



EMOTION

AN ERASMUS MUNDUS MASTER

HANDBOOK FOR EMOTION STUDENTS

The present handbook is composed of three parts.

- a) information that is required or deemed important immediately to students upon being admitted;
- b) information that is required before arriving in Novara;
- c) information which is important when you are in Novara and relating to your Italian stay.

For Scholarship holders of the 2020/2022 intake, the three parts will be sent separately, as the document is at present being finalized.

INTRODUCTION:

This handbook is designed to help you prepare in the best possible manner for the EMOTION Master and to help you navigate through the first weeks in Italy. It should be read in conjunction with the Student Agreement you have been given. A significant amount of information is also present on the official website (www.emotion-master.eu). The University website (www.uniupo.it) is largely in Italian, although it is slowly being translated and a special section for international students is present.

Please remember that for all matters concerning your application the e-mail you should contact is application.emotion@uniupo.it, while for other matters you should contact coordination.emotion@uniupo.it or teaching.emotion@uniupo.it.

This handbook is being populated for the first time in 2020. Please help us improve it by telling us other information you would find of use.

IF YOU ARE SELECTED:

If you are selected, you will be sent a “letter of acceptance”. Once you receive this letter, you have one week to fill the form and send it back to the following address: application.emotion@uniupo.it

The purpose of this letter is to have your confirmation that you wish to participate in the Master. Please note that the Selection Committee has a reserve list of candidates and therefore failure to respond in time will automatically make you lose the place in favour of another candidate.

Once you have confirmed that you wish to join the program, you will be sent an official signed and protocolled Admission Letter, the student agreement, and an enrolment form. The admission letter will also contain a list of documents you will need to provide to the University to provisionally enrol. The list of documents necessary is present on the website and will anyway be sent to you.

In 2020, the Sars-Cov2 pandemic will necessarily require some changes that will be highlighted in your letter. For example, we will not require to send the documents by post, but ask you to send them by e-mail (application.emotion@uniupo.it and chiara.gabellieri@uniupo.it in cc; object: enrolment to emotion master). We will ask for the original paper documents only when you arrive in Novara (**so remember to bring them with you**).

The documents that you are required to provide by **May 29th** are the following:

Documents you can provide by yourself:

- Filled out and signed original **Enrolment Form**
On the enrolment form, there is a place for a 16-euro Italian stamp (a law requirement). Given that this stamp can only be purchased in Italy, we will buy one for you
- **Proof of identity** (identity document or scanned copy of the passport)
For the Italian law, all pages, including empty pages must be scanned)
- **Reference Letters** submitted for the original application
- A signed copy of the **Student Agreement**

Documents that you might require contacting your previous University:

- A legalised ORIGINAL (AND ORIGINAL certified translation if the document is not issued in English) of **University Diplomas**.
Please find a translator, if necessary, and legalize the documents. The documents do not require apostille. Please note that an ORIGINAL is a document certified by the institution awarding the degree. Some Universities provide graduates with more copies of their diplomas, one of which is considered the original and other certified copies. In this case, the certified copy stamped and signed by the institution awarding the degree is considered an ORIGINAL. If, in your country, you only have a single copy of your University diploma because the university just issues one, you will need to have a certified copy done.
- A legalised ORIGINAL (AND ORIGINAL certified translation if the document is not issued in English) of official **Transcript/Academic Record**; The same provisions apply here.

Documents that require you to go to the Italian Embassy or Consulate:

Please note that each **Embassy** or **Consulate** will have different deadlines on when they are willing to prepare these documents. We will help in any way possible, including writing directly to them, so keep us informed about the status of the procedure. While we are asking you to submit all documents before May 29th, we understand this might not always be possible. You should approach the Embassy with the Admission letter we sent you, but bear in mind some embassies might require further documents or documents in a different format. We will prepare and provide these to you on a need basis. These documents are nonetheless fundamental for your enrolment in September.

Be aware that you can also refer to **Visa Application Centres**. These are companies that offer service for the management of visa reception requests and other corresponding documentation. This service implies an extra cost but significantly reduce the hassle. Be careful and refer only to companies that are authorized by Embassies.

- **Declaration of Value**

The “dichiarazione di valore” (declaration of value) is an informative document describing the qualification awarded to a given person by an institution belonging to an education system other than the Italian system. It is used by the competent University offices to assess a given qualification for the purpose of admission to a degree programme or for recognition of the foreign qualification. It is usually issued by the Italian Embassy in the country where the qualification was awarded. It generally contains the following information: legal status and type of issuing institution; access requirements for the programme resulting in the qualification; legal duration of the study programme and/or overall commitment required of the student in terms of credits or hours; value of the qualification in the system/country where it was issued, i.e. for academic and/or professional purposes.

