at another university, you can come to Luxembourg to conduct further research at the University or at one of the country's public research institutes.

Visiting doctoral candidates are invited by a professor or researcher at the host institution to work on a specific project, which may last between one month and one year. Visiting doctoral candidates continue to be enrolled as students at their home institution throughout the exchange period and to pay tuition fees there (they will not receive a degree or be eligible for a student card at the host institution). Visiting doctoral candidates are required to sign a hosting agreement but are not under employment or engaged in a service contract with the host institution.

As a visiting doctoral candidate, you have to apply for an authorisation to stay/residence permit as a visiting researcher if you are staying for more than 90 days. For more information, please see page 60.



Non-European nationals must demonstrate proof of sufficient resources to cover living expenses and return travel costs. Monthly resources must be equivalent to at least 80% of the current social inclusion income in Luxembourg. This is the case for both doctoral candidates and visiting researchers.



KEY PLAYERS IN RESEARCH

Several key players contribute to R&D and innovation in Luxembourg.

GOVERNMENT BODIES



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of the Economy



THE GOVERNMENT OF
THE GRAND DUCHY OF LUXEMBOURG
Ministry of Higher Education and Research

Two ministries are actively involved in developing and implementing policies related to R&D and innovation.



The **Luxembourg National Research Fund (FNR)** is in charge of supporting and promoting public research in Luxembourg, with the aim of improving competitiveness and visibility at international level.

> www.fnr.lu



Luxinnovation is **Luxembourg's national innovation agency**.

It encourages and supports companies that are looking to innovate and grow, whilst facilitating their collaboration with public research players. Luxinnovation offers a wide portfolio of services to companies and public research organisations in order to foster innovation, thus supporting the Government's economic development objectives.

The agency also ensures that Luxembourg continues to attract international investment, companies and skills that are a perfect fit for the country.

Luxinnovation is a public-private partnership composed of the Ministry of the Economy, the Ministry for Higher Education and Research, the Luxembourg Chamber of Commerce, the Luxembourg Chamber of Skilled Trades and Crafts and FEDIL – The Voice of Luxembourg's Industry.

> www.luxinnovation.lu

PUBLIC RESEARCH ORGANISATIONS

A number of public research organisations carry out research activities in Luxembourg, including:



Luxembourg Institute of Health (LIH)

LIH is a public biomedical research organisation which generates knowledge on disease mechanisms and contributes to the development of new diagnostic techniques, preventive strategies, innovative therapies and clinical applications in the areas of:

- Infection and immunity
- Oncology
- Population health

LIH places great emphasis on creating economic and societal value. It offers expertise and services in:

- Clinical trials
- Epidemiological studies
- Methodology and statistics
- Experimentation at BSL3 level

- Confocal microscopy
- Flow and mass cytometry
- Genomics and proteomics analysis
- Biomarker identification
- Storage and handling of biological samples (at IBBL)

> www.lih.lu



Integrated BioBank of Luxembourg (IBBL)

IBBL is an integrated research infrastructure that is committed to supporting biomedical research for the benefit of patients. It is fully compliant with international quality standards. IBBL provides biobanking services including the collection, processing, analysis and storage of biological samples and associated data. It also carries out biospecimen research to optimise biospecimen processing and certify biospecimen quality. IBBL is an autonomous not-for-profit institute within the Luxembourg Institute of Health (LIH).

> www.ibbl.lu



Luxembourg Institute of Science and Technology (LIST)

LIST is a mission-driven research and technology organisation that develops technology-intensive solutions for the digital and ecological age. LIST is active in various sectors including space, construction, renewables, water management, agriculture and viticulture, mobility and biotechnologies.

LIST has about 600 staff from over 45 countries and is organised into three main research departments focusing on:

- Ecological innovation
- Digital innovation
- Material innovation

> www.list.lu



Luxembourg Institute of Socio-Economic Research (LISER)

LISER is a Luxembourg public research institute under the aegis of the Ministry of Higher Education and Research. It uses empirical evidence to provide well-grounded and clear-cut answers to relevant political questions.

Research activities are carried out by three scientific departments –

- Labour market
(un/employment, cross-border work, ICT, etc.)
- Living conditions
(inequality, poverty, education, health, etc.)
- Urban development and mobility
(housing, mobility, regional convergence, etc.)

– and a cross-cutting coordination platform that covers two major tasks: providing joint services (survey data collection, generation of data, etc.) and fostering synergies through collaborative research activities.

> www.liser.lu



National Museum of Natural History (MNHN)

The Scientific Research Centre of the MNHN, set up in 1982, undertakes research in natural heritage and conservation. Research activities include:

- Botany
- Ecology
- Geology and mineralogy
- Geophysics and astrophysics
- Palaeontology
- Population biology
- Vertebrate and invertebrate zoology

> www.mnhn.lu



Max Planck Institute Luxembourg for International, European and Regulatory Procedural Law (MPI Luxembourg)

This research institute of the renowned Max Planck Society comprises three departments which investigate the legal aspects of dispute resolution from the perspective of

- Public international law
- European and comparative civil procedural law
- Regulatory procedural law

> www.mpi.lu



The University of Luxembourg is an international research university with a distinctly multilingual and interdisciplinary character. It was founded in 2003 as the only public university in Luxembourg. Its researchers and 700 PhD students work in three faculties and three interdisciplinary centres in the areas of:

- Computer science and ICT security
- Materials science
- European and international law
- Finance and financial innovation
- Educational sciences
- Contemporary and digital history
- Health and systems biomedicine
- Data modelling and simulation

> www.uni.lu

The University of Luxembourg consist of three faculties and three interdisciplinary research centres:



The FSTC is involved in cutting-edge science and innovation in collaboration with local and international partners. The FSTC is composed of five research units:

- Mathematics Research Unit (RMATH)
- Physics and Materials Science Research Unit (PHYMS)
- Research Unit in Engineering Sciences (RUES)
- Computer Science and Communications Research Unit (CSC)
- Life Sciences Research Unit (LSRU)

Nearly 420 professors and lecturers, postdocs, PhD students and scientific and technical staff conduct interdisciplinary research within a dynamic and multilingual environment.

> wwwen.uni.lu/fstc





The FDEF includes the Doctoral School of Law and the Doctoral School in Economics and Finance. It is composed of three research units:

- Centre for Research in Economics and Management (including the Luxembourg Centre for Logistics and Supply Chain Management)
- Luxembourg School of Finance
- Research Unit in Law

Rooted in Luxembourg but with a European and international outlook, the FDEF has links with the financial centre, local industry and the European institutions while also fostering a growing network of partners across the globe.

> www.uni.lu/fdef



The FLSHASE is a place where sociologists, educational scientists, psychologists, philosophers, linguists, historians, geographers and architects collaborate across disciplines to understand and lead change. The 400 faculty members address key issues such as migration and identity, multilingualism in education, interactions between health and behaviour, sustainable development and user experience research to contribute to open and resourceful societies. The FLSHASE is composed of four research units:

- Education, Culture, Cognition and Society (ECCS)
- Integrative Research Unit on Social and Individual Development (INSIDE)
- Identités, Politiques, Sociétés, Espaces (IPSE)
- Luxembourg Centre for Educational Testing (LUCET)

> www.uni.lu/flshase





Interdisciplinary Centre for Security, Reliability and Trust (SnT)

The SnT conducts relevant, internationally competitive research in information and communication technology (ICT), with the aim of creating socio-economic impact. In addition to long-term, high-risk research, the SnT engages in demand-driven collaborative projects with industry and the public sector. To this end it has set up a Partnership Programme with 41 members targeting strategic areas to address the challenges confronting industry and the public sector in ICT. The SnT has undergone rapid development since it was set up in 2009, launching over 50 EU and ESA projects and creating a dynamic interdisciplinary research environment with some 290 people. The SnT's strategic research priorities are:

- Autonomous vehicles
- Cybersecurity
- FinTech
- Internet of things
- Secure and compliant data management
- Space systems and resources

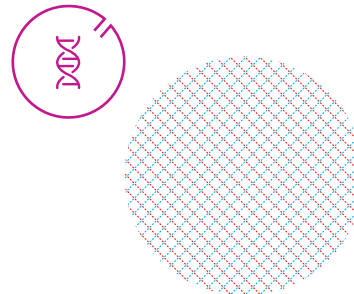
> www.wen.uni.lu/snt



Luxembourg Centre for Systems Biomedicine (LCSB)

The LCSB is accelerating biomedical research by closing the gap between systems biology and medical research. Collaboration between biologists, medical and computer scientists, physicists, engineers and mathematicians is offering new insights into complex systems including cells, organs and organisms. These findings are essential to improve understanding of the main mechanisms behind pathogenesis and to develop new tools for diagnostics and therapy. Two priority areas for research are neurodegenerative diseases like Parkinson's disease, and descriptions of diseases as networks.

> www.wen.uni.lu/lcsb



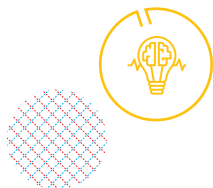


Luxembourg Centre for Contemporary and Digital History (C²DH)

The C²DH is a research centre for the study, analysis and public dissemination of contemporary Luxembourgish and European history. It promotes an interdisciplinary approach with a particular focus on new digital methods and tools for historical research and teaching. The centre serves as a catalyst for innovative and creative scholarship and new forms of public dissemination and societal engagement with history. Research activities at the C²DH focus on four thematic areas:

- Contemporary history of Luxembourg
- Contemporary European history
- Digital history
- Historiography and public history

> www.uni.lu/c2dh



TRADE CHAMBERS AND PROFESSIONAL FEDERATIONS

Luxembourg's trade chambers and professional federations represent companies and businesses based in the country. They support the interests of their members and also aim to promote R&D and innovation-related activities.



Luxembourg Chamber of Commerce

> www.cc.lu

The main role of the Chamber of Commerce is to protect and promote the interests of businesses and the Luxembourg economy. To enable it to fulfil this mandate, the legislator has granted it the status of a public establishment, which comes with some significant prerogatives. Since membership of professional chambers is mandatory in Luxembourg, the Chamber of Commerce is highly representative. It has 90,000 member companies, which corresponds to 75% of total salaried employment and 80% of Luxembourg's GDP, making it the country's biggest employers' group. It represents all Luxembourg businesses except those in the craft and agriculture sectors.

The Chamber of Commerce implements projects and infrastructures for sustainable and prosperous economic development. It is a group with several entities, including:

HOUSE OF ENTREPRENEURSHIP

powered by the Luxembourg Chamber of Commerce

House of Entrepreneurship

Launched in 2016 on the initiative of the Chamber of Commerce and the Ministry of the Economy as a single point of contact for new and existing entrepreneurs, the House of Entrepreneurship offers a wide range of services.

> www.houseofentrepreneurship.lu

HOUSE OF STARTUPS

powered by the Luxembourg Chamber of Commerce

House of Startups

Innovation hubs, incubators, business accelerators and startup consulting services can all be found under one roof at the House of Startups (HoST), launched by the Luxembourg Chamber of Commerce in 2018. Several major hubs are already in place: the Luxembourg House of Financial Technology (LHoFT), the newly created Luxembourg-City Incubator (LCI) initiated by the Chamber of Commerce in cooperation with the City of Luxembourg, Groupe Cr dit Agricole's international incubator and the International Climate Finance Accelerator (ICFA).

> www.host.lu



HOUSE OF
TRAINING

House of Training

Launched by the Chamber of Commerce and the Luxembourg Bankers' Association (ABBL), the House of Training trains thousands of people in a variety of fields such as banking and finance, entrepreneurship and management, law, industry, marketing, human resources and many more.

> www.houseoftraining.lu



CHAMBRE
DES MÉTIERS
Luxembourg

Chambre des Métiers (Chamber of Skilled Trades & Crafts)

The CDM is the institutional representative of the skilled trades and crafts sector and defends the interests of its more than 7,300 affiliated members to the political and public authorities. It represents 91,500 jobs in what is a key sector of the Luxembourg economy.

> www.cdm.lu



FEDERATION
DES ARTISANS

Fédération des Artisans

Umbrella organisation of 51 professional federations in the skilled crafts sector.

> www.fda.lu



FEDIL – The Voice of Luxembourg's Industry

A cross-sector business association representing the industry, construction and business services sectors, defending the professional interests of its 600 members and analysing any economic, social and industrial issues.

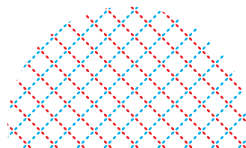
> www.fedil.lu



CLC (Luxembourg Trade Confederation)

The clc represents professional federations and independent entrepreneurs in the trade, transport and services industries.

> www.clc.lu



BELVAL, THE “CITY OF SCIENCE”

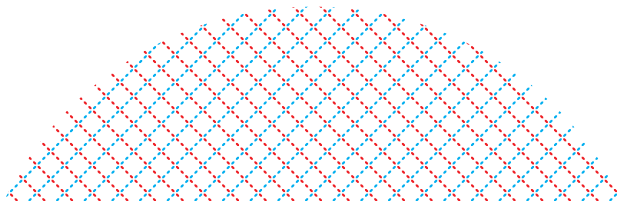
Belval, located in the south of Luxembourg, **has become the country's new “Cité des Sciences”**. What was once the site of Luxembourg's biggest ironworks is now **one of the most ambitious urban development projects in Europe**. Its unique approach is based on incorporating parts of the former industrial site in striking contemporary architecture. Construction work began in 2004 and is still in progress.

Belval offers a unique mix of places to work, study and socialise, all on a site equal in size to 120 football pitches. It will ultimately provide **housing for up to 7,000 people** of all generations and **work, research and study opportunities for some 25,000 people**.

