



EMOTION

AN ERASMUS MUNDUS MASTER

HANDBOOK FOR EMOTION STUDENTS

The present handbook is composed of five parts.

1. information that is required or deemed important immediately to students upon being admitted;
2. information that is required when you are in Novara and relating to your initial stay in Italy;
3. information about your stay in Novara
4. at your arrival at UPO
5. how to prepare documents to go to Belgium or Spain

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 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.

Due to the current pandemic, some of the instruction have been implemented and some of the procedures might have changed. Please check in advance with the offices and bear in mind that some procedures might take longer than expected.

PART I

BEFORE YOU LEAVE HOME:

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 sending the documents by post, but asking you to send them by e-mail (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 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.

- **Universitaly** (<https://www.universitaly.it/index.php/>)

Universitaly is the website created by the Italian Ministry of Education, University and Research (MIUR) in order to guide students in their educational and training career. It is directly connected with the university of your choice and it is used in order to pre-enrol and **request the visa**.

In order to access you need to register on top right first.

On the portal you will find a list of all degree courses and AFAM Diplomas (Academies of Arts and Theatre, Music Schools) with the following information:

Laurea Triennale (L) – Bachelor Degree (180 credits, 3 year)

Laurea Magistrale (LM) –Master Degree (120 credits, 2 years)

Single cycle degrees –they refer to 5-6 degrees which integrate Bachelor and Master degree programs.

Search for the European Master in Translational Cosmetic and Dermatological Sciences, Università del Piemonte Orientale (UPO), Vercelli, Italy.

After having finalized the pre-enrolment application and received the acceptance from UPO, download and print the summary of the "university pre-enrolment application"; please remember that the summary of the "university pre-enrolment application" that you have printed must be submitted to the offices of the Consulate/Embassy for the study visa application.

We enclose for you the step by step guide to register at Universitaly.

The above information is true as of today and we invite you to check information and procedures on the official website (<https://www.universitaly.it/index.php/>)

- **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 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 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.

- **Scholarship payment (for scholarship holders):**

Scholarships are paid to you at the end of each month when you arrive in Novara, if 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. The first money transfer that 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.

- **Italian bank account**

This is necessary in order to receive the payment of the fellowship.

For some countries, it is possible to open an online bank account before arriving in Italy and therefore without a residence permit. You can find more information at: <https://n26.com/en-it>. Please note that this is not possible for all countries. You can check availability here <https://docs.n26.com/cs/Support+Center/Verification/201804-supporteddocs-DE-EN.pdf>.

Not all banks open a bank account for foreigners without a residence permit. We suggest you to arrange an appointment with Intesa San Paolo. At that stage, you will need to have with you:

- Italian fiscal code
- Italian phone number with positive balance
- Bank application (available for Android and iOS): Intesa San Paolo Mobile

PART II

UPON ARRIVAL IN NOVARA:

After September 15th book an appointment with Segreteria studenti at allegati.dsf@uniupo.it with emotion@uniupo.it in cc. On the arranged date, you will need to bring with you the original documents for the enrolment. This will allow the University to verify them.

For extra-EU students: once you have your temporary residence permit (it is a receipt that the post office will give you) you will need to send a copy to allegati.dsf@uniupo.it with emotion@uniupo.it in cc.

Finally, when your residence permit will be ready you will submit its copy to allegati.dsf@uniupo.it with emotion@uniupo.it in cc.

EU citizens with fellowship:

1. The first thing you need to do is the activation of an **Italian phone number**. This is necessary in order to open an Italian bank account. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need, but if you want to have a jump start, the shops of all three main operators are in the city centre:

Vodafone Store: Corso Italia, 22G

Tim Store: Corso Italia, 22H

Wind Store: Corso Italia, 13

There is also the possibility to use Iliad, which is only online and where you will need a credit card at this website: <http://www.iliad.it/>

Unfortunately, the website is in Italian but you can try to use the translator or ask for help to your facilitator.

2. EU citizens can maintain their European bank account. In order to receive the scholarship, you should send an email to emotion@uniupo.it indicating the Italian fiscal code, the name of the bank together with the IBAN of the account and the SWIFT code.
3. EU citizens wishing to stay in Italy for a period exceeding three months should **register with the local Municipal Office (Anagrafe)**. If you register, you become an EU citizen residing abroad, giving you some privileges in Italy (for example registering in the National Health System and voting rights for EU elections). In parallel, you lose temporarily the same privileges in your home country. If you decide to follow this procedure, it is also likely that you will need to register to your Embassy/Consulate to tell them you are residing abroad. Registering is mandatory if you stay in Italy for over 3 months continuously. Note that this can also be interpreted that if you will go back to your country once in a while (for example during Easter and Christmas holidays) you are not obliged to register. It will therefore up to you.

You must give evidence of having enough financial means (the fellowship if you are a scholarship holder) as well as being covered by a health insurance for the duration of your stay in Italy (AON insurance together with the certificate of conformity in the case of scholarship holders).

In the Municipal Office (*Ufficio Anagrafe, Comune, via Fratelli Rosselli, 1*) you must provide:

- a proof of identity
- a declaration from the university attesting that you are enrolled and that you receive the fellowship (with the amount and the number of your bank account)

- the AON health insurance and the certification of conformity or another insurance
- a filled-out form for the request (provided by Anagrafe office)
- payment of stamp duty and other duties

Once the registration is concluded, it is possible to obtain the certification of registration with the local Anagrafe. You have to make sure that your name is clearly written on the bell outside your house and even on the mailbox, because after going to the Comune, the police will come out to check if you really live where you have declared. Please note that it will then be up to you to communicate to your Embassy/Consulate that you are now living in Italy.