The declaration of value **can be replaced by:**

Diploma Supplement, based on the European Commission form, for academic qualifications awarded by institutions in countries in the European Higher Education Area (Bologna Process). Those wishing to enrol in a second cycle degree programme are not required to submit a certificate listing the exams or the syllabus;

Attestation provided by ENIC-NARIC centres that contain all the information usually listed in the declaration of value and necessary for the evaluation of the degree, including the number of years you have been in education.

- An Italian **Fiscal Code** (<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>)

You may request this at your local Italian Embassy or Consulate. The fiscal code is a national tax identification number that you will require in Italy and for enrolment. You may ask for this code at the Italian embassy providing all documents they request. In principle, you can obtain this code also on arrival in Italy, but it would be more convenient for yourself if the embassy provides you with one. If, for some reason, you are unable to have a code issued, please let us know and we will send you a form to obtain one in Italy upon arrival.

- The **VISA to study in Italy**

Unfortunately, each Embassy has its own procedure and may require further documents apart from those we have provided you. Indeed, to facilitate the process, we initially provide the admission letter with all the details of the course (and of the scholarship, if applicable) and all the details of the insurance we will provide scholarship holders. If this is sufficient for the Embassy, please proceed immediately with the request. Some embassies might instead require either the enrolment to the Master program and/or the insurance certificate. For this to be issued, you will need to send all the other documents to us first. In any case, the Master will follow this closely and will help you in any issue that will arise. To apply for a VISA you will need a residence in Novara, *i.e.* the place where you will live either for the first month or throughout the course. See the housing section below regarding this. Remember that the VISA request will not be accepted in the absence of this residence. Contact the closest Italian embassy immediately to understand their requirements and timeline.

Contact:

emotion.application@uniupo.it

Health insurance

The EMJMD Master will provide all **Scholarship holders** with a private health insurance. What the insurance covers is listed in the documents we will send you with the Scholarship offer. If the embassy requires the insurance policy itself in your name and is not content with our declaration, we will send it to you at a later date. Indeed, we need as many documents as possible listed above to enroll you and issue a policy.

If you are **self-funded and require a VISA** (i.e. you do not come from the European Union), you will need a health insurance to obtain it. You may choose any policy you wish. As a question of comparison, the policy issued in Europe for the Master for the two-years costs about 1000 euros. If you find this is cheaper than the policy you can get in your own country, please let us know and we will put you in contact with the broker. For the duration of the health policy, please also read the next paragraph.

Both **Scholarship and self-funded students from outside Europe** upon arrival will need to apply for a **residency permit**. Once you obtain this residency permit, you are entitled (but not obliged) to register to the **Italian National Health System**. This is a Beveridge system (*i.e.* it covers almost all health needs, with a major exception in dentistry for everybody) that allows you to have a general practitioner, to use all hospital facilities, and to have reimbursed drugs

prescribed. The cost of such system is between 100 and 150 euros and lasts for 1 solar year. You may find all information regarding this at this link:

http://www.salute.gov.it/imgs/C_17_opuscoliPoster_118_ulterioriallegati_ulterioreallegato_4_alleg.pdf

If you are **self-funded and do not require a VISA** (*i.e.* you are resident or national of the European Union), in the first three months you are entitled to use the Italian National Health System as a European citizen. For this you will need to show your Health Insurance Card (https://en.wikipedia.org/wiki/European_Health_Insurance_Card). After this period, you have the opportunity to register to the Italian National Health System. You may, obviously, opt to have a private insurance.

In Italy, nonetheless, you are entitled to emergency treatment independently of the health insurance.

Housing:

To apply for a VISA, you will need to provide an address where you will be staying in Italy. The Università del Piemonte Orientale does not provide housing, unfortunately, and therefore it will be up to you to find an accommodation. We will help you, though.

All first-year students are at present renting apartments in town. Our advice, in the first instance, would be to contact the previous cohort of students to investigate whether their flats are available and they can pass them on to you. For this purpose, you will be put in contact with the current students by e-mail.

Alongside, there are three further options:

- (i) contact the housing service of the University (emma.altomare@uniupo.it; please cc the emotion.application@uniupo.it when you do this);
- (ii) search for housing on social media (see below for a Facebook page that was useful to the last intake);
- (iii) contact the Erasmus Student Network in Novara, that might help you find accommodation. Their website is <https://piemonteorientale.esn.it/>. You may email directly to piemonte_orientale@esn.it.

All non-European citizens should look into this issue as soon as possible, as having an address in Novara is a requirement to obtain a VISA.

Obviously, the entire cohort will be put in touch so that house sharing will be made easier.

For your information, the Department of Pharmaceutical Sciences of the University of Piemonte Orientale is located in Novara, and in particular in the area of Sant'Agabio. Lessons will be held in a building located in Largo Donegani, 2. This building is 10 minutes on foot from the train station, from the coach station (L.go Pastore) and from the city center. Novara is a particularly quiet and safe city, and the city center is obviously the best area to live.