It already hosts most institutions active in the field of research, development and innovation in Luxembourg, including the **FNR, LISER, LIST, Luxinnovation, the University of Luxembourg** and part of the **LIH (House of BioHealth)**, as well as many start-up companies.

Belval is a vibrant place to live, offering a wide range of **cultural and social activities**. Residents and visitors alike can take advantage of the cinema, concerts and exhibitions, or simply enjoy a walk in the park, a refreshing cocktail in one of the many bars, a relaxed lunch or a smart dinner. All the amenities you need are just a short walk or a bike ride away. Belval is also a few minutes from the centre of **Esch-sur-Alzette, Luxembourg's second city**, where there is a hospital, a theatre, a big sports centre and much more.

There is easy motorway access for those wishing to travel to Luxembourg City, Belgium, France and Germany. Luxembourg's international airport is around half an hour away by car, depending on the traffic. Frequent buses and a railway station with regular direct trains to Luxembourg City guarantee easy access for workers, customers and business partners.



To find out more about the Belval project, visit the permanent exhibition **"Belval & more"** in the former **"Massenoire"** building under blast furnace A, opposite the Rockhal concert venue.

Admission: free

Opening times:

Wednesday to Friday, 12 pm to 6 pm

Saturdays, 10 am to 6 pm

Sundays, 2 pm to 6 pm

For more information

Fonds Belval

fb@fonds-belval.lu

Tel.: (+352) 26 840-1

HOUSING

for up to
7,000
people

**FOR MORE
INFORMATION**

www.agora.lu
www.belval.lu
www.esch.lu
www.fonds-belval.lu

**25,000
PEOPLE**

working,
researching and
studying



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PRACTICAL INFORMATION



ARRIVAL CHECKLISTS

These lists will help you keep track of what not to forget when coming to Luxembourg.

BEFORE LEAVING

- ☐ 1. Check the validity of your passport/identity card.
- ☐ 2. Check your entry and residence conditions. If necessary, obtain a visa and a residence permit.
- ☐ 3. To avoid extra expenses, only book your flight once you know exactly when you will be starting your job.
- ☐ 4. Check your health insurance cover with your new employer. If necessary, obtain a European health insurance card (EHIC) or take out private health insurance.
- ☐ 5. Check with your local tax authority whether you need a certificate proving your taxpayer status.
- ☐ 6. If your children are coming with you, bring their school reports and birth certificate.

- ☐ 7. Look for accommodation. Book your hotel or if renting, make appointments with estate agents/ owners beforehand.
- ☐ 8. Contact your chosen bank in Luxembourg to open an account so that you can transfer money and obtain a bank guarantee for renting accommodation.



UPON ARRIVAL

As soon as possible

- ☐ 1. Register your arrival with your local commune (declaration of arrival), within:
 - 3 days for non-EU citizens;
 - 8 days for EU citizens.
- ☐ 2. Register your children at school.
- ☐ 3. Finalise your bank account and order credit/debit cards.

Within 3 months

- ☐ 4. Apply for your residence permit.
- ☐ 5. Register your vehicle.

Within one year

- ☐ 6. After 6 months but within a year, apply for a Luxembourg driving licence if you currently have a non-EU licence.

IMPORTANT

Make sure you follow these steps carefully to avoid any problems!

MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS

Directorate of Immigration
26, route d'Arlon
L-1140 Luxembourg
Tel.: (+352) 24 78 40 40
Monday to Friday
2 pm - 4 pm
www.mae.lu

ENTRY CONDITIONS AND VISAS

The residency procedures for foreign nationals in Luxembourg are fairly simple. All you need to do is to follow them step by step, regardless of whether you are a citizen of the European Union, an EEA country, Switzerland or a non-EU country.

The four criteria that will determine the steps you need to take are:

- nationality;
- marital status;
- purpose of stay;
- duration of stay.

The flow chart on the next page indicates the steps to follow so that you can keep up with all the administrative procedures required.

The human resources department in your host institution can also help you with the administrative procedures you will need to complete before and upon arrival in Luxembourg.

Here are a few tips that can save you some valuable time

- Always be clear and accurate when describing your situation to the HR contact person in your institution:

Are you coming on your own or with your family (see point 15 and page 69) ?

When will you realistically be available and able to start working in Luxembourg?

- Be responsive and conscientious:
 - respond promptly to requests from your host institution;
 - compile your papers as soon as possible and make sure that you provide all the documents requested;
 - bear in mind that only complete applications will be processed.

IMPORTANT CRITERIA

NATIONALITY
MARITAL STATUS
PURPOSE OF STAY
DURATION OF STAY



ARE YOU A CITIZEN OF THE EU, EEA OR SWITZERLAND?

(the numbers refer to sections on the following pages)

YES 1

You are **free to enter and work** in Luxembourg **2**

Planned duration of your stay

0-3 months

>3 months

Identity card or valid **passport** needed

If you are insured in your home country, apply for the **European Health Insurance Card** and bring it with you.
If not, obtain a private health insurance policy for the duration of your stay **3**

Arrive in Luxembourg

Within 8 days register your place of residence at your **local commune**. **14**

You will receive a **declaration of arrival**. **4.1**

Within 3 months, fill in a registration certificate for **EU, EEA & Swiss nationals**. **5**

NO 1

Planned duration of your stay

0-3 months

>3 months

Do you need a visa to enter Luxembourg? **8**

NO

YES

Apply for a **"short-stay visa (type C)"** at your **Luxembourg diplomatic representation** **8.1** **12**

Obtain private health insurance **3**

Arrive in Luxembourg

Within 3 days register your place of residence at your **local commune**. You will receive a **declaration of arrival**. **14** **4.2**

Undergo a medical check-up **9**

Apply for a residence permit **10**

Conclude a hosting agreement with your R&D institution **11**

Apply for the temporary authorisation to stay **7**

Do you require a **visa**? **8**

NO

YES

Request a long-stay visa (type D) at the Luxembourg representation **8.2** **12**

REFERENCES

1 EU, EEA & Switzerland

Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom, Iceland, Norway, Liechtenstein and Switzerland.

Third countries are any countries not included in the list above.

2 EU, EEA & Swiss nationals

You are free to enter, stay and work in Luxembourg. All you need to do is to bring a valid ID card or passport, regardless of the length of your stay.

3 Health insurance

EU, EEA & Swiss nationals have to apply for a European Health Insurance Card (EHIC) in their home country before travelling to Luxembourg. Third-country nationals who cannot apply for an EHIC must obtain private health insurance for the duration of their stay. Please check with your host institution that the insurance you have taken out covers all the requirements necessary to enter

Luxembourg. The main insurance companies in Luxembourg are AXA, Baloise, Foyer and LALUX.

4 Declaration of arrival

You must make a declaration of arrival at the offices of the commune where you intend to stay. You will be given a copy of the declaration of arrival as a receipt.

4.1 EU, EEA & Swiss nationals

Within 8 days of your arrival

4.2 Third-country nationals

Within 3 days of your arrival

Documents required:

- a valid ID card or passport;
- a marriage certificate or family record book;
- children's birth certificates or a family record book.

**FIND AN
INSURANCE
COMPANY AT**

www.editus.lu

5 Registration certificate for EU, EEA & Swiss nationals

If you wish to stay for longer than 3 months, you must fill in a registration certificate ("attestation d'enregistrement d'un citoyen de l'Union") at your local commune within 3 months of arrival.

The application form must be accompanied by the following documents:

- a copy of your valid national ID card or passport;
- an employment contract (permanent, fixed term or temporary), dated and signed by both parties; a letter of commitment to hire, dated and signed by the future employer; or a hosting agreement.

6 Sworn translation

If the **documents are not drawn up in German, French or English**, they must be accompanied by a sworn translation. A sworn translation consists of the original text and the translation, stamped and signed by a sworn translator to confirm that they believe the translated text is an accurate and complete translation of the original text.

7 Temporary authorisation to stay

Third-country researchers must submit an application for a temporary authorisation to stay (on plain paper) from their country of origin before coming to Luxembourg, to one of the following:

- Immigration Directorate of the Luxembourg Ministry of Foreign and European Affairs;
- Luxembourg diplomatic or consular representation or a diplomatic or consular mission representing Luxembourg (see point 12).

The temporary authorisation to stay is available for researchers in public and private organisations.

Students are not eligible; if you are a PhD student / candidate please check the procedure with the HR department at your host institution.

For more information, see pages 40 and 73.

A researcher in this context is defined as a third-country national who holds an appropriate higher education qualification giving access to doctoral programmes and wishes to reside in Luxembourg to conduct a research project for an approved research institute, or a third-country researcher who has concluded a hosting agreement in another EU country.

The application for a temporary authorisation to stay must contain the applicant's identity details (last name, first name(s) and address) and must be accompanied by the following documents and information:

- a certified copy of their **valid passport**, in its entirety;
- an **extract from the criminal records** or an affidavit (sworn oath) established in the country of residence;
- a **curriculum vitae**;
- a copy of their **diplomas or professional qualifications**;
- a signed **hosting agreement** with an accredited research institute;
- an individual **financial statement of support** covering the cost of living and return travel. The financial statement of support is drafted by the approved research institute after the hosting agreement has been signed;
- a **proxy where necessary** (third-country nationals may mandate a third party, e.g. the research institute, to submit the application for them).

The documents enclosed must be originals or certified true copies (except for the passport where a simple copy will suffice).

Only complete applications will be processed.

The time required for a response from the Ministry of Foreign and European Affairs is a maximum of 4 months. If no response is received within this time limit, the applicant can consider the application as having been denied.

If the application is accepted, the third-country national receives a temporary authorisation to stay by post. **This temporary authorisation to stay is valid for a duration of 90 days.** During that time, the third-country national must:

- either apply for a visa, if he/she is subject to visa requirements (see point **8**);
- or, if he/she is not subject to visa requirements, enter Luxembourg territory and make a declaration of arrival to the offices of the commune of residence (see point **4**).

After entering Luxembourg, the third-country national must take steps to obtain **a residence permit**.

8 Visa

As a general rule, EU, EEA and Swiss nationals do not need a visa. **Third-country nationals** may need to apply for a visa (there are various types of visa available). For a comprehensive **list of countries requiring a visa**, see:

> <https://maee.gouvernement.lu/en/services-aux-citoyens/visa-immigration.html>

or contact the local Luxembourg diplomatic or consular mission (see point 12).

Visa fees

Depending on the type of visa, the cost can vary between €50 and €60. However, **fees are waived for researchers from third countries travelling within the EU for the purpose of carrying out academic research.**

For additional information on visa fees, see:

> <https://guichet.public.lu/en/citoyens/immigration/moins-3-mois/ressortissant-tiers/entree-visa.html>

8.1 Short-stay visa (type C)

This visa allows entry into the Schengen territory **for a maximum uninterrupted stay of 90 days** over a period of six months. The visa can be issued for single or multiple entries. In the event of multiple entries, the total duration of the various stays spent in the Schengen area

may not exceed 90 days over a period of six months. The Schengen visa is **a short-stay visa for business, tourism, family visits, etc.**

How to apply for a short-stay visa (type C)

You can apply for a Schengen visa at the Luxembourg consulate, if Luxembourg is the principal destination of your visit. Before leaving your country of origin, you must complete the Schengen visa application form and take it in person to a Luxembourg consulate or diplomatic mission no more than 90 days and no fewer than 15 days before your visit to the host country (see point 12).

The visa application (2 copies) must be accompanied by the following documents:

- 2 recent identical passport photos (45 x 35 mm, full face visible with the face uncovered and the head at least 20 mm in height);
- a passport or a travel document accepted by Schengen countries, which is valid for at least 3 months after the expiry date of the requested visa.

You should also provide supporting documents associated with the purpose of the trip, such as:

- an **official letter** of invitation for a business visit;
- a **formal obligation** (a template is available on the Foreign Ministry website) from the reference person in Luxembourg;
- a **hotel booking**;
- a **return airline ticket**;
- a **proof of sufficient means of subsistence** (bank account statements, etc.);
- a **proof of legal residence** in the usual country of residence;
- a **health insurance** covering the travel period.

Other supporting documents relating to the purpose of the visit may be requested.

For additional information on Schengen visas (type C), see:

> <https://guichet.public.lu/en/citoyens/immigration/moins-3-mois/ressortissant-tiers/entree-visa.html>

8.2 Long-stay visa (type D)

Third-country nationals who require a visa (see point 8 above) and wish to stay in Luxembourg for more than 3 months must apply for a long-stay visa (type D).

Before submitting an application for a visa, they must apply for a temporary authorisation to stay from their country of origin (see point 7).

Within 90 days of receipt of the temporary authorisation to stay, the applicant must submit a long-stay visa application (type D) in person (in two copies) to the Luxembourg diplomatic or consular mission in his or her country of residence or, failing that, to the embassy or consulate of the country in the Schengen area which represents Luxembourg for the issuance of long-stay visas (see point 12).

The application must be accompanied by the following documents:

- 2 recent and identical identity photos;
- a valid passport or a travel document accepted in the Schengen area, which is valid for at least 3 months after the expiry date of the requested visa;
- the temporary authorisation to stay.

When the visa is granted, it is affixed in the passport in the form of a stamp or vignette. **It is valid for a period of 90 days to a maximum of one year.**

For additional information on how to apply for a type D visa, see:

> <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/demarches-communes/entree-visa.html>

9 Medical check-up

Before applying for a residence permit, third-country researchers must undergo a medical check for foreigners as soon as possible. This involves:

- a **medical examination** by a doctor based in Luxembourg and authorised to work there as a general practitioner or a doctor specialising in internal/general medicine or paediatrics;
- a **TB screening test** by the Health and Social Welfare League (Ligue médico-sociale – LMS).