EU citizens without fellowship:

EU citizens wishing to stay in Italy for a period exceeding three months should **register with the local Municipal Office (Anagrafe)**. If you register, you become a EU citizen residing abroad, giving you some privileges in Italy (for example registering in the National Health System and voting rights for EU elections). In parallel, you lose temporarily the same privileges in your home country. If you decide to follow this procedure, it is also likely that you will need to register to your Embassy/Consulate to tell them you are residing abroad. Registering is mandatory if you stay in Italy for over 3 months continuously. Note that this can also be interpreted that if you will go back to your country once in a while (for example during Easter and Christmas holidays) you are not obliged to register. It will be up to you, therefore.

You must give evidence of having enough financial means as well as being covered by a health insurance for the duration of your stay in Italy. Regarding this last point you have three possibilities:

- a) You have a private sanitary insurance. It has to cover you from everything and must be valid at least for one year. Moreover, a certification of conformity must be provided by the insurance company.
- b) You have a S1 form (previously named E106). You should ask for it in your Country before coming to Italy.
- c) You enrol in the Italian Health System paying a fee (approx 150€). In order to do it, you have to go to *Azienda Sanitaria Locale (ASL) in Viale Roma, 7*, bringing your Italian tax code, your identity card and a form signed by you attesting that you live in Novara with your current address. The enrolment is valid till the end of each year. If you don't have any particular health issue, we suggest you wait for the month of January, to avoid paying twice in an academic year.

In the Municipal Office (*Ufficio Anagrafe, Comune, via Fratelli Rosselli, 1*) you must provide:

- a proof of identity
- a declaration from the university attesting that you are enrolled
- a self-declaration signed by you in which you declare that you have enough financial means to leave in Italy for one year (at least 5.954 euros per year). You have to specify the origin of your finances and any other element useful to demonstrate it (e.g. credit card number, bank account)
- the health insurance and the certification of conformity or the certification of enrolment to the Italian Health System, the modello 106, or the certification of enrolment in the Italian Health System
- a filled-out form for the request (provided by Anagrafe office)
- payment of stamp duty and other duties

Once the registration is concluded, it is possible to obtain the certification of registration with the local Anagrafe. You have to make sure that your name is clearly written on the bell outside your house and even on the mailbox, because after going to the Comune, the police will come out to check if you really live where you have declared. Please note that it will then be up to you to communicate to your Embassy/Consulate that you are now living in Italy.

Non-EU citizens with fellowship:

At this stage, you should already have an **Italian fiscal code**. This is necessary for the next steps. If you do not have one, let us know and we will help you.

1. The first thing you need to do is the activation of an **Italian phone number**. This is necessary in order to open an Italian bank account. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best

company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). An Italian phone number will also allow you not to use roaming for internet, as this may be very expensive for non-European providers. For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need. Our suggestions are:

- *Vodafone Store: Corso Italia, 22G*
- *Tim Store: Corso Italia, 22H*
- *Wind Store: Corso Italia, 13*

There is also the possibility to use Iliad, which is only online and where you will need a credit card at this website: <http://www.iliad.it/>. Iliad Stores and Corners can be found nearby Airports and in the main Shopping Malls (<https://puntivendita.iliad.it/map/>).

Unfortunately, the website is in Italian but you can try to use the translator or ask for help to your facilitator.

2. Italian bank account. This is necessary in order to receive the payment of the fellowship.

For some Countries, it is possible to open an online bank account before arriving in Italy and therefore without a residence permit. You can find more information at: <https://n26.com/en-it>. Please note that this is not possible for all countries. You can check your status here: <https://docs.n26.com/cs/Support+Center/Verification/201804-supporteddocs-DE-EN.pdf> . Another Bank institution that is available to international students is Monese <https://monese.com/it/en/countries-and-languages>

Not all banks open a bank account for foreigners without a residence permit. We suggest you to arrange an appointment with Intesa San Paolo. At that stage, you will need to have with you:

- Italian fiscal code
- Italian phone number with positive balance
- Bank application (available for Android and iOS): Intesa San Paolo Mobile

3. Within eight days of arrival, you must apply for a **stay permit for study purposes** and in order to do so, you need Italian fiscal code, Italian mobile number and an address in Novara.

Step 1: Well.com Office

In order to request the residency permit for study reasons you need to provide the Well.com office (email them at alice.colombo@uniupo.it) with the following documents:

- photocopy of your valid passport
- photocopy of the visa
- photocopy of your Fiscal Code
- photocopy of certificate, issued by the University, attesting that you are here for study and the duration of your stay
- photocopy of the document certifying that you have enough financial means. You can submit an attestation of the University that certifies that you have been granted a scholarship for the whole study period
- photocopy of the health insurance valid for the entire period of validity of the stay permit (AON insurance provided by the Emotion program)
- photocopy of your house contract or the host declaration

Well.com office will then release you an envelope with all your documents that you need to send at the post office within 8 days from your arrival.

Step 2: At the Post Office

At the Post Office you will pay:

- 70.46 Euros for stay permits lasting from three months up to one year
- 30 Euros for sending the application
- Marca da bollo 16 euro (you can buy it at a Tobacco Shop)

At the Post Office you will get a small receipt and a letter with the date of your appointment at the Questura (usually a couple of weeks after). These two documents are super important because they are your temporary permit of stay. You need to keep them always with you. We suggest you do a copy of it that you will always bring with you. If you lose the original, you must pay 50 € in order to have another one.

Step 3: At the Questura

The Questura is in *Largo Palatucci, Novara*. You must go to Ufficio Immigrazione. The Questura will issue the stay permit.

On the date of the appointment you must take with you:

- your passport
- 4 identical passport size photographs
- original document of the health insurance policy, valid throughout Italy and for the entire period of validity of the stay permit (AON insurance)
- Italian fiscal code
- certificate of enrolment (“promemoria di immatricolazione”), issued by the Università del Piemonte Orientale, attesting that you are here for study and the duration of your stay
- admission letter provided by the Master that states the amount of the scholarship
- receipt issued by the Post Office
- original host declaration (an official form is collected at Well.com Office) or the house contract with the registration form at the revenue agency

After around one month you will receive a text message on your phone with the date of the appointment to get the residence permit. Once you have got your residence permit you need to send a copy to: **allegati.dsf@unipo.it**.