Map: <https://goo.gl/maps/FZjq8qBVcYUXMeA47>

Contacts:

emma.altomare@uniupo.it (if you wish to find a place in a dorm)

piemonte_orientale@esn.it (if you wish to find an apartment)

1st intake students (you will be given their address by mail)

<https://www.facebook.com/groups/288659294667512/> (if you wish to find an accommodation by social media)
emotion.application@uniupo.it

Alignment of background knowledge:

EMOTION students come from different geographical, cultural and academic backgrounds and we believe this diversity is the strongest asset of the program. Yet, lectures in the first and second semester will give a lot of information for granted. We therefore wish to have an alignment of basic knowledge on the disciplines you will study. In April, therefore, we will send you a questionnaire/test that we will ask you to fill in. Do not use textbooks or online resources for this, as it is meant to test your knowledge at present to help you prepare for the Master. After having evaluated your performance, you might be sent a list of textbooks and/or book chapters to read and study (mainly in the fields of anatomy, physiology, microbiology, pathology, chemistry). Your activity will not be formally assessed and there will also

be a one-week alignment session in September. Yet, do your best to study and get ready for the Master as you might find that for some subjects some of your peers will be significantly ahead of you. The ability to have a similar background will be of great benefit to everybody as it will allow to increase the pace of lectures.

Student website:

Welcome to a great community. A community that has as one of its core pillars the fact that we are bound one another. The success of the Master will have important repercussions on the careers of the students, and the career of the students will have strong repercussions on the success of the Master.

As an EMJMD Program, the world looks at us and what we do. To give you an example, in just over 18 months the main website has reached over 70.000 visits. We have a student website running (www.emotion-master-studentproject.eu) that has recently been started to publish short public understanding of science articles which are part of course. Yet, we believe it can be much more than this, it can show the world who EMOTION students are, how they prepare for it, the life during an Erasmus experience and eventually what EMOTION Alumni are up to after graduation. This will also serve to create a community spirit and visibility, which will serve also for sponsors (for further fellowships) and employers.

As an internal rule, the website is run by 1st year students and it is up to them to structure it as they most feel useful. Next year, it will be therefore your responsibility as a team. Yet, it would be great if some or all of you were to contribute to it already during these months, with blogs, diaries, photos or other ideas you and 1st year students might have together. You will therefore be put in touch with the representatives of the 1st year to share ideas.

Also, the world of communication is nowadays very social media oriented. While we obviously do not want to impinge on your privacy, we welcome posts on the Master or photos or posts tagging the master. Hashtags for the EMOTION Master are #inemotion #getscienced #emotionmaster #erasmusmundus #uniupo #uninovara #univesritasmiguelhernandez #universitedenamur.

Links to Emotion social media:

Facebook: <https://www.facebook.com/Emotion-Master-266851830606930/>

Instagram: https://www.instagram.com/_emotionmaster_/?hl=it

LinkedIn: <https://www.linkedin.com/company/emotion-master/>

Twitter: <https://twitter.com/emotionmaster2>

Living expenses:

For an approximation of living expenses in Europe and in the three Universities, please refer to the FAQ on the EMOTION website.

Schedule of classes:

As you may have read on the student agreement, attendance to classes is mandatory. The final schedule of classes has not yet been finalized and will be available by the induction week.

The EMOTION Master will start with an induction week on September 14th. Students (especially from outside Europe) are encouraged to arrive in Novara a week in advance to start bureaucratic procedures. We suggest you arrive during the weekdays, as at the weekends many services are not available. Failure to perform these bureaucratic matters may result in a delay in scholarship transfer.

The end of classes for the Christmas break will be on December 18th. January is a month devoted to studying and to developing individual or group assignments. You may decide to remain in Novara or to go back home as no lesson will be given during this period. Easter break is instead much shorter (about a week). There are no lecturers or exams in the month of August. Schedules are created to allow for long-weekends to travel once in a while.

Exams are held in February, June and July.

FIRST YEAR AT UPO (ALL STUDENTS)

* Average of 6h / day

** If the student fails an exam, he/she will have the opportunity to sit an additional exam (resit)

First semester

Sep	Oct	Nov	Dec	Jan	Feb
Bureaucracy Induction week	Tutoring Teaching *	Teaching *	Teaching * Break	Break	1° semester exams **

Second semester

Marc	Apr	May	Jun	Jul	Aug
Teaching *	Teaching *	Teaching and labs *	2° semester exams ** and labs	2° semester exams ** Resits 1° and 2° semester	Break

Scholarship payment (for scholarship holders):

Scholarships are paid to you at the end of each month when you arrive in Novara, provided that you attend classes and take exams. The amount is described in the Admission Letter. To this aim, as soon as you arrive in Novara, you have to open a bank account (this a procedure we will help you with, that also requires other steps including getting an Italian mobile phone number). There will be no money transferred over ahead of time to you and you are expected to anticipate money for all bureaucratic issues as well as travel. In the first money transfer you will receive will include subsistence, travel and instalment costs. Money can only be transferred to an Italian bank account and therefore we will help you with these procedures once you arrive in Italy.