After receiving the results of these examinations, the **Immigration Medical Department** (Service Médical de l'Immigration – SMI) in the National Health Directorate will issue a medical certificate, which will be sent to the Immigration Directorate in the Ministry of Foreign and European Affairs so that the residence permit application can be processed.

For more information:

➤ <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/demarches-communes/controle-medical.html>

10 Residence permit application

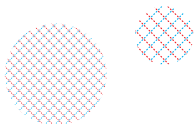
Third-country researchers must submit an application for a residence permit to the Ministry of Foreign and European Affairs within 3 months of their arrival in Luxembourg.

The following documents must be sent together with the residence permit application form:

- a copy of the (non-blank) pages of the **valid passport**;
- a copy of the **temporary authorisation to stay** (point 7);
- a copy of the **declaration of arrival** drawn up by the local commune;
- a **proof of suitable housing** (rental agreement, property deed, etc.);
- a **proof of a bank transfer** of €80 to the following account: IBAN: LU46 1111 2582 2814 0000 / BIC: CCPLLULL; Beneficiary: Ministère des Affaires étrangères et européennes, Direction de l'immigration; Message: Titre de séjour dans le chef de "insert your name here");
- the completed **residence permit application form** available at:

➤ <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/chercheur/chercheur-pays-tiers.html>





If the application is approved, applicants will receive a letter inviting them to come in person with their valid passport and the letter to the **Immigration Directorate of the Ministry of Foreign and European Affairs** during opening hours. Applicants will have their photograph and fingerprints taken so that they can be incorporated into the residence permit. A few days after the biometric data have been provided, applicants may pick up their residence permit in person at the Immigration Directorate.

The residence permit is valid for one year or for the duration of the research project, and can be renewed provided that the conditions for renewal are still met.

11 **Hosting agreement**

A hosting agreement is an agreement concluded between the researcher and an **accredited public or private research organisation** that conducts or plans to conduct research in Luxembourg. In the hosting agreement, the researcher commits to conducting the research project and the institute commits to hosting the researcher to that end.

The following information must be included:

- the **purpose and duration of the research project** as well as proof of the financial resources needed to carry out the project;

- the **researcher's qualifications** for the research project, as proven by a certified true copy of the relevant diplomas;
- the researcher's **sufficient monthly resources** amounting to at least the social minimum wage for skilled workers, in order to cover the cost of living and return travel without the need to apply to the social assistance system as well as the cost of health insurance;
- the **precise legal relationship** in the hosting agreement, as well as the researcher's working conditions.

The research institute must:

- request to see the researcher's authorisation to stay/residence permit before beginning the working relationship;
- request a copy of the researcher's authorisation to stay/residence permit and keep the copy for the entire duration of the contract;
- notify the Immigration Directorate in the Ministry of Foreign and European Affairs of the beginning of the working relationship within 3 working days of the first day of work, in writing (mail, email or fax), specifically stating:

- the identity of the researcher and his/her national identification number (*matricule* – the 13-digit social security number);
- the start date of employment;
- the registered name of the research institute.

12 Luxembourg diplomatic or consular missions

In countries in which Luxembourg is not represented, you may contact a diplomatic/consular mission. For a full list of Luxembourg's diplomatic representations, see:

> <https://maee.gouvernement.lu/en/missions-diplomatiques/missions-diplomatiques-et-consulaires-luxembourgeoises.html>

13 Ministry of Foreign and European Affairs Immigration Directorate

26, route d'Arlon
L-1140 Luxembourg
Tel.: (+352) 247-84040
Monday to Friday
2 pm - 4 pm

> www.mae.lu

14 Communes

To find the address of your local commune and additional information about the services it provides, see:

> www.syvicol.lu/annuaire-des-communes-et-des-syndicats/annuaire-des-communes

15 Family members of a researcher who wish to visit or settle in Luxembourg

15.1 EU, EEA and Swiss family members

They are free to stay in Luxembourg. If they are staying for less than 3 months, they will only require a valid identity card. If they are planning to stay for more than 3 months, they will need to register at the local commune.

15.2 Third-country family members of EU, EEA or Swiss researchers

The following family members are entitled to residency:

- the spouse;
- the registered partner;
- the non-registered partner (free union) with whom the EU citizen has a duly demonstrated long-term relationship;
- direct descendants (sons or daughters) of the EU citizen or their spouse/partner if they are under 21 or are under their care;
- direct ascendants (father or mother) if they are under the care of the EU citizen or their spouse/partner.

Any other family member if:

- in their country of origin, they were under the care of or were a member of the household of the EU citizen with the right to reside; or
- the EU citizen is obliged to personally take care of the family member in question because of serious health problems.

Stays of up to 3 months

For a stay of less than 3 months, **third-country nationals** considered to be family members are only required to hold a **valid passport** and, where applicable, to hold a **visa** before arriving in Luxembourg (see point 8). If the family member holds a valid temporary authorisation to stay as a family member issued by the Luxembourg authorities or another EU Member State, they do not require a visa to enter Luxembourg.

Stays over 3 months

Third-country nationals considered to be family members who wish to stay for more than 3 months are only obliged to hold a **valid passport** and, where applicable, an **entry visa** before arriving in Luxembourg. Within 3 months of arriving in Luxembourg, the researcher must register them at their commune of residence and apply

for a residence permit for them, giving their last name, first name(s) and exact address.

The processing time by the **Ministry of Foreign and European Affairs** is generally a maximum of 6 months. **A copy of the application for a residence permit is provided to the applicant in the form of a receipt.**

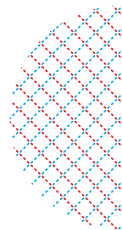
It has the same legal status as a residence permit for a maximum period of 6 months. However, this receipt may not be used as a travel document outside Luxembourg.

If the residence permit is granted, it will be sent to the commune for collection by the holder.

15.3 Third-country family members of third-country researchers

Family members are considered to be:

- the spouse or registered partner;
- unmarried children under 18 of the researcher and/or the spouse or partner for whom they have custody and who are dependent on the researcher;
- first-degree direct ascendants (mother and father) of unaccompanied minors who have been granted international protection.



The ministry may widen the possibilities for family reunification to other family members provided the applicant has lawfully resided in Luxembourg for at least 12 months.

For more information:

> <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/membre-famille/regroupement-familial.html>

Stays of up to 3 months

For a stay of less than 3 months, **third-country nationals** considered to be family members are only required to hold a valid passport and, where applicable, to hold a visa before arriving in Luxembourg (see point 8).

You may contact your local Luxembourg consular service prior to your departure or see:

> <https://guichet.public.lu/en/citoyens/immigration/moins-3-mois.html>

Stays of over 3 months

Third-country nationals residing in Luxembourg (“sponsors”) wishing to bring their family to Luxembourg must meet a number of conditions.

For more information, see:

> <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/membre-famille/regroupement-familial.html>

Before entering the country, each member of the researcher's family wishing to settle in Luxembourg must submit an application to the Immigration Directorate with the following required documents:

- the full **name and address**;
- a full copy of his/her **passport**;
- a proof of the **researcher's income** equivalent to the minimum wage over a 12-month period (e.g. a copy of the work contract);
- a copy of the **sponsor's residence permit**, which must be valid for more than one year;
- a proof of **appropriate housing** in Luxembourg;
- a proof of **health insurance** coverage in Luxembourg.

For more details on additional documents to be provided by different family members, see:

> <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/membre-famille/regroupement-familial.html>

RESEARCHER MOBILITY

Third-country nationals who hold a valid residence permit as a researcher in another Member State of the European Union may stay in Luxembourg to conduct part of their research in a research organisation. The procedure to follow varies depending on the length of the stay. **A distinction should be made between short-term mobility and long-term mobility.**

Family members of the researcher – namely the spouse, the registered partner and children under 18 – may accompany the researcher during his/her mobility:

- Short-term mobility (< 180 days);
- Long-term mobility (between 180 and 360 days).

All the information required may be found at the following link:

> <https://guichet.public.lu/content/dam/guichet/catalogue-formulaires/immigration-tiers-chercheur/mobilite-chercheur/mobilite-chercheur-en.pdf>

Staying in Luxembourg after research or studies to look for a job or start a business

After completing their research work, studies or mobility period, third-country nationals may stay in Luxembourg to seek employment or start a business.

If they wish to do so, they must apply for a **residence permit for the purposes of job seeking or business creation**, before the expiry of their residence permit as a researcher or student or the end of their mobility period in Luxembourg.

All the information required may be found at the following links:

Researchers

> <https://guichet.public.lu/content/dam/guichet/catalogue-formulaires/immigration-tiers-chercheur/mobilite-chercheur/mobilite-chercheur-en.pdf>

Students

> <https://guichet.public.lu/en/entreprises/ressources-humaines/recrutement/ressortissant-pays-tiers/sejour-luxembourg-apres-etudes.html>

This permit also allows them to register as a job seeker at the Luxembourg National Employment Agency (ADEM). See page 100.



VISAS, RESIDENCY AND WORK PERMITS FOR DOCTORAL STUDENTS

Third-country nationals who wish to come to Luxembourg for a period of more than 3 months for the purpose of study must follow a two-stage procedure:

Step 1

Before entering the country:

- submit an application for a temporary authorisation to stay to the Immigration Directorate at the Luxembourg Ministry of Foreign and European Affairs;
- hold a valid passport;
- where applicable, request a type D visa after having obtained the temporary authorisation to stay.

Step 2

After entering the country:

- make a declaration of arrival at the new commune of residence in Luxembourg;
- undergo a medical check-up;
- apply for a residence permit for third-country students.

For more information:

➤ <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/etudiant/etudiant-pays-tiers.html>

COMPLETING PART OF YOUR STUDIES IN LUXEMBOURG

Third-country students with a residence permit issued in a different EU Member State may come to Luxembourg for no more than 360 days to complete part of their studies, providing the stay is part of a European Union programme or a multilateral programme with mobility measures, or an agreement between two or more higher education establishments.

More information available at:

➤ <https://guichet.public.lu/en/citoyens/immigration/plus-3-mois/ressortissant-tiers/etudiant/mobilite-etudiant.html>



COMING TO LUXEMBOURG

Luxembourg has excellent connections from many **major cities**, whether by plane to Luxembourg's airport in Findel (on the outskirts of the city), by train to the central railway station or by car using the main European motorways that cross through from France, Belgium and Germany.

mTicket

With the mTicket app, planning your journey has never been easier.

Get real-time departure updates, find the quickest routes and set alerts to be notified when there's a disruption on your daily commute.





LUXEMBOURG AIRPORT

You can travel by plane to Luxembourg from most major European cities in just 1-2 hours.

CITY	BY PLANE (APPROX.)
Amsterdam	1 hr 05
Berlin	1 hr 25
Copenhagen	1 hr 35
Frankfurt	45 mins
Lisbon	2 hrs 45
London	1 hr 10
Madrid	2 hrs 15
Paris	50 mins
Rome	2 hrs 15
Stockholm	2 hrs 15
Vienna	1 hr 30
Zurich	1 hr



Travelling from the airport to Luxembourg City

- **Taxi:** about €30
- **Bus:** **Line 16**
 - Main stops:** Kirchberg, city centre and Luxembourg City railway station
 - Departure:** every 10 minutes Monday to Friday; every 20-30 minutes on Saturdays & Sundays
 - Cost of fare:** €2
 - Duration:** about 20 minutes to the city centre
- **Line 29**
 - Main stops:** Cents, Pulvermuhl, Gare-Rocade (for access to the railway station), Bonnevoie, Howald, Cloche d'Or (please note that this bus does not go to the city centre)
 - Departure:** every 15 minutes Monday to Friday; every 20-30 minutes on Saturdays & Sundays
 - Cost of fare:** €2
 - Duration:** about 40 minutes to Cloche d'Or

Travelling from the airport to Esch-Belval

- **Taxi:** about €80 (30 minutes)
- **Train:** **Line 60**
 - First take the bus to Luxembourg railway station. Then take the train.
 - Departure:** every 15 minutes Monday to Saturday; only one per hour Sunday mornings, then every 30 minutes from 12 pm to 11:50 pm Luxembourg, Bettembourg,
 - Main stops:** Esch-sur-Alzette, Belval-Université
 - Cost of fare:** €2
 - Duration:** about 1 hour

TAXIS

There are several taxi firms operating in Luxembourg. You can download various apps. **WEBTAXI** and **taxiapp.lu** are particularly good value for money.



TRAVELLING BY TRAIN TO LUXEMBOURG

Luxembourg City railway station is located just south of the city centre, 5 minutes away from the centre by car and 20 minutes by foot. It offers a number of international rail services to European cities. Travel times can vary depending on the train, but here is an idea of the average times for some nearby cities:

CITY	DURATION IN HOURS (APPROX.)
Amsterdam	5-6
Brussels	3
Frankfurt	4
Paris	2

PLANNING YOUR TRIP

The **Mobiliteitszentral** is a transport information centre located at Luxembourg City and Belval-Université stations. It serves as the first point of contact for many travellers. **The Mobiliteitszentral website (www.mobiliteit.lu) and application contain comprehensive information about travelling around Luxembourg.** For any further questions regarding public transport, mobility advisers can also be reached through a helpline on Tel.: (+352) 24 65 24 65 or by email at: service@verkeiersverbond.lu



LUXEMBOURG CITY AND HELPLINE

Monday to Friday
7 am - 7 pm

Saturday, Sunday and
public holidays
7 am - 4:30 pm



BELVAL-UNIVERSITÉ

Monday to Friday
7 am - 6 pm

VISIT

www.mobiliteit.lu
or
download the app

DRIVING

DRIVING LICENCE

Whether or not you can use your current driving licence depends primarily on the issuing country and the licence issue date.