Non-EU citizens without fellowship:

At this stage, you should already have an **Italian fiscal code**. This is necessary for the next steps. If you do not have one, let us know and we will help you.

1. The first thing you need to do is the activation of an **Italian phone number**. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). An Italian phone number will also allow you not to use roaming for internet, as this may be very expensive for non-European providers. For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need help. Our suggestions are:

- *Vodafone Store: Corso Italia, 22G*
- *Tim Store: Corso Italia, 22H*
- *Wind Store: Corso Italia, 13*

2. There is also the possibility to use Iliad, which is only online and where you will need a credit card at this website: <http://www.iliad.it/>. Iliad Stores and Corners can be found nearby Airports and in the main Shopping Malls (<https://puntivendita.iliad.it/map/>). Unfortunately, the website is in Italian but you can try to use the translator or ask for help to your facilitator.
3. Within eight days of arrival, you must apply for a **stay permit for study purposes** and in order to do so, you need Italian fiscal code, Italian mobile number and an address in Novara.

Step 1: Well.com Office

In order to request the residency permit for study reasons you need to provide the Well.com office (email them at alice.colombo@uniupo.it) with the following documents:

- photocopy of your valid passport
- photocopy of the visa
- photocopy of your Fiscal Code
- photocopy of certificate, issued by the University, attesting that you are here for study and the duration of your stay
- photocopy of the document certifying that you have enough financial means. You can submit an attestation of the University that certifies that you have been granted a scholarship for the whole study period
- photocopy of the health insurance valid for the entire period of validity of the stay permit
- photocopy of your house contract or the host declaration

Well.com office will then release you an envelope with all your documents that you need to send at the post office within 8 days from your arrival.

Step 2: At the Post Office

At the Post Office you will pay:

- 70.46 Euros for stay permits lasting from three months up to one year
- 30 Euros for sending the application
- Marca da bollo 16 euro (you can buy it at a Tobacco Shop)

At the Post Office you will get a small receipt and a letter with the date of your appointment at the Questura (usually a couple of weeks after). These two documents are super important because they are your temporary permit of stay. You need to keep them always with you. We suggest you do a copy of it that you will always bring with you. If you lose the original, you must pay 50 € in order to have another one.

Step 3: At the Questura

The Questura is in *Largo Palatucci, Novara*. You must go to Ufficio Immigrazione. The Questura will issue the stay permit.

On the date of the appointment you must take with you:

- your passport
- 4 identical passport size photographs
- a document certifying that you have enough financial means to leave in Italy for one year (at least 5.954 euros per year). You must specify the origin of your finances and any other element useful to demonstrate it (bank account, even abroad)
- original document of the private health insurance policy, valid throughout Italy and for the entire period of validity of the stay permit

- Italian fiscal code
- certificate of enrolment (“promemoria di immatricolazione”), issued by the Università del Piemonte Orientale, attesting that you are here for study and the duration of your stay
- receipt issued by the Post Office
- original host declaration (an official form is collected at Well.com Office) or the house contract with the registration form at the revenue agency

After around one month you will receive a text message on your phone with the date of the appointment to get the residence permit.

Healthcare:

One important aspect when you arrive is taking care of the health insurance. In the unfortunate event you need a doctor, failing to have been prepared can significantly delay your visit.

In case of need, nonetheless, do bear in mind that Italy admits everybody for free and treats any patient going to the Emergency Department (*Pronto Soccorso*, which is located near the city centre, in Baluardo Massimo D'Azeglio), even if they are not registered.

Italy has a Beveridge universal coverage for health, which means that out of taxation the National Health System (*Sistema Sanitario Nazionale*; SSN) cares for all Italians, as well as everyone who comes from the EU or is registered to the SSN, as detailed below.

If you are **from the European Union** you can ask in your home country before departure to your local competent health authority the European health insurance card (https://en.wikipedia.org/wiki/European_Health_Insurance_Card), the so called **TEAM card**. This certificate allows first-aid and medi-care necessary for the period of stay in our territory. This means that you can go to every GP, provided that you bring with yourself the following documents:

- European health insurance card – TEAM card (and photocopy)
- Fiscal code (and photocopy)
- Proof of identity (and photocopy)

While the above is true on paper, it is also true that it is a real nuisance for GPs, as they would need to ask for a reimbursement from your home country, many of them might not even know of this rule and the GP will know nothing about your personal medical history. A better alternative is registering to the SSN and having a GP assigned to you. To do so, you should register in the *Anagrafe* (see Part II) and register at the *Azienda Sanitaria Locale (ASL) in Viale Roma, 7* (see Part II). As mentioned previously, this leads to you being disenrolled provisionally from the national health system of your country.

Each GP clinic has different opening hours (<http://www.asl13.novara.it/intranet/Territorio/Assistenza/index.htm>), but nonetheless it is very convenient to go to their clinic if you have a problem. A GP will visit you, diagnose the disorder or refer you to specialized care. He will also prescribe medicines, and all essential medicines will be covered by the SSN.

If you are not an EU citizen, you may also register to the SSN. The contribution for voluntary registration is valid for a calendar year from January 1 to December 31, it cannot be split and has no retroactive effect. The amount is calculated on total income earned in the previous year in Italy and / or abroad. For students with no income other than grants or subsidies received by Italian public institutions contribution totals to flat rate of **€ 149,77**. You need to go to: Sportello Unificato [CUP/Medicina di Base], Ufficio scelta del medico, in viale Roma, 7 from Monday to Friday, 8.10 am - 3.00 pm and you will need the following documents:

- Residence permit for study (if you don't have it, the receipt released by the Post Office can also work)
- Fiscal code

- Proof of identity
- Certificate of Registration at the University
- Certificate issued by the competent foreign authorities (Embassy or Consulate) proving the incomes earned during the year preceding enrolment or self-certification
- Self-declaration of current residence
- Proof of payment

If you need any help with this, you can refer to the Centro Informazione Sanitaria Immigrati. The office is in Viale Roma 7, Novara. Here you can meet a facilitator that will help you go through the process. They speak french, english and arabic. For more information please visit <https://www.maggioreosp.novara.it/attivita-assistenziale/servizi-per-i-pazienti-e-i-loro-familiari/assistenza-sanitaria-ai-cittadini-stranieri/> and http://www.asl.novara.it/intranet/Territorio/Assistenza1/ISI/dwd/Sedi_orari_ISI.pdf

Please consider that information about office opening times may change.