Licences issued by an EEA member state*

There is currently no common EU driving licence, but the EU has introduced a harmonised licence model, meaning that driving licences from other EU countries are recognised and accepted by the host country. **If you have a valid EU driving licence, you can use it in Luxembourg if you took up residence after 2 July 1995.** It is recommended that you register your driving licence in Luxembourg. You can do this with the **Driving Licence Office** at the Luxembourg Road Traffic Authority (Société Nationale de Circulation Automobile, or SNCA).

You will need to send the following documents by post:

- a completed application form (downloadable from www.snca.lu);
- a copy of your identity document;
- a legible photocopy of both the front and back of your driving licence.

In the event of theft or loss, you should immediately contact the SNCA at the address below to receive a new Luxembourg licence.

Non-EEA licences

It is important to obtain an international driving permit (IDP) from your local motoring association before you start driving in Luxembourg, particularly if you wish to hire a car as soon as you arrive. Make sure you always carry it along with your normal driving licence.

You are entitled to drive with your original driving licence for 12 months after having taken up residence in Luxembourg. Within a period of 12 months, but not earlier than 185 days after arrival, you must **apply for a Luxembourg licence at the Driving Licence Office** with the following documents:

- a medical certificate from your doctor in Luxembourg (no more than 3 months old);
- a police record from the country where you have been living for the past 5 years;
- a legible photocopy of the front and back of your current driving licence (unless it is written in German, French or English, you must include a certified translation by a sworn translator);

* EU Member States, Iceland, Lichtenstein and Norway

- a recent passport photo (45 x 35 mm);
- bulletin no. 4 from the Luxembourg criminal records;
- a completed driving licence request form (downloadable from www.snca.lu);
- a tax stamp, available from the Driving Licence Office;
- a copy of your identity document.

If you apply to convert your licence after 12 months of residence in Luxembourg, you will have to take a practical driving test.

You can find additional information on driving in Luxembourg at:

> www.euraxess.lu
> www.guichet.lu

DRIVING LICENCE OFFICE (SNCA)

11, rue de Luxembourg
L-5230 Sandweiler
Tel.: (+352) 35 72 14 72 0
www.snca.lu



OPENING TIMES

Monday to Friday
7:30 am - 4:30 pm



DRIVING

Driving in an unfamiliar country can seem a daunting prospect, especially if you are used to driving on the other side of the road. Most road signs in Luxembourg are international but there is one specific rule which you might not be familiar with, namely priority from the right.

The general rule is that a car coming from the right side has priority. Even if you are driving along a main road, cars coming from the right may have priority. Make sure you check the signs!

CAR INSURANCE

EU nationals

EU nationals have the possibility of insuring their car in any EU country, provided that their insurance company is licensed to sell the relevant policies within the country they are moving to. Insurance will be valid throughout the European Union, regardless of where any incident takes place.

It is wise to ask your insurance company for a **Green Card** before you arrive as this confirms all your insurance details in the event of an accident.

Vehicles brought from non-EU countries need to be registered within six months of the holder taking up residence in Luxembourg.

Non-EU nationals

Non-EU nationals can obtain insurance from any of the major insurance companies in Luxembourg, alongside any other insurance you may require. It is a good idea to shop around a bit to find the right offer.

It is compulsory to obtain car insurance before you start driving in Luxembourg. If you hire a car, the car-rental firm can deal with your insurance as part of the rental package for the duration of the hire.



**LIST OF
MAJOR INSURANCE
COMPANIES IN
LUXEMBOURG**

www.lalux.lu
www.foyer.lu
www.axa.lu
www.baloise.lu

LIVING IN LUXEMBOURG

WHAT IS IT LIKE TO LIVE IN LUXEMBOURG?

Although small compared to other European countries, Luxembourg has a lot to offer. Its rich culture successfully attracts a broad range of **internationally renowned musicians, artists and theatre groups** from across the globe. There are distinct rural and urban regions to explore: the Moselle river, the hills and Ardennes in the north, the University, new businesses and research centres in the south around Belval, and city life in the capital with its excellent shopping. You can choose to live where you prefer – city or countryside – and still get to work easily, thanks to the excellent road and rail connections.

Luxembourg is a great place to live if you appreciate a peaceful and safe environment and a high quality of life, with low pollution levels, unemployment and criminality.

For those with families, it is a safe and enjoyable multicultural community in which to bring up children.

The many foreigners living and working in Luxembourg all contribute to its **social and cultural diversity**. Walking around the shops, you will hear many different languages being spoken, besides Luxembourgish, French, German and English.



**LUXEMBOURG ATTRACTS
INTERNATIONALLY
RENOWNED MUSICIANS,
ARTISTS AND
THEATRE GROUPS.**

COST OF LIVING (IN EUROS)	
Bread (500 g sliced)	2.56
Croissant (1)	1.16
Pork chops (1 kg)	11.09
Fresh milk (1 l)	1.35
Eggs (a dozen)	4.14
Butter (250 g)	2.37
Potatoes (5 kg)	7.15
Coffee (250 g)	3.57
Still mineral water (1.5 l)	0.56
Apples (1 kg)	2.92
Fuel oil (1 l)	0.67
Medical consultation, general practitioner	43.70
Medical consultation, specialist	41.20
Petrol 95 octane (1 l)	1.27
Diesel (1 l)	1.12
Cinema ticket	9.10

Source: Stotec, "Luxembourg in figures", September 2018



ACCOMMODATION

Finding accommodation in Luxembourg can be a challenge, depending on where you want to live, what type of property you want, whether you prefer to rent or buy and of course your budget. If you are staying for less than five years it is probably wise to rent before buying so that you can get to know Luxembourg better. The rental process can take some time, so it is a good idea to start looking before leaving your country.

SHORT-TERM ACCOMMODATION

If you are coming for a short stay (less than a month), **hotels**, **apartment hotels**, **guest houses** and **B&Bs** are often a good option. You can ask whether there are any special rates or packages for stays of several weeks. Apartment hotels are suited to families and provide facilities such as a small kitchen that are not found in normal hotels.

Alternatively, with **Airbnb** you can stay in someone's home and experience life as a local.

Youth hostels are also a good option, especially for young adults.

IMPORTANT

To register with your commune on your arrival in Luxembourg (non-EU citizens must do this within 3 days), you will need an official address. For more information see page 62.

YOUTH HOSTELS

> <http://youthhostels.lu/en>

HOTELS AND APARTMENT HOTELS

> www.visitluxembourg.com/en/eat-sleep/hotels

> www.airbnb.com

HOUSE SHARING

If you are single and looking for cheap, practical accommodation, house sharing is an ideal solution. Some of the main websites offering house sharing are listed below. You can receive a discount of €75 with Altea Immobilière (furnished.lu) if you say that you heard about their services through the EURAXESS Services Centre.

www.luxfriends.eu

www.furnished.lu

www.colocation-luxembourg.lu

www.appartager.lu

www.recherche-colocation.com

www.airbnb.com



Facebook may also be an option when looking for accommodation. Useful Facebook groups include Colocation Luxembourg, Colocation au Luxembourg, Colocation Luxembourg/WG Lëtzebuerg, Colocation Luxembourg | La Carte des Colocs, etc.

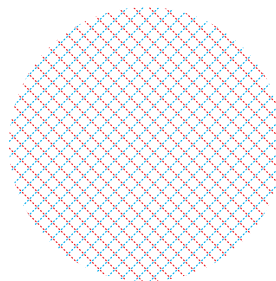
Intergenerational home sharing is an innovative type of house share that puts seniors with space available in their home in touch with young people who are looking for a place to live and are happy to offer help around the house or a simple reassuring presence in exchange for a lower rent.

> <http://cohabit-age.lu>

LONG-TERM ACCOMMODATION

If you are coming for a longer period, you will need to look for a place to rent. The minimum rental period is usually one year and prices vary hugely depending on the location and size of the property.

Most properties are rented out by estate agents (generally closed at weekends) and through specialised websites.



FIND A HOME ONLINE

www.athome.lu/en
www.immotop.lu/en
www.wortimmo.lu/en
www.habiter.lu/en
www.immostar.lu
www.luxbazar.lu
www.masterimmo.com
www.newimmo.lu
www.yous.lu
www.vivi.lu

The **Chambre immobilière**, or Real Estate Chamber of the Grand Duchy of Luxembourg (CIGDL), is a non-profit association, the only federation in Luxembourg representing the various professions within the real estate sector.

Members of the CIGDL are committed to offering the highest quality of service and strive to perform all real estate transactions to the utmost satisfaction of customers.

> www.cigdl.lu

Vivi.lu is the new real estate information and advertisement portal run by the CIGDL. Every agency on vivi.lu has been accredited with the "Agence certifiée Chambre immobilière" label, which is a guarantee of quality and safety for customers.

> www.vivi.lu



BUDGET

There are some unavoidable initial costs when renting that you will need to include in your budget.

- Rent: 1st month in advance
- Deposit: maximum 3 months' rent, refundable on departure if no damage, etc.
- Estate agency fees: 1 month's rent + VAT (17%)
- Insurance: compulsory third-party insurance (see list of insurance companies on page 81) covering fire/water damage, etc.
- Furniture and appliances
- Electricity, gas, water
- Telephone connection (optional)
- Cable TV (optional)

For this reason, it is important to open a bank account and transfer sufficient funds as soon as possible (see Banking on page 88) and to make appointments with estate agencies before arriving in Luxembourg, to avoid any delays.

ABOUT YOUR LEASE

Lease

Normally 1 to 3 years (fixed period) or open-ended, with a notice period of 3 months.

Deposit

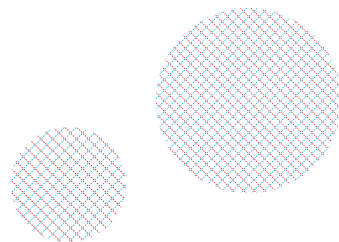
The landlord will inspect the property when you move in and after you leave. You should leave it in the same state as when you moved in; otherwise the landlord is entitled to keep some or all of your deposit to pay for cleaning or repairs.

Furnishings

Most properties are rented out unfurnished, but it is possible to find furnished accommodation. If you do opt for a furnished property, check whether there is an insurance policy covering the contents.

- > <http://luxembourg.public.lu/en/vivre/logement>
- > <https://guichet.public.lu/en/citoyens/logement/location>
- > <https://www.justarrived.lu/en/housing-of-luxembourg>

Always make sure you check the credentials of a company before entering into a contract or making a payment.



BANKING

OPENING AN ACCOUNT

You will need to open a bank account to make all your payments, e.g. for the initial costs of renting accommodation and later your regular expenses which are normally paid by standing order.

Before you arrive

Contact one of the major banks to take the necessary steps to open a personal account (current account). Some banks offer special “starter packages” for foreign workers, which can include free bank guarantees for your rental deposit or special rates for credit cards. In some cases, if you open an account at the same bank as your employer, you may also have advantages.

On arrival

If you have not already made an appointment, you can go to a bank and ask to open an account. You will be given various forms to complete, which will take some time and may delay your move into rented accommodation.

In both cases, you will need your ID card or valid passport and preferably also your employment contract.

BANK TRANSFERS AND STANDING ORDERS

Any regular bills you receive, such as monthly rent, telephone and electricity bills, can be paid automatically by standing orders. One-off bills are paid using bank transfers (known as “virements”), either by filling out the details on a form and sending it or taking it in person to your bank, or more frequently using web banking. Cheques are extremely rare.

CREDIT AND DEBIT CARDS

These are accepted for purchases almost everywhere – in shops, restaurants, hotels, hospitals, cinemas, etc. Major cards from other countries can be used but you may pay high charges. It is a good idea to request at least a debit card from your Luxembourg bank.

DIGICASH

Five of Luxembourg’s largest retail banks (BCEE, POST Luxembourg, BIL, BGL BNP Paribas and ING Luxembourg) offer the possibility of using the DIGICASH application. DIGICASH is a mobile banking payment solution that allows you to pay in the store, online or via a mobile app. You can use the app to pay your bills and transfer money to friends and family. Payments are made directly from your bank account, immediately and safely.

WEB BANKING

All the major banks offer secure web banking services, such as transfers to other bank accounts in Luxembourg or abroad, payment of bills, consulting your balance, standing orders, etc.

ATMS (CASH POINTS)

You can find ATMs almost everywhere, principally for drawing out money using all major credit or debit cards (e.g. VISA, Mastercard, etc.). Some banks offer the option of depositing cash or paying bills by bank transfer at cash points. ATMs are open 24 hours a day.

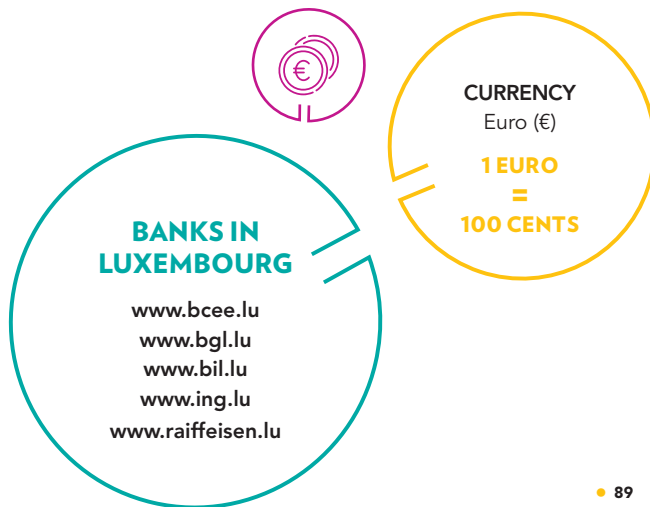
Cash withdrawals from an ATM belonging to another bank are generally not free of charge. Some banks have special packages which include a limited number of free withdrawals in Luxembourg and the rest of the EU.

OPENING TIMES*

Monday to Friday: 9 am - 4:30 pm

No banks are open on Sundays.

*Most branches are closed between 12 pm and 1:30 pm for lunch except for a few banks in and around major shopping centres. A few are open on Saturdays.



TAXATION

Residents are subject to tax on their domestic and foreign taxable income. Non-residents are taxable on their domestic income arising from Luxembourg sources only.

An individual is considered to be a resident of the country in which he or she has a permanent place of residence or his or her centre of vital interests.

**FOR MORE
INFORMATION ON
INCOME TAX IN FRENCH**

www.impotsdirects.public.lu

**OR
IN ENGLISH,
GERMAN AND FRENCH**

[https://guichet.public.lu/en/
citoyens/impots-taxes](https://guichet.public.lu/en/citoyens/impots-taxes)



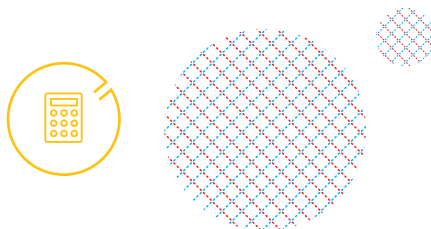
MAIN TYPES OF TAXATION

- **Income tax** – generally deducted monthly at source (“pay as you earn”) on the basis of a tax card, though some people need to file an annual tax return
- **Value added tax (VAT)** (on goods and services)
 - Standard rate: 17%
 - Reduced rates: 3%, 8%, 14%
(for certain services and items)

TAX CARD

If you are an employee in Luxembourg, your tax card is issued and updated automatically by the relevant tax office (RTS office). Non-resident taxpayers must notify the authorities of any changes in their address or civil status using the 164 NR form.

> www.impotsdirects.public.lu/fr/formulaires/fiches_d_impot.html



CROSS-BORDER WORKERS

If you live in one country and work in another, you might encounter the problem of double taxation. This is eliminated by the **exemption method** or the **credit method** (often on the basis of a bilateral double tax treaty). Luxembourg has signed double tax treaties with more than 80 countries to avoid double taxation on individual income.

In general, you pay tax in the country where you work (either Luxembourg or abroad). In your country of residence:

- exempt income may be taken into account to calculate your tax rate (the exemption method), or
- withholding or income tax paid in Luxembourg may be deducted/credited from your payable tax in your country of residence (the credit method).

For more information you can contact your Human Resources Department, get in touch with your local embassy or speak to a tax consultant.

SOCIAL SECURITY

RESEARCHERS WITH A WORK CONTRACT

As an employee working in Luxembourg you are protected by state-run compulsory social security insurance.

Social security contributions are automatically deducted from your salary and your employer also pays contributions on your behalf. Social security covers:

- healthcare insurance (including dependents);
- maternity benefits;
- pensions insurance/benefits (including retirement and invalidity/survivor benefits);
- family allowances;
- unemployment insurance/benefits;
- long-term care insurance.

As an employee, you will be automatically enrolled by your employer with the **National Health Fund** (Caisse Nationale de Santé/CNS). To cover your family members, i.e. spouse, children and other family dependents living in your household, you will need to contact the CNS.

Social security card

Once registered with the CNS, you will receive a social security card with your name and social security number. You can also order the European Health Insurance Card (EHIC), which entitles you to healthcare in the countries of the European Union (EU), the European Economic Area (EEA) and Switzerland when travelling.

It is always useful to carry it with you, as you may need to show it when you visit a doctor or buy prescription drugs.

If you are ill or have had an accident and cannot go to work, you need to inform your employer immediately on the first day of your illness. If you are off work for more than two days, you will need a doctor's certificate, which should be sent to the CNS and to your employer before the end of the third working day. For more details of your obligations, download the following guide:

> www.cns.public.lu/en/publications/depliant/comment-declarer-incapacite-travail.html



**FOR MORE
INFORMATION**

www.cns.lu/en
www.secu.lu

Reimbursement

When you visit a healthcare provider, you will receive an invoice which you may pay immediately or by bank transfer. You should then send the paid invoice and proof of payment to the CNS, which will partially reimburse the total amount paid.

The proportion of costs reimbursed depends on the treatment received and will be credited automatically to your bank account.

For your first reimbursement, you will have to provide full bank details in the form of a certificate of banking details ("relevé d'identité bancaire" or RIB).

If you go to a pharmacy with a medical prescription and show your social security card, you only pay the portion of the cost which is not covered by health insurance.

RESEARCHERS WITHOUT A WORK CONTRACT

Before arriving in Luxembourg, please contact your host institution to clarify the type of insurance cover required.

A photograph showing a person's hands filling out a 'Social Security Benefits Application Form'. The form is white with black text and fields. The title 'Social Security Benefits Application Form' is prominently displayed at the top. Below the title, there is a paragraph of text stating: 'By signing and submitting Social Security Benefits, I certify that this application is complete and the information provided is true and accurate and contains no willful falsifications or misrepresentations. I understand that falsifications, representations, or omissions may disqualify me from receiving benefits to this position. I hereby authorize responsible person to contact current and former employers for verification, conduct a background investigation, and check my credit record.' The form contains several sections with labels: 'Full legal' (with sub-fields for Last Name and First), 'Home' (with sub-fields for Street, City, and State), 'E-mail Address:', 'Education:' (with sub-fields for highest school grade, Do you have a high school diploma?, and Number of years of work), and 'Name and Location of Educational Institution:' (with a sub-field for Degree Received). A hand is visible on the right side of the form, holding a pen and writing in the 'First' field under 'Full legal'. The background is a light green surface, and a portion of a keyboard is visible in the top right corner.

HEALTHCARE

Remember to take your ID and social security card with you for any medical appointment.

There are two ways to pay for a medical appointment by:

- cash or credit/debit card at the end of the appointment;
- bank transfer if you have the bill sent to your home.

GENERAL PRACTITIONERS/ FAMILY DOCTORS

These doctors are the first point of contact for all general health problems. They treat certain illnesses and injuries (such as colds, fevers, etc.) and are responsible for long-term patient care. If they detect specific health problems, they will refer you to a specialist doctor.

To see a GP, either make an appointment or go to the on-duty hospital or a medical centre without an appointment. Some GPs also make home visits if the patient is unable to leave home.

If you have an appointment, you should come on time or cancel by telephone. If you do not do so, the doctor may claim financial compensation.

You can choose your GP. To find the one closest to you, check the telephone directory or ask at your commune. There is also an application, **“Doctena”** (available via the App Store and Google Play), which allows you to easily find a doctor and make an appointment.

Not all doctors work in the evening and at weekends/on public holidays but there is always at least one doctor on call in each region.

**CALL THE
FREE EMERGENCY
NUMBER**

112

**to find out which
doctor is on call**



SPECIALIST PRACTITIONERS

If your GP cannot provide the treatment required, he/she will refer you to a specialist practitioner.

HOSPITALS AND CLINICS

You can go to any on-duty hospital or clinic without an appointment. Be prepared to wait, as emergencies are treated according to their severity.

You can find out which hospitals and clinics are on duty by calling the free emergency number **112**, checking daily newspapers or consulting <http://sos.luxweb.lu/en>.

Centre Hospitalier de Luxembourg

4, rue Ernest Barblé
L-1210 Luxembourg
Tel.: (+352) 44 11 1

> www.chl.lu

Clinique Ste Thérèse (Zitha)

36, rue Zithe
L-2763 Luxembourg
Tel.: (+352) 28 88 1

> www.zitha.lu

Centre Hospitalier du Kirchberg

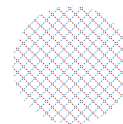
9, rue Edward Steichen
L-2540 Luxembourg
Tel.: (+352) 24 68 1

> www.hkb.lu

Centre Hospitalier Emile Mayrisch

rue Emile Mayrisch
L-4240 Esch-sur-Alzette
Tel.: (+352) 57 11 1

> www.chem.lu



MEDICAL CENTRES

There are three medical centres (“Maisons médicales”) in Esch-sur-Alzette, Ettelbruck and Luxembourg, which function as on-duty general practices outside normal working hours.

Opening times

- On weekends and public holidays from 8 am to 7 am the next day;
- during the week from 8 pm to 7 am.

You can find them in

- **Luxembourg City**
59, rue Michel Welter | L-2730 Luxembourg
- **Esch-sur-Alzette**
70, rue Émile Mayrisch | L-4240 Esch-sur-Alzette
- **Ettelbruck**
110, avenue Lucien Salentyng | L-9080 Ettelbruck



CHILDREN'S HEALTHCARE

There are 24/7 paediatric emergency services at the "Centre Hospitalier de Luxembourg" (CHL) and the "Clinique Dr. Bohler".

A paediatric medical centre is run at the CHL KannerKlinik, Monday to Friday from 7 pm to 10 pm and during weekends and public holidays from 9 am to 9 pm.

CHL – KannerKlinik

4, rue Ernest Barblé

L-1210 Luxembourg

Tel.: (+352) 44 11 31 33

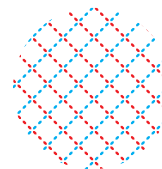
> www.chl.lu

PHARMACIES

Pharmacies are open on weekdays during normal working hours. On-duty pharmacies are available outside normal working hours. These can be found at

> www.pharmacie.lu

or by calling the free emergency number **112**.



FINDING A JOB FOR YOUR PARTNER

If you come to Luxembourg with a partner, he/she may also like to find work. Since more than half of the country's workforce is made up of immigrants and cross-border workers, integration is rarely a problem.

Luxembourg's working environment, much like its society in general, is very open and multicultural, and French, German, Luxembourgish and English are all frequent working languages.

If your partner is an EU/EEA citizen, there are no restrictions on working.

If your partner is a non-EU/EEA citizen, he/she must first obtain a work permit in order to work legally.

For more information on residence permits see page 60 or contact:

Ministry of Foreign and European Affairs

Directorate of Immigration
B.P. 752 L-2017 Luxembourg
Tel.: (+352) 24 78 40 40
Monday to Friday
2 pm - 4 pm
> www.mae.lu

Your partner can also register any foreign degrees or diplomas with the Luxembourg Ministry of Education, Children and Youth to make sure they will be recognised by potential employers.

Ministry of Education, Children and Youth

29, rue Aldringen
L-1118 Luxembourg
Tel.: (+352) 24 78 51 00
Email: info@men.public.lu
> www.men.lu

ADDITIONAL INFORMATION ON WORKING IN LUXEMBOURG

www.itm.lu

(for all questions about employment law)

[www.luxembourg.public.lu/
en/travailler/](http://www.luxembourg.public.lu/en/travailler/)

As well as jobs in research, there are many other career opportunities in Luxembourg, particularly in the service industries (banking, finance and health). One of the best ways to find a job is online, via the national press and recruitment agencies. Here is a non-exhaustive list:

Research	www.euraxess.lu/jobs
Temping agencies	www.adecco.lu www.randstad.lu www.manpower.lu
General recruitment websites	www.adem.lu www.optioncarriere.lu www.jobs.lu www.jobs.luxweb.com www.monster.lu www.lesfrontaliers.lu www.indeed.lu www.careerjet.lu www.jobfinder.lu www.moovijob.lu www.paperjam.lu www.ictjob.lu www.siliconluxembourg.lu



UNEMPLOYMENT RIGHTS

The **National Employment Agency** (Agence pour le développement de l'emploi – ADEM) is Luxembourg's public employment service. ADEM's missions are to assist job seekers, to set and pay unemployment benefits, to provide access to job offers published on its JobBoard and to propose tailor-made solutions to facilitate integration into the Luxembourg job market.

> www.adem.lu/en

Anyone who meets the conditions to exercise a professional activity in Luxembourg can register as a job seeker with one of ADEM's placement offices. You must enrol with the regional office for your place of residence.

UNEMPLOYMENT BENEFIT

As a resident of Luxembourg, if you lose your job in Luxembourg for reasons beyond your control, you can claim unemployment benefit under certain conditions.

Who is eligible?

You may claim full unemployment benefit if you meet the following requirements:

- You are involuntarily unemployed (unemployed for reasons beyond your control: this excludes contract terminations by mutual agreement, unjustified absenteeism and dismissal for serious misconduct);

- You are resident in Luxembourg when you receive notification of your dismissal:
 - for permanent contracts;
 - for the last 6 months of a fixed-term contract;
- You are between the ages of 16 and 64;
- You are fit to work, available and willing to accept any appropriate job;
- You are registered as a job seeker with ADEM and you apply for full unemployment benefit;
- You have been employed by one or more employment contracts for at least 26 weeks (for at least 16 hours per week) during the 12 months (or possibly more depending on your specific case) prior to your registration as a job seeker with ADEM.

Third-country students and researchers who wish to stay in Luxembourg to find a job or start a business after completing studies or a period of research must apply for a residence permit for the purposes of job seeking or business creation. This permit also allows them to register as a job seeker at ADEM and to receive unemployment benefit if they meet the conditions mentioned above.

More information on page 73.