All scholarship holders also have private insurance from AON (info@aonstudentinsurance.com), and **self-funded students** may also have chosen to have one. Private insurance allows you to have faster access to specialized care, but also has the disadvantage of not having a GP guiding you. The easiest way to find a specialist is to refer to a large clinic, of which there are a few in Novara. Students previously have mainly referred to the following the Fleming clinic, which is near the train station (<https://www.fleming-research.com/piemonte/it/poliambulatori>). There are nonetheless others.

Enrollment:

A pre-enrolment will be done at Università del Piemonte Orientale in Largo Donegani, 2 once we have received the form and the documents specified in the Admission Letter.

For the final enrolment, you should take all the original documents sent by e-mail and the residence permit receipt issued by the Post Office (for extra-EU students) to the University Offices.

An enrolment number and an email account are automatically given to you. The email address must be validated online before you can use it. Email accounts remain valid for the duration of your studies.

UPO Student Card

Once the registration procedure has been finalised with payment of the first instalment, the Student Services Office will check that it is correct and includes all the necessary information and attachments before confirming the Student ID number already allocated provisionally.

Upo releases two cards to the students:

University Smart Card

The University Smart Card is a document that identifies you as a student of the Università degli Studi del Piemonte Orientale.

The card is produced in partnership with the Banca Popolare di Sondrio. In addition to serving as an ID document within the university, it also functions as a bank card with which you can receive any grant sums, payments for part-time work, Erasmus funds and fee/tax reimbursements.

Once activated, the card can also be used for making payments, to the university and other entities.

To activate the card as a means of payment, follow this procedure:

1. visit the [Carta Ateneo+](#) website and follow the instructions
2. confirm your activation of the card via this link: [Upo Smart Card Universitaria](#)

Further information on activation and use of the card can be obtained from the Bank and the website www.ateneopiu.it

Canteen card

The card for use of the canteen service is issued and managed by E.Di.S.U ([Regional Authority for the Right to Higher Education](#)). To book the service, fill in the online form at: https://sia.uniupo.it/riservato/studenti/buoni_pasto.php.

For further information, refer to the webpage [Catering](#) facilities or contact [EDISU](#)

more information available at:

<https://www.uniupo.it/en/studentinfo/documents-and-declarations/university-smart-card-student-record-book>

With the canteen card provided to students by the regional student services meals will be paid at a significantly subsidized rate (approximately 3 euros for a full meal).

In order to activate it, you need to go to the EDISU office located in *Via Passalacqua 11* (check office hours once here) with a document of identity and the Smartcard. The facilitator will help in this.

You can charge the card with money at the Tabaccheria, Corso Trieste, 34 near the university, or at the copy shop in via Perrone 8/A. You can also charge it at the Mensa universitaria Perrone. The maximum charge is 30 Euro.

The University has in Novara a central canteen that is located in the city centre:

Mensa universitaria Perrone
Via Perrone 22
Monday-Friday: 12-2.30 pm/7.00-8.30 pm

and another canteen that is located in the Department of Pharmaceutical Sciences where the courses will be held:

Mensa Fondazione Novara e Sviluppo:
Via Bovio 6

In front of the University there is a bar where you can use the canteen card, named Green House.

For other bars and restaurants where you can use the card, see:

<https://www.edisu.piemonte.it/it/servizi/ristorazione/servizio-alternativo-alle-mense/servizio-alternativo-novara>

Contacts:

Alice Colombo (Well.com Office): alice.colombo@uniupo.it (for residence permit issues and general issues that may occur you during your stay, not related to your studies)

Chiara Gabellieri: chiara.gabellieri@uniupo.it (for enrolment issues and certificates from University)

Facilitator (for practical matters such as bank account, phone number, etc.)

Help with bureaucratic matters

The Emotion Master and the University provide an office that will help you deal with visas and other issues in your own country. Furthermore, the Emotion Master employs a **facilitator** that will liaise with the welcome office of the university on your arrival to chaperone you on all administrative procedures you need to undertake (e.g. residency permit, bank account). You will be given the phone number of the facilitator with whom you can communicate via WhatsApp. Please note that free Wi-Fi is not always available in Italy.

PART III

ARRIVING IN NOVARA:

As mentioned in the previous pages, it is best to arrive in Novara during a weekday. Most shops are closed on Sundays and some services do not operate on the weekends.

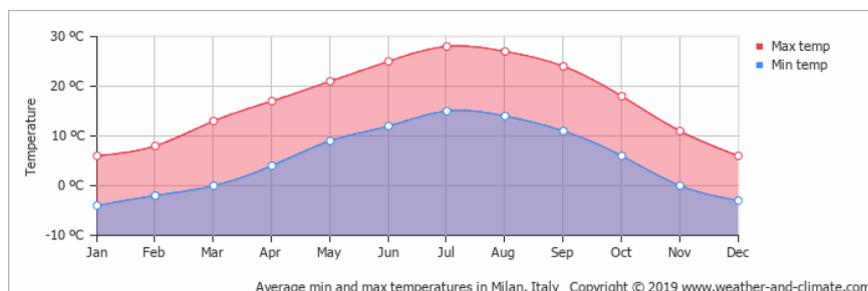
REMEMBER TO BRING WITH YOU:

Packing your bag

- All the original documents mentioned in the first section of the handbook;
- Your health insurance or the European health insurance card (https://en.wikipedia.org/wiki/European_Health_Insurance_Card);
- The Master does not provide laptop computers. You may therefore wish to bring one with you;
- Special prescription medicines. If you require specialized prescription medicines, it is advisable that you take some with you to bridge the period in which you will be able to have them prescribed in Italy;
- For scholarship holders: it is advisable to take with you some money (at least 1.000 euros) to live and face the first expenses (e.g. house deposit) until you receive the fellowship. While we will do our best to transfer the fellowship money to you, it is unlikely that you will receive it before the end of October, as you will be required to open a bank account first (see below);
- Lab-coat (but you can buy it in Novara, if you prefer (e. g in Viale Dante Alighieri, 2L, 28100 Novara NO).

Weather information to allow you to plan clothing to take with you

- In Novara the weather is relatively cold in the winter and relatively warm in the summer. You might expect some snow in the months between December and February.



- Novara is very close to the lakes (closest lakes are Lake Maggiore and Lake Orta, but Lake Como is also close), to the mountains (where there is also a possibility to ski; both in Piedmont and Lombardy) and to the seaside (mainly in the Liguria Region). There are therefore several opportunities nearby to spend weekends for which special clothing might be necessary. Large historic cities close-by are (from closest to farthest): Milan, Turin and Genoa. A number of small, historic towns are also nearby.

The Tourist information office of Novara has a website: <https://www.turismonovara.it/en/home>

By plane

The closest airports to Novara are (from closest to farthest): Milano Malpensa (45'), Milano Linate (1h 30 mins.), Bergamo Orio al Serio (2 h), Torino Caselle (2 h).

There is a direct bus from Milano Malpensa to Novara. From other airports, the best way to reach Novara is to take a shuttle bus or a train from the airport to Milano Centrale Railway Station or to the Torino Porta Susa Station and to continue by train (see below).

From **Milano Malpensa** to **Novara**: bus (ticket can be purchased on bus at approximately 10 €)

- <https://www.stnnet.it/malpensa/>

From **Milano Malpensa** to **Milano Centrale**: train or shuttle bus.

- Shuttle buses (50 mins.): <http://www.malpensaexpress.it/en/>; <http://www.malpensashuttle.it/e-index2.php>; <http://www.terravision.eu/>
- Train (35 mins.) <http://www.trenord.it/IT/servizi/direttrici/D029/malpensa---milano-centrale.aspx>; <http://www.orariotrenimalpensa.it/>

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Milano Linate** to **Milano Centrale**: shuttle.

- <http://www.atm.it/it/AltriServizi/Trasporto/Pagine/airbus.aspx>; <https://orariautobus.it/autobus-milano-linate.html>;

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Bergamo Orio al Serio** to **Milano Centrale**: shuttle bus

- http://www.orioshuttle.com/_eng/;
- http://www.terravision.eu/italiano/airport_transfer/bus-aeroporto-di-bergamo-milano/
- <http://www.autostradale.it/en/airports/2/3/>

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Torino Caselle** to **Torino Porta Susa**: bus

- <http://www.sadem.it/en/home.aspx>

From Torino Porta Susa take a train to Novara (direction Milano). Please, check the Italian Railways website: <http://www.trenitalia.com/>

NB: Be careful with Flixbus because its stops are often next to the highway and there are no connections from there to the city center.

By train

Novara is on the Turin-Milan train line. Trains run, according to the Milan station you choose, either once an hour or twice an hour. If you buy a paper ticket, you must validate your ticket before boarding the train. If you buy an online ticket, this is not necessary. Please, check the Italian Railways website: <http://www.trenitalia.com/>. We have different train companies now in Italy. Regional and interregional trains have a fixed price, while fast trains have offers if you buy them long in advance.

Taxi

If you need a taxi (from the airport or the train station to go to your accommodation, for example) the phone number to contact is:

RadioTaxi Novara
+39 0321 691999

<http://www.radiotaxinovara.it/>

Not all taxis in Novara will accept a credit card.

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:

- contact the housing service of the University (emma.altomare@uniupo.it; please cc the emotion.application@uniupo.it when you do this);
- search for housing on social media (see below for a Facebook page that was useful to the last intake);
- 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 centre. Novara is a particularly quiet and safe city, and the city centre 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

Documents, photos and copies

As you will read, you will need to produce photocopies of your documents. In case of need, you can go to the photocopy shop Sorrentino Grafica & Comunicazione, Via Perrone, 8 / A (once you get the student Smart card you have discounts) but many tobacco stores also have the service. You also need to produce passport size photos: all over Novara you can find photo booths where you can take photos at the price of around 5 Euro (e.g. there is one in Via Ettore Perrone, 16, 28100 Novara, but be aware that the machine doesn't give you change).

PART IV

ONCE YOU ARE AT UPO

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 that 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

Institutional email address guidelines

A number of activities in the University will require you to use your University email address. To activate it:

1. Open the link: <https://account.uniupo.it/>
2. In "Struttura" select "Studenti"
3. In "Utente" write your registration number
4. In "Password attuale" insert the password you chose during the enrollment process in ESSE3 (<https://www.studenti.uniupo.it/Home.do>). This year, due to the pandemic, the password is provided to you by the EMOTION staff
5. In "Nuova password" insert a new password and confirm it again in "Conferma password":
 - a. If a green notification reporting "la password è stata modificata con successo" appears, you can proceed in the following way: (i.) open <https://www.gmail.com/>; (ii.) Insert as username "registrationnumber@studenti.uniupo.it" and as password the "new password" you've just put in <https://account.uniupo.it/>; (iii.) Follow the procedure to create the account.
 - b. If the error "Le credenziali specificate non sono valide" occurs, there might be two reasons: (i.) Your application needs to be approved, so you can't open the gmail account yet; (ii.) Verify if you have entered the correct password in "password attuale".