**NATIONAL
EMPLOYMENT AGENCY**

Tel.: (+352) 24 78 88 88
Email: info@adem.etat.lu

Opening times
Monday to Friday
8:30 am - 11:30 am
1 pm - 5 pm

Sources: <http://adem.public.lu/en/demandeurs-demploi/demander-indemnites-chomage/residents/index.html>

<https://guichet.public.lu/en/citoyens/travail-emploi/chomage/indemnite-chomage/indemnite-chomage-salarie.html>





FAMILY BENEFITS

Entitlement to family benefits varies according to family circumstances, employment, residence, etc. To find out if you are entitled to claim benefits, it is best to apply directly to the family allowance office, known as the Children's Future Fund or Caisse pour l'avenir des enfants (CAE – also referred to by the Luxembourgish name “Zukunftskeess”).

The CAE is the body that manages all family benefits in Luxembourg.

ZUKUNFTSKEES

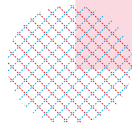
Caisse pour l'avenir
des enfants/Children's
Future Fund (CAE)
www.cae.public.lu



PARENTAL LEAVE

There are a number of types of leave available. Your entitlements depend on your family circumstances and/or the age of your child(ren).

TYPE	WHO FOR	HOW MUCH AND WHEN	DETAILS
Maternity leave	Pregnant female workers	<ul style="list-style-type: none"> antenatal leave (8 weeks prior to the anticipated birth date as attested by a medical certificate) postnatal leave (12 weeks from the birth date) 	
Adoption leave	Any salaried or self-employed worker who adopts one or more children (who must be less than 12 years old)	<ul style="list-style-type: none"> 12 weeks from the start date notified to the CNS 	
Parental leave	Each parent is entitled to parental leave for each of their children after birth or adoption as long as the children have not reached the age of 6 (12 in the event of adoption).	<ul style="list-style-type: none"> first parental leave: to be taken following maternity or adoption leave second parental leave: to be taken before the child's 6th birthday (12th birthday for adopted children). Both periods of parental leave can be taken on a full-time, part-time or split basis depending on the number of hours indicated on the parent's employment contract and the parent's situation. 	<ul style="list-style-type: none"> during paid parental leave, the parent is entitled to a monthly parental leave allowance which replaces the salary and is granted by the Children's Future Fund (CAE). To calculate how much you are eligible to receive, please see the CAE website.
Leave for family reasons	Any salaried workers with children who need to stay at home if their child (up to the age of 18) is ill without loss of remuneration	<ul style="list-style-type: none"> 12 days of leave per child for the period when the child is less than 4 years old 18 days of leave per child for the period when the child is between 4 and 13 years old 5 days of leave per child for the period when the child is between 13 and 18 years old and provided the child is hospitalised 	<ul style="list-style-type: none"> the employee must inform his/her employer no later than the first day of absence the leave is granted upon presentation of a medical certificate it may be split into 2 or more distinct periods, i.e. it does not necessarily have to be taken all at once



FAMILY ALLOWANCES

If you are living with your children in Luxembourg, you may be entitled to receive family allowances from the CAE.

TYPE	WHO FOR	HOW MUCH AND WHEN	DETAILS
Maternity allowance	Women who have undergone all compulsory medical examinations (as attested to by the relevant medical certificates) for the purpose of monitoring and following up their pregnancy, childbirth and newborn child up to the age of two	<ul style="list-style-type: none"> • €1,740.09 per child, paid in three tranches of €580.03 (prenatal allowance, actual maternity allowance, postnatal allowance) 	<ul style="list-style-type: none"> • failure to satisfy the conditions for the payment of one tranche does not prevent the payment of the other tranches
Family allowance	Children, from the month that they are born until they turn 18	<ul style="list-style-type: none"> • €265 per child per month • this increases by €20 for each child from the month in which they turn 6 and by €50 for each child from the month in which they turn 12 	<ul style="list-style-type: none"> • children must be legally domiciled in Luxembourg and must actually live there on an ongoing basis • students may continue to receive the family allowance until they turn 25 (they must submit an attendance certificate, issued by the educational establishment, at the beginning of each academic year)
Back-to-school allowance	Children, from when they turn 6 until the end of their schooling (or until they turn 25 at the latest – the same conditions apply as for the family allowance)	<ul style="list-style-type: none"> • €115 for children over the age of 6 • €235 for children over the age of 12 	<ul style="list-style-type: none"> • automatically granted to children in receipt of family allowance; no application form is required • paid in August every year until the year in which their schooling comes to an end or they decide to leave school
Supplementary allowance for disabled children	Children already receiving family allowance and who suffer from one or more conditions resulting in a permanent deficiency or loss of at least 50% of their physical or mental capacity in comparison with a non-disabled child of the same age	<ul style="list-style-type: none"> • €200 per month 	<ul style="list-style-type: none"> • an application form and a medical certificate are required • paid until the child turns 18, but the cut-off age may be extended to 25 inclusive provided that the disabled young person continues to satisfy the conditions for maintaining the family allowance

How and where to obtain allowances

To receive allowances, you will need to fill out and submit an application form, available on the CAE website. See the "Formulaires" section on the website:

> www.cae.public.lu/fr/demarches/formulaires

Childcare service voucher scheme (CSA)

As a complement to the allowances detailed above, you can also benefit from the childcare service voucher scheme (chèque-service accueil or CSA in French). The scheme offers lower admission fees to a number of childcare facilities including childcare centres (maisons relais), day-care centres, crèches, nurseries, etc., provided that the structure in question is recognised as a CSA service provider by the Ministry of National Education, Children and Youth.

To be eligible for the CSA, the child must:

- be under 13 years of age; and/or
- still be in the basic education system.

To benefit from the CSA, parents residing in Luxembourg must go in person to the communal administration in their place of residence (rather than in the town in which the childcare structure is located). **The voucher is valid for 12 months.**

For more information

> www.men.lu/fr/enfance/en

> www.cns.public.lu/en

> www.luxembourg.public.lu/en/vivre/famille/parents/prestations-familiales

> www.guichet.public.lu/en/citoyens/famille/parents/

CHILDREN'S FUTURE FUND (CAE)

34, av. de la Porte-Neuve
L-2227 Luxembourg
Tel.: (+352) 47 71 53 1
www.cae.lu

SWITCHBOARD

9 am - 11:30 am

1:30 pm - 4 pm

The reception is open
from 9 am to 2 pm.

EDUCATION



You must enrol your child in a school as soon as you have arrived and registered in your commune, even if it is the middle of the school year, as **schooling is compulsory for children aged 4 to 16 years old in Luxembourg**.

Children with special needs are catered for with learning support and remedial teaching. Those with severe special needs have access to specialist centres outside the mainstream schooling system. See **Looking after and supporting children with special needs in basic education** for children aged 3 to 11 and **Applying for scholastic or educational support at the post-primary level** for older children.

> <https://guichet.public.lu/en/citoyens/enseignement-formation/education-prescolaire-primaire/besoins-specifiques>

> www.guichet.public.lu/en/citoyens/enseignement-formation/enseignement-postprimaire/aides-postprimaire/accompagnement-scolaire

DAY CARE

Day-care centres are generally available to children under 13. To help parents find the right place for their children, the portal of the **Ministry of Education, Children and Youth** lists all available centres in the country.

> www.men.lu/fr/enfance/en

PRE-SCHOOL AND PRIMARY SCHOOL (NATIONAL CURRICULUM)

Children under 12 should be enrolled in school at the commune in your place of residence. For children aged 6 to 12, a school report will be requested.

Cycle 1 consists of 3 years. The first year (éducation précoce) is optional, but the second and third years are compulsory (these two years are often referred to as Spillschoul). In cycle 1, teaching is multilingual: **Luxembourgish is the main language**; children are encouraged to express themselves in the language(s) they speak at home; they get a playful introduction to French through songs, stories, nursery rhymes, etc.

In **cycle 2**, children acquire **reading and writing skills in German**. At this stage, the learning of French remains oral, following on from cycle 1. The learning of **written French** starts in **cycle 3**. In cycles 2 to 4 (Primärschoule or primary school), German is the official language of instruction in most school subjects.

Throughout the 4 cycles, Luxembourgish remains the vehicular language for most subjects (the language spoken by the teacher).

On completing primary school at the age of 12, children are evaluated to see which type of secondary school best fits them.

SECONDARY SCHOOL

To enrol children over 12, you should make an appointment with the **CASNA (Cellule d'accueil scolaire pour élèves nouveaux arrivants, or welcome unit for new pupils)** at the Ministry of Education, Children and Youth. You will need to take the following documents with you:

- passport or ID card;
- social security card;
- school reports (for the past 2 years);
- a copy of your certificate of residence or a certificate proving that you have applied for international protection.

The Ministry offers welcome classes for pupils who have just arrived in Luxembourg. On arrival, pupils are tested to determine which type of secondary education best fits them. If your children are already in secondary education when you arrive, their school reports from the previous two years will be taken into consideration.

Luxembourg's education system is state run, but there are also a few fee-paying private schools (see page 110).

State schools are free for children living in the country.

CASNA

(Cellule d'accueil scolaire pour
élèves nouveaux arrivants)

Maison de l'Orientation
58, bd Grande-Duchesse Charlotte
L-1330 Luxembourg
casna@men.lu
Tel.: (+352) 24 78 52 77





THE STATE SCHOOL SYSTEM

AGE	LEVEL		DURATION	CONTACT AND ENROLMENT
3	Elementary school	Early education (cycle 1, non-compulsory)	1 year	Education department at your local commune
4	Pre-school	Cycle 1	2 years	Education department at your local commune
6	Primary school	Cycles 2-4	6 years	Education department at your local commune
6	Primary school	International English curriculum	6 years	Lycée International School Michel Lucius www.lml.lu/applications-primary
6	Primary school	European curriculum in Accredited European Schools ¹	5 years	École internationale Differdange & Esch-sur-Alzette www.eide.lu (English and French sections) International School – Lënster Lycée www.lensterlycee.lu/offre-internationale (German and English sections) École internationale Edward Steichen Clervaux www.lesc.lu/offre-scolaire-internationale (French, English and German sections) École internationale Mondorf-les-Bains www.eimlb.lu (French and English sections)
10 or 12	Secondary school	German-Luxembourgish curriculum	variable	Deutsch-Luxemburgisches Schengen Lyzeum www.schengenlyzeum.eu

¹**Source:** Accredited European Schools follow the curriculum of the intergovernmental organisation “The European Schools”, but within the framework of the national school networks in Member States. In Luxembourg, they are open to everybody, without any fees.



AGE	LEVEL		DURATION	CONTACT AND ENROLMENT
11	Secondary school	European curriculum in Accredited European Schools	7 years	<p>École internationale Differdange & Esch-sur-Alzette www.eide.lu (French, German and English sections)</p> <p>International School – Lënster Lycée www.lensterlycee.lu/offre-internationale (German and English sections)</p> <p>École Internationale Edward Steichen Clervaux www.lesc.lu/offre-scolaire-internationale (French, English and German sections)</p> <p>École internationale Mondorf-les-Bains www.eimlb.lu (French, German and English sections)</p>
11-12	Secondary school	International Baccalaureate Diploma in English	7 years	<p>Athénée de Luxembourg www.al.lu</p>
12	Secondary school	Classic secondary education	7 years	<p>Ministry of Education, Children and Youth CASNA (Welcome unit for new pupils)</p>
12	Secondary school	General secondary education	5 / 7 years	<p>Ministry of Education, Children and Youth CASNA (Welcome unit for new pupils)</p>
12	Secondary school	International English curriculum	7 years	<p>International School Michel Lucius www.lml.lu</p>
15-16	Secondary school	International Baccalaureate Diploma in French	the 4 last years of secondary education	<p>Lycée technique du Centre www.ltc.lu/index.php/enseignement/les-classes-internationales-rls/bac-international</p>

PRIVATE SCHOOLS

Luxembourg City

École Charlemagne

> www.ecole-charlemagne.org

École et lycée français de Luxembourg (Vauban)

> www.vauban.lu

Maria Montessori School

> www.ecole-montessori.lu

École privée Fieldgen (EPF)

> www.epf.lu

École privée Grandjean asbl

> www.epg.lu

École Privée Notre-Dame (Sainte-Sophie) (EPND)

> www.epnd.lu

Over the Rainbow International School (OTR International)

> www.otrinternationalschool.lu

Waldorf School

> www.waldorf.lu

International School of Luxembourg (ISL)

> www.islux.lu

MINISTRY OF EDUCATION, CHILDREN AND YOUTH

29, rue Aldringen

L-1118 Luxembourg

Tel.: (+352) 24 78 51 00

www.men.lu

info@men.lu

Opening times

Monday to Friday

8:30 am - 11:30 am

2 pm - 5 pm

Lycée Privé Emile Metz (LTPem)

> www.ltpem.lu

St George's International School

> www.st-georges.lu

"Mini collège" and "Les Poussins" nursery school

> www.poussins.lu/ecoles.php

Scuola Materna Cattolica Italiana

> web.cathol.lu

Ettelbruck

École Privée Sainte-Anne (EPSA)

> www.sainte-anne.lu

Hobscheid

École privée Montessori à Hobscheid

> www.ems.lu

Esch-sur-Alzette

École privée Marie-Consolatrice (EPMC)

> www.epmc.lu

European Schools

European School Luxembourg 1 (ESL1)

> www.euroschool.lu

European School Luxembourg 2 (ESL2)

> www.eursc-mamer.lu

For more details in English:

> www.guichet.public.lu/en/citoyens/enseignement-formation

> www.men.public.lu/fr/actualites/grands-dossiers/systeme-educatif/offre-internationale/en/index



PENSION RIGHTS

The Luxembourg pension system is compulsory for all those working in Luxembourg and consists of regular retirement (age 65), early retirement (age 57 to 64), and invalidity and survivor's pensions. Both you and your employer will contribute to the pension scheme and the contributions are calculated based on gross income.