Internet connection (eduroam)

You can link to the University wi-fi via a service called Eduroam. Eduroam is an international roaming service for users in research, higher education and further education whose development was financed by the European Union. It

provides researchers, lecturers, and students easy and secure network access in their institution as well as when visiting an institution other than their own (i.e. you can use it in any University in Europe).

To use it In Novara:

Open the link: cat.eduroam.org;

Select "scarica il tuo programma di installazione eduroam";

Search for and select "Università degli Studi del Piemonte Orientale";

Select your operating system and download the corresponding installer. In case of iphone and ipad, select "Apple IOS dispositivi mobili";

Download, follow the instructions and insert your credentials (the same for your mail account, registrationnumber@studenti.uniupo.it).

DIR

DIR stands for "Didattica in Rete", that means "Teaching online" and is the open source web platform for e-learning used by our University to allow lecturers to share material, as well as to provide information. EMOTION uses DIR heavily and therefore you should get rapidly acquainted with the system, which is rather user friendly. To access DIR the link is: <https://www.dir.uniupo.it/my/> and insert your credentials (the same username and password for your email address).

Scifinder

Scifinder is the most comprehensive online database for chemists and will be used in all your chemistry courses, one way or another. To register use this link:

<https://scifinder.cas.org/registration/index.html?corpKey=3E5626C8X86F3503FX5E34D90B6113575F6A> and follow the instructions on the Scifinder website using your institutional email " registrationnumber@studenti.uniupo.it".

Scifinder will send you an email confirming that your registration has been successful.

Pulse Secure

Pulse secure is the application used to establish a secure connection to the academic internal network using your own internet connection, in a similar manner to VPN. It will be convenient, for example, to access scientific journals to which the University subscribes and to which you would not have access otherwise. To access it:

Open your browser and type <https://ssl.unipmn.it/masterfarm>

Insert your institutional email " registrationnumber@studenti.uniupo.it " and password and select your version of "Pulse Secure"

Install: "Pulse Secure".

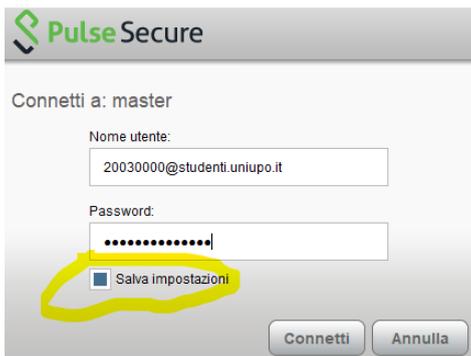
Reboot your personal computer, then launch "Pulse Secure".

You can open it by double clicking the "S" icon in the taskbar.

Click the "plus" button to create (and save) a new connection, then put in "Nome" a name for your connection (e.g.: "master"). Type in URL server ssl.unipmn.it/masterfarm and then "Connect" ("Connetti")



Then type your credentials as shown below and click Connect ("Connetti"); Select "Salva impostazioni" ("Save Settings" highlighted in yellow). In this way, you won't have to re-enter your credentials every time.



You can disconnect through the same icon.

The message below may appear for the first connection only: please click "Connetti" ("Connect") to allow Pulse Secure



Now you can connect and disconnect directly using the task bar: using the right mouse button, click on the Pulse Secure icon, select the name of your VPN, then connect or disconnect.

To check if everything is ok, browse to mioip.net ; the ip address must be 193.206.49.10x.

Turnitin

Turnitin is the web application the university uses to identify unoriginal content and to detect potential plagiarism. It is mandatory to make a Turnitin check for the essays you will prepare for your exams (always send to the lecturer the Turnitin report together with your essay) and for the articles you will prepare for your website.

INSTRUCTIONS

1. The address is: <https://www.turnitin.com/>
2. Create an account as a student.
3. Fill in the required information:

class ID: 23232954
class enrolment key: emotion
first name: ...
last name: ...
e-mail address: ...
password:

4. Click on the class named emotion 2019-2020 and on the title "test".
5. Copy and paste the text you would like to check.
6. You will receive a confirmation by e-mail.
7. You will be able to download the corresponding report of similarity on the website: <https://www.turnitin.com/>
8. When you have the final form of your assay with a reasonable degree of similarity, we suggest you to "download the file in its current form" and give this report to the lecturer together with the assay.

P.S. You can submit three files a day, after which you will have to wait 24 hours before submitting again.

Contacts:

*Thomas Salerno: thomas.salerno@uniupo.it
Andrea Miranda: andrea.miranda@uniupo.it*

S3 Platform

This is the platform used for the registration to the exams of the different courses and for the recording of the marks.

You can register starting from two weeks before the date of the exam, and until three days before the date of the exam.

INSTRUCTIONS

The link is the following:

<https://www.studenti.uniupo.it/Home.do>

Nome utente is your registration number

Consigliera di fiducia

The so called “consigliera di fiducia” is a person who gives assistance to every member of the University who believes is a mobbing victim or a victim of sexual harassment in the academic world.

In UPO this person is represented by the lawyer **Francesca Guidotti**. She contributes solving these cases and reports to the Administration all the uncomfortable situations that could compromise mental and physical well-being. She works independently ensuring complete privacy.

She is available for students, teaching staff, technical-administrative staff and for everyone who needs a meeting with her.

You can find her at San Giuseppe in Vercelli, in Piazza Sant’Eusebio n. 5. The days when she is present and how to contact her are at the following webpage: <https://www.uniupo.it/il-multicampus/come-siamo-strutturati/organi-sussidiari/cug/consigliera-di-fiducia>

Although Vercelli is very close by train (15 minutes), she is also available to meet anyone that requires her guidance in Novara in Via Gnifetti 8.

Psychological support.

The University provides Psychological support in English. It is sufficient to send an email to: counseling@uniupo.it

SERVICES

Transport:

Novara is served by a bus service provided by SUN. All the information, such as lines, stops and arrival/departure timetables are available at the following website: <https://www.sun.novara.it/>

All the buses departure from the train station (P.za Garibaldi) and **line 4**, going either to Galliate and Romentino, is the only one which brings you to the Department of Pharmaceutical Sciences.

You can also download the application “Moovit” available for Android and iOS which suggests you the most convenient route to reach your destinations, including buses, taxi and walking path.

Italian as a foreign language:

The University and the Emotion Master provide both crash and basic courses in Italian as a foreign language for students. At the end of the academic year, there will be the possibility for students to acquire a certification (e.g. A1, A2, B1), paying a small fee (<https://clupo.uniupo.it/servizi/certificazioni/cils/cils-iscrizioni>).

If you wish to study Italian before your arrival to Italy, you can find online lessons of Italian on the UPO website: youtube.com/CLUPO

Furthermore, UPO offers to international students “Rosetta Stone Advantage for Higher Education”: an e-Learning solution to learn Italian for all proficiency levels. International students must register on the website mav.uniupo.it/rosettastone (see instructions) ID and password will be sent to email address.

For further information write to rosettastone@uniupo.it

Language centre:

The University has a language centre that offers a number of services. Information can be found at the following webpage: clupo.uniupo.it (in Italian only).

Erasmus and foreign students office:

If you are going to engage yourself in a nurturing and exciting experience at our University, your reference point will be the Erasmus and Foreign Students Office. It deals with incoming students mobility for studies and placement, and offers a qualified support to EU and non-EU students.

The Office coordinates the administrative and organizational aspects of the various activities by interfacing with the representatives of both the internal structures and partner Universities abroad. It gives the necessary help to fulfil the formal requirements to stay in Italy.

Erasmus and Foreign Students Office – via Duomo 6 – 13100 Vercelli (Italy) – Ph: 0039 0161 261523 – Fax: 0039 0161 219421 – erasmus@uniupo.it

Sports:

The University has a sporting society (CUSPO) that coordinates a number of activities. Teams for a number of sports also exist, that you may join. CUSPO organize a take part in competitions on local, national and international level; is possible take part in sport individually or as a team. Partnerships with locals offer discounts for students. Furthermore, the University runs a gym in the centre of town to which you can subscribe at a significantly subsidized price. Information (in Italian) can be found at www.cuspo.it.

“Fitness Campus” in Novara inside campus Perrone is the CUSPO’s gym. For more information: <http://fitnesscampus.it/>

Music:

In the University there is the Orchestra and the Choir in which students can take part. The activity encompasses the entire music scene. They promote concerts by walking various stages. For more information, see the www.lamusicachetipiace.it website.

Theatre:

If you like theatre you can take part in the project “Tillit. Theatre in Language, Language in Theatre”. It is an educational activity proposed by the degree course in modern foreign languages. At the end of each year, four groups from our University, followed by driving instructors and a professional theatre, stage a play in the different languages in such a way that the students can learn and improve foreign languages. If you want to know more, see the www.lett.unipmn.it/tillit/ web page.

Radio 6023:

If you are passionate about radio, you can join the Radio 6023 association, the webradio of students at the University of Eastern Piedmont, which every year involves more and more people. The key words of this team are: entertainment, communication and lots of music. If want to know more about visit the www.6023.it website.

Erasmus Students Network:

Novara, Vercelli and Alessandria host a very active Erasmus Student Network (ESN) that provides a number of services and gathers the international student community in a number of events, including trips around Italy.

Specifically, at the beginning of each Academic Year, the Association organizes reception days dedicated to students on the move at the University, including Erasmus, full degree and students of double degrees; this first meeting opportunity allows the cities and local actors to welcome foreign students through activities in synergy with our Association and to adequately show students the territory of Eastern Piedmont, taking them to visit the various departments and cities, showing them roads, museums and the culture of the territory, admiring the landscapes of the different resorts.

These activities give the go-ahead to the creation of an increasingly ingrained international group that periodically meets for the Linguistic Tandems, where students both foreign and local have the ability to forge their relationships and share experiences, in fact a group of buddies from the first days supports students on the move helping them in the search for a home, showing them the secrets of the city and the University and favouring the bureaucracy and integration necessary at this first time, giving birth to a family where cultural exchange is mutual every day.

BuddySystem assigns you a student who can help you with accommodation, bureaucracy and orientation. It’s the perfect way to start making new friends!

Sign up with your profile and subscribe for the BuddySystem project here: <https://papaya.iter-idea.com/>

Travel guide: https://drive.google.com/file/d/1_eQObsOEXGojO9wWHG6d4g59xYg03C7B/view

Website: <https://piemonteorientale.esn.it/> FB: <https://www.facebook.com/ESNPiemonteOrientale/> IG: https://www.instagram.com/esn_piemonteorientale/

Contact:

piemonte_orientale@esn.it

ACADEMIC ISSUES

Calendar

The following days are public holidays in Italy:

Date	English Name	Local Name	Remarks
1 January	New Year's Day	<i>Capodanno</i>	
6 January	Epiphany	<i>Epifania</i>	
22 January	San Gaudenzio	<i>San Gaudenzio</i>	Only in Novara
A Sunday in spring	Easter	<i>Pasqua</i>	
Monday after Easter	Easter Monday	<i>Lunedì dell'Angelo, Lunedì in Albis</i> or more commonly <i>Pasquetta</i>	
25 April	Liberation Day	<i>Festa della Liberazione</i>	Liberation of Italy from Nazi Germany, 1945
1 May	International Workers' Day	<i>Festa del Lavoro</i> (or <i>Festa dei Lavoratori</i>)	
2 June	Republic Day	<i>Festa della Repubblica</i>	Birth of the Italian Republic , 1946
15 August	Ferragosto/Assumption Day	<i>Ferragosto</i> or <i>Assunzione</i>	
1 November	All Saints' Day	<i>Tutti i santi</i> (or <i>Ognissanti</i>)	
8 December	Immaculate Conception	<i>Immacolata Concezione</i> (or just <i>Immacolata</i>)	
25 December	Christmas Day	<i>Natale</i>	
26 December	Saint Stephen's Day	<i>Santo Stefano</i>	

Laboratory safety courses:

All students who are exposed to chemical and or biological risk related with activities effected at the University of Eastern Piedmont, must carry out adequate training path. Two courses have to be followed:

The first one, available on the DIR platform of the University, is the **“Training course for safety and health in the work place_general safety training”** (Course A).