EU/EEA AND SWISS RESIDENTS*

If you are an EU resident who has worked and paid social security contributions in another EU country, this is also taken into account for a Luxembourg pension. Pensions will be paid by each country and the amount will depend on the period during which contributions were paid.

If you have worked in Luxembourg for **less than 12 months** your home country's pension scheme will take these months into account when determining your pension.

If you have worked in Luxembourg for **12 months or more** Luxembourg pays you a pension for the years you have worked here (if you meet the eligibility criteria).

* The European Economic Area (EEA) includes EU countries and also Iceland, Liechtenstein and Norway.

THE LUXEMBOURG
PENSION SYSTEM IS
COMPULSORY FOR ALL
THOSE WORKING
IN LUXEMBOURG.

NON-EU/EEA RESIDENTS

Luxembourg has bilateral agreements with some countries outside the EU, so you only pay social security contributions in Luxembourg (and not also in your home country) while you are working here.

As these agreements vary from country to country, you should check with your embassy or via the following link (in French) before signing a contract to find out exactly what your benefits will be and avoid paying social security contributions in both countries.

➤ [www.cnap.lu/periodes-dassurance-a-letranger/
conventions-internationales](http://www.cnap.lu/periodes-dassurance-a-letranger/conventions-internationales)



INVALIDITY PENSION

To claim an invalidity pension, your disability must be medically certified ("invalidity" is based on a person's inability to work either in their previous job or in any other similar field) and you must have had pension insurance for at least 12 months during the 3 years preceding your invalidity (except in the event of workplace accidents or occupational illness).

SURVIVOR'S PENSION

If you die, this pension is paid out to:

- your spouse,
- your children up to the age of 18 (27 if they are students),
- your divorced spouse(s), provided they have not remarried,

regardless of gender, provided you were either retired or had pension insurance for at least 12 months during the 3 years preceding your death (unless your death occurred as a result of a workplace accident or occupational illness).

SOCIAL PROTECTION IN LUXEMBOURG

[www.guichet.public.lu/en/
citoyens/travail-emploi.html](http://www.guichet.public.lu/en/citoyens/travail-emploi.html)



SOCIAL PROTECTION IN EUROPE

www.missoc.org

NETWORKING ASSOCIATIONS



LuxDoc a.s.b.l. is an organisation for PhD candidates and junior researchers. It is open to all PhD candidates and junior researchers working in Luxembourg and to Luxembourg PhD candidates and young researchers working abroad.

The number of young researchers and PhD candidates in Luxembourg has grown considerably in recent years, and they are making a major contribution to shaping the country's academic landscape. LuxDoc was set up as a representative body to give PhD candidates and junior researchers the opportunity to engage in current scientific and political debates.

LuxDoc serves as a platform for both social and scientific exchanges.

> www.luxdoc.org



The Junior Chamber International (JCI) is an international membership-based non-profit organisation of 200,000 young people aged 18 to 40, spread among 5,000 communities and present in more than 100 countries around the world.

JCI Luxembourg, the national chapter, manages several training courses for local members and works in partnership with other players in the ecosystem including the University of Luxembourg, the Fondation Jeunes Scientifiques Luxembourg and other associations.

It also runs a competition called Creative Young Entrepreneur Luxembourg (CYEL), aiming to promote entrepreneurship among young people and to reward innovative ideas from young entrepreneurs in Luxembourg.

> www.jci.lu



The **Luxembourg Association for Scientific and International Research (Lux-SIR)**, a non-profit organisation founded in 2018, is a major scientific research hub in Luxembourg. It aims to fund research in all scientific disciplines by awarding direct grants to researchers of all nationalities working in Luxembourg; to inform the public about journal articles and books; and to organise seminars, workshops, courses and massive open online courses (MOOCs) on relevant research topics.

> <https://lux-sir.com>



The **Fondation Jeunes Scientifiques Luxembourg** is a non-profit organisation that promotes natural and social sciences among young people in Luxembourg and provides a platform where they can showcase their own scientific projects, take part in events and exhibitions and win prestigious awards.

> www.fjsl.lu



The **Luxembourg Reception and Integration Agency (OLAI)** offers foreign residents the opportunity to sign a Welcome and Integration Contract (CAI). The CAI is an integration programme for all foreigners aged 16 and over who are living in Luxembourg on a long-term basis. It features an orientation day, a citizenship training course, language courses at reduced rates and workshops and information sessions on the theme of integration.

> www.olai.public.lu/en
> <https://forum-cai.lu/?lang=en>

**FOR MORE
INFORMATION ABOUT
NON-PROFIT ASSOCIATIONS
IN LUXEMBOURG**

www.associations.vdl.lu

START-UP ECOSYSTEM

Luxembourg's start-up ecosystem has grown in leaps and bounds in only a few years to become an attractive investment hub for many start-ups and innovative companies looking to expand their business to Europe. It offers a wide range of advantages and facilities, from specialised premises (known as incubators) to accelerators, co-working spaces and other initiatives. **Luxembourg's authorities are doing everything they can to create the perfect business environment.** The Government is not only relying on innovation to ensure the country's economic growth; it is also well aware of the importance of the private sector. With key technologies such as **blockchain, AI, cybersecurity, 5G** and **high-performance computing** on the horizon, it knows that the major technological challenges ahead are too important to remain solely in the public domain.

All major strategies are developed in collaboration with the private sector, including with start-ups.

The thriving start-up scene offers ample career development opportunities for researchers, with many companies recognising the potential contribution that research can make to business.

Luxinnovation provides many free services to entrepreneurs and businesses of any size, including start-ups.

LUXINNOVATION

Stefan Berend
Head of Start-up Acceleration
stefan.berend@luxinnovation.lu
Tel.: (+352) 43 62 63 85 8
www.luxinnovation.lu

LUXEMBOURG NATIONAL RESEARCH FUND (FNR)

Tel.: (+352) 26 19 25 1
www.fnr.lu

The **Luxembourg National Research Fund (FNR)** has grown into its role as a member of the start-up ecosystem. Its aim is to bring the benefits of research to the national economy and society by **applying academic research to the real world**. In 2015, it launched the **Innovation Programmes unit**, a dedicated innovation team which seeks to create opportunities at the intersection of research and business. The FNR's many initiatives range from pre-seed funding to kick-starting innovative projects and facilitating symbiotic partnerships between researchers, businesses and ecosystem members. For more information about FNR's funding initiatives see page 34.

For more information about the **start-up ecosystem in Luxembourg**:

➤ www.startupluxembourg.lu

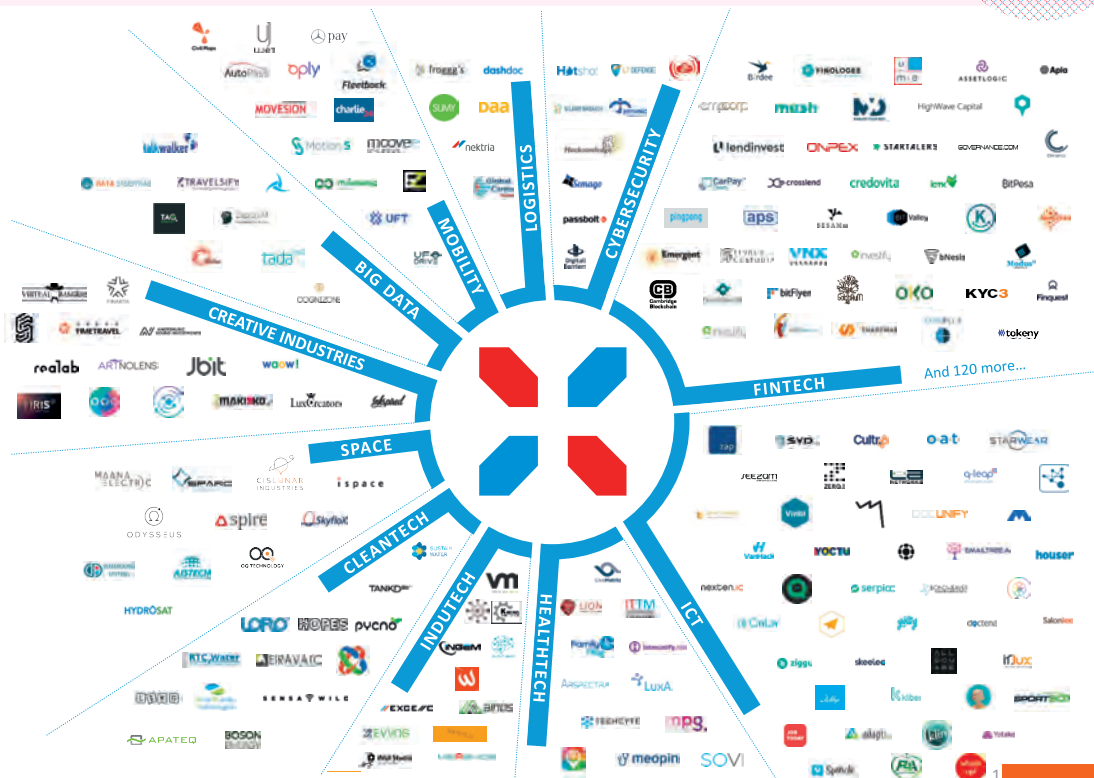
➤ www.innovation.public.lu/en

➤ <http://digital-luxembourg.public.lu/priorities/ecosystem>

START-UP

THEY GREW UP FROM LUXEMBOURG

ECO SYSTEM



Source: Luxinnovation

This overview is not exhaustive. It includes a cross-section of Luxembourg start-ups and innovative companies.

LANGUAGE COURSES

There are many opportunities for learning languages in Luxembourg, with various courses offered by schools, communes, associations, institutes and companies. Languages taught include French, German, Luxembourgish, English, Portuguese, Italian, Spanish, Dutch and Chinese.

Luxembourg City and other municipalities offer some very reasonable rates

Ministry of Education, Children and Youth

> www.men.lu

Luxembourg City

> <https://cours.vdl.lu/en/living/education-and-training/enrolling-courses-provided-city>

National Language Institute (INL)

> www.inll.lu/en

Private schools offer a broader array of course options but may be more expensive

Berlitz

> www.berlitz.lu

Inlingua

> www.inlingua.lu/en



Languages.lu

> www.languages.lu

Prolingua Language Centre

> www.prolingua.lu/en

Resources for learning Luxembourgish

E-learning

> https://quattropole.org/fr/e_learning

MOIEN asbl

> www.moienasbl.lu



LEISURE TIME

Luxembourg is a small, cosmopolitan country at the heart of Europe. It enjoys a thriving cultural scene and offers a surprising variety of landscapes, with rolling hills and vineyards but also mediaeval castles and an endless choice of hiking or mountain biking trails. Luxembourg's capital is a true mix of styles and influences – the historical quarter, included on the UNESCO World Heritage List since 1994, stands alongside many striking contemporary buildings.

Here is a non-exhaustive list of places to visit

- 1 Luxembourg City
- 2 The Mullerthal region, Luxembourg's Little Switzerland
- 3 The Moselle region and its famous Wine Route
- 4 Vianden Castle
- 5 The Luxembourg Ardennes
- 6 The town and lake of Esch-sur-Sûre
- 7 The "Red Rocks" region
- 8 The town of Echternach
- 9 The town of Schengen
- 10 Bourscheid Castle

1



2



4



3



5

6



7

8



9



10

Ten must-see sites in Luxembourg City

- 1 The historical quarter
- 2 The path around the ramparts (corniche)
- 3 The Grand-Ducal Palace
- 4 The Grund and the Abbey of Neumünster
- 5 Luxembourg Cathedral
- 6 The Philharmonie concert hall
- 7 The Bock and Pétrusse casemates, a network of underground tunnels
- 8 The Kirchberg district
- 9 The Mudam Museum of Modern Art
- 10 The Pfaffenthal panoramic lift

There are **many interesting museums in Luxembourg City** and elsewhere in the country that will give you a better understanding of **Luxembourg's history and culture**.



FOR MORE INFORMATION

[www.visitluxembourg.com/en/
what-to-do/
arts-culture/museums](http://www.visitluxembourg.com/en/what-to-do/arts-culture/museums)

9

© Thibaud Bastien / Comité Inspiring Luxembourg



10



6

© Tom Voossen / Comité Inspiring Luxembourg



3



A CALENDAR OF FESTIVITIES

FEBRUARY

Carnival – public celebrations and costumed parades.



MARCH

Buergebrennen – bonfire day, to chase away the winter.

MAY

Gënzefest (flowering broom festival) in Wiltz.



3RD TO 5TH WEEKENDS AFTER EASTER

Oktav – traditional pilgrimage to honour the Virgin Mary, the patron saint of Luxembourg. This is the country's main religious ceremony, with a parade and a fair on Place Guillaume II in Luxembourg City.

WHIT TUESDAY

Sprangpressessioun – a hopping procession in Echternach.

21 JUNE AND THE PRECEDING WEEK

World Music Day. Several concerts are organised throughout the country.

23 JUNE

Luxembourg National Day. Festivities and fireworks start the previous evening.



LATE JUNE – EARLY SEPTEMBER

Summer in the City. A series of concerts and celebrations organised in Luxembourg City.

JULY

Blues'n Jazz Rallye – a music festival in Luxembourg City.

JUNE-JULY

Festival de Wiltz – music festival.

JULY-AUGUST

Mediaeval festival – for 10 days, Vianden is transformed into a mediaeval city.

AUGUST

“Streeta(rt)nimation” festival in Luxembourg City.

AUGUST-SEPTEMBER

Schueberfouer – traditional funfair organised on the Glacis car park in Luxembourg City.

SEPTEMBER

Wine and Grape Festival in Grevenmacher.

DECEMBER

Christmas Market in Luxembourg City.