This course allows you to know the organization of corporate security, the concepts of risk, damage, prevention and the related behavior to be taken in order to protect our and our colleagues' safety and health.

The certificate, complete with all the data required by the Law (including the organizer of the course, reference legislation, personal data), represents a permanent formative credit.

The course provides general information that is necessary to understand the organizational structure of the system of protection, safety and health at work set up at the University.

The second one is the **“Training course for safety in chemical and biological laboratories”** (Course B).

The on-line training course Training course for safety in chemical and biological laboratories for people exposed to chemical and or biological risk due to University of Eastern Piedmont

The course is to be carried out as a legal obligation and is essential to operate safely, being aware of the various rules governing these activities.

The course aims to provide useful information for a correct and safe approach to University laboratory activities, in which dangerous substances or biological agents are used.

Details on how to access the courses will provided to Emotion students in due course.

Contact:

Valerio Marinucci

Health & Safety Manager

prevsic@uniupo.it

PART V

SECOND YEAR

During your second year, you will travel to either Spain or Belgium. Although most documents will be the same and you will not need to send them again, every partner University may need additional documents or information. We will do our best to provide you with this information ahead of your trip. However, it might happen that some information will be available only once you arrive in the other country.

Please for information, refer to:

- University Miguel Hernández (**UMH**; Spain): Antonio antonio.guerrero@umh.es
- University of Namur (**UNAMUR**; Belgium): Manon manon.chatillon@unamur.be or Henrich henrich.brunke@unamur.be

UNAMUR DOCUMENTS:

1. A completed **registration form** (it can be filled online and then sent as an attached file)
2. a **covering letter** (the one you have submitted during the application process will be fine);
3. a double-sided photocopy of your certificate of **secondary education** with details of the marks you obtained in the final examinations;
4. a **photocopy of all your higher education qualifications**. These documents must include the original stamp and the signature of the institution which delivered them (or proof of results if certificates are not yet available);
5. photocopies of **all the marks you obtained for each year of higher education** since leaving secondary school with details of the results you gained and earned credits: these documents must be legalized by the institution which awarded them (results from years where a pass was not obtained must also be provided); **if this is not possible**, original proof of activities you have undertaken since leaving secondary school, including the dates of each activity (proof of employment, ...);
6. a detailed **curriculum vitae**, dated and signed; (the one you have submitted during the application process will be fine);
7. a recent **nationality certificate**, a photocopy of your passport or a photocopy of your national identity card.
8. If you have chosen "master en gestion" studies and you didn't done your former studies in French, please supply a copy of a certificate or diploma certifying your knowledge of French (DELFDALF (www.ciep.fr/delfdalf/), TCF (www.ciep.fr/tcf/) or other official certificates) if your studies were not conducted in French.

Documents required for Belgium visa from Italy:

- A criminal record certificate (Certificato Generale del Casellario Giudiziale) less than 6 months old to be required to the Procura of Novara, in Via dei Brusati, 6, after having filled the respective form. In this office the student has to bring two revenue stamps, one of 3.87€ and one of 16€ (to buy in a tobacco shop - tabaccheria), a copy of the passport, a copy of the tax code and a copy of the permit stay.
The Procura releases a receipt to the student bearing the date it will be ready, that must be kept and brought with himself.
- A certificate of participation at the ERASMUS programme delivered by the Italian university.
- Proof of solvency or of a **sponsorship**.
- A medical certificate, issued by a doctor recognised by this Embassy.
The reference doctor is Dr. Arangio, his office is in Milan (Via L.Biraghi 14 – 20159 Milano) and you need an arranged appointment to go there, calling the following number: Tel. +39 340.225.20.43
The visit fee is 100€.
- Acceptance letter from the Belgian University

UMH DOCUMENTS

1. Photocopy of **Passport**
2. Copy of university **degree** (bachelor)
3. Copy of **an academic certificate** with your marks (bachelor)
4. **Curriculum vitae** (the one you have submitted during the application process will be fine);
5. **Admission letter** (the one you have received from us);

The university degree and academic certificate must be legalized by diplomatic way, if you are an extra-EU student. The document must be translated into Spanish or English.

Specific handbooks dedicated to UNamur and UMH will be soon available on our website.

SECOND YEAR - SECOND SEMESTER

Internship

In the second semester of the last year, the students will have the **possibility to carry out their thesis work in industry or in academia.**

The EACEA has a Traineeship scheme you might want to look at:

https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students_en

At UNamur Isabella Fontana (isabella.fontana@unamur.be) will be able to support you in the application process.

On the EMOTION website you will find more information and some of previous years opportunities: <https://www.emotion-master.eu/internship-in-the-fourth-semester/>

Residence Permit

For non EU citizens:

Please take into consideration that if you come back to Italy for your internship you will need to renew your Italian residence permit. Probably you will have a residence permit valid in Spain or Belgium and these allow you to stay in Italy for 90 days.

We suggest you go to the post office and get the kit for the residence permit renewal as soon as possible in order to start the procedure. Deadlines may vary depending on the place you will be, therefore it is better to check online on the Questura website <https://questure.poliziadistato.it/it/Novara/articolo/10765ba2206265a4d637825633>

Attention: the present handbook is written during the covid pandemic, therefore some information may change and the access to offices might not be possible. Please check before starting procedures.