NIGHTLIFE

As a multicultural and cosmopolitan capital, Luxembourg City has a wide selection of bars and clubs, often with live music and DJs. The most popular nightlife districts are Clausen, Grund and Hollerich.

- **Supermiro** www.supermiro.lu/en
- **Delano** www.delano.lu
- **City** <https://city.vdl.lu/en>
- **Visit Luxembourg** www.visitluxembourg.com/en/whats-on

SPORT

Luxembourg offers a wide range of popular and more unusual sports and fitness activities, both indoors and out, including football, golf, cycling, tennis, swimming, water sports, wellness, ballooning, flying and cross-country skiing (during the winter). These facilities are offered in communes, sports clubs and associations.

- **National Tourist Office** www.visitluxembourg.com
- **Luxembourg City** www.vdl.lu
- **Sport in Luxembourg** www.sport.public.lu
- **D'Coque National Sports and Culture Centre** www.coque.lu



SHOPPING

Luxembourg is also a great place for shopping. Many of the world's top brands have chosen to set up shop here.

SHOPS IN LUXEMBOURG CITY AND ESCH-SUR-ALZETTE

Monday: 2 pm to 6 pm

Tuesday to Saturday: 9 am to 6 pm

Find all shops and opening times at:

- www.cityshopping.lu

SHOPPING CENTRES

- Monday to Thursday: 9 am to 8 pm
- Friday: 9 am to 9 pm
- Saturday: 9 am to 7 pm

LA BELLE ETOILE Bertrange

Route d'Arlon – L-8050 Bertrange

- www.belleetoile.lu

CLOCHE D'OR Luxembourg

25, Boulevard F.W. Raiffeisen – L-2411 Luxembourg

- www.clochedor-shopping.lu

AUCHAN Kirchberg

5, rue Alphonse Weicker – L-2721 Luxembourg

- www.auchan.lu





CITY CONCORDE Bertrange

80, route de Longwy – L-8060 Bertrange

> www.concorde.lu

BELVAL PLAZA Esch-Belval

7, avenue du Rock'n Roll – L-4361 Esch-sur-Alzette

> www.belvalshopping.lu

OPKORN Differdange

1, boulevard Emile Krieps – L-4530 Differdange

> www.opkorn.lu

SUPERMARKETS

- Monday to Thursday: 8 am to 8 pm
- Friday: 8 am to 9 pm
- Saturday: 8 am to 8 pm

Some smaller supermarkets open at 6:30 am and don't close until 10 pm. Some supermarkets also open on Sundays (usually only Sunday morning).



MARKETS

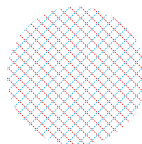
Luxembourg has several markets. A number of large-scale gourmet markets offer visitors and residents alike the opportunity to discover a wide variety of local products.

Antique lovers should not miss the flea markets (brocantes) that take place on the first Sunday of each month on Place Guillaume II and the second and fourth Saturday of the month on the Place d'Armes.

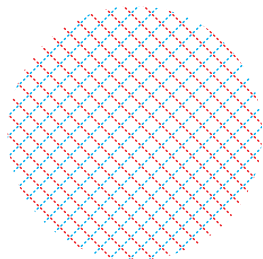


**FOR MORE
INFORMATION ABOUT
SHOPPING
IN LUXEMBOURG**

www.goodidea.lu



GLOSSARY



ENGLISH	LUXEMBOURGISH	FRENCH
Hello	Moien	Bonjour
How are you?	Wéi geet et?	Comment ça va ?
Fine	Gutt	Bien
Great	Tipp topp	Super
Thank you	(Villmools) Merci	Merci
My name is...	Mäin Numm ass...	Je m'appelle...
I am a researcher	Ech sinn e Fuerscher	Je suis chercheur
Please	Wann ech gelift	S'il vous plaît
You're welcome	T'ass gär geschitt	De rien
Yes	Jo	Oui
No	Nee	Non
Where is...	Wou ass...	Où est...
My office	Mäi Büro	Mon bureau
Laboratory	De Laboratoire	Le laboratoire
Work contract	Den Aarbechtskontrakt	Le contrat de travail
Residence permit to work on a research project	D'Openthaltsgenehmigung fir an engem Fuerschungsprojekt ze schaffen	Autorisation de séjour pour travailler sur un projet de recherche
Railway station	D'Gare	La gare
Bank	D'Bank	La banque
Estate agency	D'Agence immobilière	L'agence immobilière
Apartment	D'Appartement	L'appartement
Rental deposit	D'Kautioun	La caution locative
Rental lease	De Bal	Le bail à loyer
Supermarket	De Supermarché	Le supermarché
Bakery	De Bäcker	La boulangerie
Cinema	De Kino	Le cinéma
Airport	De Fluchhafen	L'aéroport
Doctor	Den Dokter	Le médecin
Dentist	Den Zännokter	Le dentiste
Holidays	Vakanzen	Vacances
Carnival	Fuesent	Carnaval
Easter	Ouschteren	Pâques
Christmas	Chrëschttag	Noël
What is this/it?	Wat ass dat?	Qu'est-ce que c'est?
Goodbye	Äddi	Au revoir



EURAXESS LUXEMBOURG

THE INITIATIVE

EURAXESS – Researchers in Motion is a **pan-European initiative** launched by the **European Commission** to **promote research careers and facilitate the mobility of researchers across Europe**. It involves the European Commission and **40 countries**.

EURAXESS has a network of people at your service. Its representatives can be found in over **500 centres across Europe**, ready to welcome you.

> <http://ec.europa.eu/euraxess>



EURAXESS OFFERS FOUR SPECIFIC INITIATIVES TO RESEARCHERS

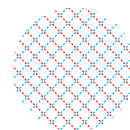
EURAXESS Jobs is a free job portal with constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe.

EURAXESS Services is a network of well-informed staff at your service. They offer free personalised assistance to help researchers and their families organise their stay in a foreign country.

EURAXESS Rights (European Charter for Researchers & Code of Conduct for the Recruitment of Researchers) sets out the rights and duties of researchers and their employers.

EURAXESS Worldwide is a networking tool for researchers working outside Europe: ASEAN (focus on Singapore, Thailand, Indonesia, Malaysia and Vietnam), Latin America and the Caribbean, China, India, Japan, North America (US and Canada), South Korea, Australia and New Zealand.

EURAXESS LUXEMBOURG



|| THE EURAXESS LUXEMBOURG AND ITS PORTAL OFFER
INFORMATION AND PRACTICAL ASSISTANCE FOR
RESEARCHERS MOVING TO AND FROM LUXEMBOURG. ||

Postal address

EURAXESS Luxembourg **University of Luxembourg**

Belval Campus – Maison du Savoir Administration
2, avenue de l'Université
L-4365 Esch-sur-Alzette
Office: 7th floor
Tel.: (+352) 46 66 44 66 98
Email: euraxess@uni.lu



Steering group

Ministry of Higher Education and Research, FNR,
Luxinnovation, LIST, LIH, LISER, LNS, IBBL, MPI Luxembourg

Bridgehead Organisation

University of Luxembourg – EURAXESS Luxembourg

National network of 10 institutions

Free and personalised assistance on:

Entry conditions, visas, work permits, accommodation,
banking, health insurance, medical care, IPR, pension rights,
culture, language courses, day care, schooling, family issues,
research funding, job opportunities, etc.

6 local contact points

LIH, LISER, LIST, LNS, MPI Luxembourg,
University of Luxembourg

National website

> www.euraxess.lu

EURAXESS LOCAL CONTACT POINTS

Specific institutions have contact people who can provide personalised assistance for foreign researchers.

LUXEMBOURG
INSTITUTE OF SCIENCE
AND TECHNOLOGY



Luxembourg Institute of Science and Technology

Belval Campus
Maison de l'Innovation
5, avenue des Hauts-Fourneaux
L-4362 Esch-sur-Alzette
Tel.: (+352) 27 58 88 23 20
Email: bahija.sebane@list.lu

> www.list.lu



Integrated BioBank of Luxembourg

1, rue Louis Rech
L-3555 Dudelange
Tel.: (+352) 26 97 05 24
Email: arnaud.dagostini@ibbl.lu

> www.ibbl.lu



Luxembourg Institute of Health

Research departments and research support services are distributed over 5 different locations, in Luxembourg City and in Esch-sur-Alzette.
Tel.: (+352) 26 97 07 38
Email: valerie.gavroy@lih.lu

> www.lih.lu



Luxembourg Institute of Socio-Economic Research

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L-4366 Esch-sur-Alzette
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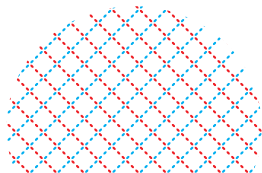
**For further information about research organi-
sations in Luxembourg, please contact:**



EURAXESS Luxembourg

Tel.: (+352) 46 66 44 66 98
Email: euraxess@uni.lu

> www.euraxess.lu



TESTIMONIALS FROM RESEARCHERS

Sri KOLLA

PhD candidate at the Faculty of Science, Technology and Communication, University of Luxembourg



"I am currently working on quantifying lean manufacturing and industry 4.0 in small and medium-sized enterprises in the Greater Region of Luxembourg and I found my current research position on the EURAXESS job portal. I would recommend EURAXESS without a doubt to anyone at any given point of time. EURAXESS is a go-to place for anyone looking for academic/research positions or anything related to career counselling, etc."

Saba NORSHAHIDA

Researcher at the Interdisciplinary Centre for Security, Reliability and Trust (SnT), University of Luxembourg



"EURAXESS is an initiative that reaches a wide number of researchers and provides helpful information about the opportunities available. The EURAXESS representatives in Singapore and in Luxembourg were very helpful."

Pauline BOURGEON

Postdoc at the Luxembourg Institute of Socio-Economic Research (LISER)



"Over the last three years, I have been using the EURAXESS portal to look for a job in Luxembourg or in the Greater Region (Belgium, France, Germany). I was regularly checking the vacancies in my research field posted on the portal and I found it very practical to be able to select several countries. It is very convenient to have such a portal where many career opportunities in Europe are gathered."

Felipe LINHARES

Postdoc at the Luxembourg Institute of Science and Technology (LIST) & GOODYEAR



"EURAXESS had an important role since the beginning. First, I saw the advertisement for the position on the EURAXESS website. And after the position was offered to me, EURAXESS Luxembourg continued to assist me to settle down in the country, look for a place to live, and with bank procedures."

Guillem MONTAMAT

PhD candidate at the Luxembourg Institute of Health (LIH)



"After finishing my Master's degree I consulted the EURAXESS website on a daily basis to look for job opportunities across Europe and I found a PhD position in allergy and clinical immunology at the Luxembourg Institute of Health. I would definitely recommend EURAXESS because it is a really good initiative that delivers information and support services to professional researchers. I would particularly recommend it for PhD students and researchers in their early career."

Maria PICHOU

Researcher at the Faculty of Law, Economics and Finance, University of Luxembourg



"I am extremely satisfied with my experience with EURAXESS. First, I found the grant on the EURAXESS web page and I applied afterwards. Second, the guide on Luxembourg I was provided with was very helpful. The people working for EURAXESS Luxembourg have always been very close to the researchers."

Jessica DESPORT

Postdoc at the Luxembourg Institute of Science and Technology (LIST) & GOODYEAR



"Through its website, EURAXESS is sharing useful links and information regarding the host country, namely housing, health insurance, etc. It truly helps to get a general sight of our destination."

Naveen ARUCHAMY

PhD candidate at the Luxembourg Institute of Science and Technology (LIST)



"The EURAXESS portal helped me in finding research groups and opportunities when I was running blind during my job search! EURAXESS is one of the best platforms to find opportunities for research and funding all across Europe."

Miguel OLIVEIRA

Researcher at the Luxembourg Centre for Systems Biomedicine



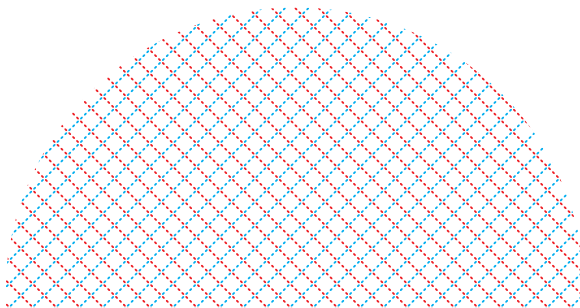
"In general, the EURAXESS network was important for me in the process of finding research opportunities throughout Europe, although the most unique feature was the ability to compare these opportunities based on the job conditions offered by the employer. Professionally Luxembourg gave me the opportunity to research in my area of interest, which is a new field and requires teams with a very wide set of research competences."

Sandro PEREIRA

Researcher at the Luxembourg Centre for Systems Biomedicine



"EURAXESS Luxembourg was of extreme importance during my moving to Luxembourg, when I was dealing with the difficulty of getting a suitable place to stay. EURAXESS Luxembourg immediately solved my problem. It is always more comfortable to undertake this kind of venture when you feel that there are people at your side."





Disclaimer

Although all the information in this guide has been carefully checked, no guarantees can be given as to its accuracy. EURAXESS Luxembourg may under no circumstances be held responsible for the accuracy of the information provided and cannot guarantee that it is complete, accurate or current. The information is subject to change at any time. EURAXESS Luxembourg also declines all liability for content provided by third parties to which the guide makes reference. EURAXESS Luxembourg may not be held liable for direct or indirect damage resulting from use of the guide.

Edited by Dana PLESKOTOVA and Sarah COOPER, University of Luxembourg.
September 2019

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www.euraxess.lu

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LET'S MAKE IT HAPPEN

