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.

At this link: https://immigration-portal.ec.europa.eu/italy-student_en you will be able to get more information on non-EU citizen wishing to study in Italy.

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**
  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**
  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](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](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@unipo.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@unipo.it with emotion@uniupo.it in cc.

Finally, when your residence permit will be ready you will submit its copy to allegati.dsf@unipo.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 a new 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 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 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/](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](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](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](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.

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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 disenroled 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

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- 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 Immigrauti. 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/](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](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](mailto: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](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:

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.

![Temperature Graph](https://www.weather-and-climate.com)

- 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.


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

- [http://www.atm.it/it/AltriServizi/Trasporto/Pagine/airbus.aspx](http://www.atm.it/it/AltriServizi/Trasporto/Pagine/airbus.aspx); [https://orariautobus.it/autobus-milano-linate.html](https://orariautobus.it/autobus-milano-linate.html)


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

- [http://www.autostradale.it/en/airports/2/3/](http://www.autostradale.it/en/airports/2/3/)


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


**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/](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/](http://www.radiotaxinovara.it/)

Not all taxis in Novara will accept a credit card.

**Housing:**

To apply for a VIŠA, 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);

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)
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)

<table>
<thead>
<tr>
<th>First semester</th>
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<tbody>
<tr>
<td><strong>Sep</strong></td>
<td><strong>Oct</strong></td>
<td><strong>Nov</strong></td>
<td><strong>Dec</strong></td>
<td><strong>Jan</strong></td>
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<tr>
<td>Induction week</td>
<td>Tutoring</td>
<td>Teaching</td>
<td>Teaching</td>
<td><strong>Break</strong></td>
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<tr>
<td><strong>Feb</strong></td>
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<td>1st semester exams **</td>
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</table>

**Second semester**

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<thead>
<tr>
<th><strong>Marc</strong></th>
<th><strong>Apr</strong></th>
<th><strong>May</strong></th>
<th><strong>Jun</strong></th>
<th><strong>Jul</strong></th>
<th><strong>Aug</strong></th>
</tr>
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<tbody>
<tr>
<td>Teaching</td>
<td>Teaching</td>
<td>Teaching</td>
<td>2nd exams **</td>
<td>2nd exams **</td>
<td>Break</td>
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<td>and Labs</td>
<td>and Labs</td>
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* Average of 6h/day
** If the student fails an exam, he/she will have the opportunity to sit an additional exam (resit)

### 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://adss.uniupo.it/](https://adss.uniupo.it/)
2. In “Nome utente” write your registration number
3. In “Struttura” leave the selection “Studenti/Aziende/Esterni”
4. In “Password” insert the password you chose during the enrollment process in ESSE3 ([https://www.studenti.uniupo.it/Home.do](https://www.studenti.uniupo.it/Home.do)). This year, due to the pandemic, the password is provided to you by the EMOTION staff
5. A new tab will open, named "registrazione"
   a. under Verifica e-mail click on Aggiungi e-mail
   b. insert a personal e-mail (that you have access), insert the validation code recevied on personal e-mail
6. Now you can change and recover your password

### 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/](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/](https://www.turnitin.com/)
8. When you have the final form of your essay 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 essay.

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

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**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](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/organisussidiari/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.

Phycological 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 you want to know more about visit the www.6023.it website.
Calendar

The following days are public holidays in Italy:

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

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 workplace_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 (DELF/DALF (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.
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ADMINISTRATIVE STEPS BEFORE YOUR ARRIVAL

VISA REQUEST

Students who are nationals of a country of the European Union or of an associated country (Iceland, Liechtenstein, Monaco, Norway and Switzerland) do not need a visa to study in Belgium. All other students must obtain a long-stay visa (type D).

If you are a non-EU national and the University of Namur (UNamur) is your destination for the 2nd year of the EMOTION Master’s degree, you can submit your visa application to the Belgian Embassy in Italy (in Rome).

On the Embassy's website (https://italy.diplomatie.belgium.be/nl/naar-belgie-komen/visa-belgium), you will find the forms and documents needed for the visa application, as well as the instructions on how to fill them out.

For the visa application, as a student admitted by a Belgian higher education institution subsidized by the Belgian public authorities, you will need to provide the proof of your admission to the EMOTION Translational Cosmetic and Dermatological Sciences Master’s programme, i.e. to the Master in Biomedical Sciences, Professional Focus in Clinical Research.

You will receive the authorization to enrol needed for your visa application (Attestation destinée à introduire une demande d’autorisation de séjour en qualité d’étudiant·e) from the UNamur Enrolment Service, as soon as the admission procedure has been completed (see section “Admission” here below). Since the process can be quite long, students are encouraged to start the admission procedure as soon as possible.

Please note that scholarship students are exempted from paying the fee required for a long-stay visa application. The International Relations Office of UNamur will provide the required document to students who are nationals of a non-EU country and benefit from a scholarship.

ADMISSION

All students of the EMOTION Master’s programme spending their 2nd year at UNamur, regardless of their nationality, must follow the admission procedure established for international students.

First of all, you must fill in the online registration form and upload the documents listed here below. Please send a copy of the documents by email to the International Relations Office (IRO) too (international-mobility@unamur.be).

List of required documents:

1. A completed registration form (to be filled in online https://www.unamur.be/apps-admission/secure/main.jsf;jsessionid=87C8E9847F64F8DCED242AC717452A9F and then sent as an attached file).
2. A cover letter (the one submitted for your application to the EM EMOTION will be fine).
3. A double-sided photocopy of the certificate of secondary education, with details of the marks obtained in the final examinations.
4. A photocopy of all higher education qualifications and degrees. 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 the official transcripts of records of each year spent in the higher education system since leaving secondary school (including results from years where a pass was not obtained). The transcripts of records will contain details of the marks obtained and the credits awarded. The documents must be legalized by the institution which awarded them. If this is not possible, original proofs of activities undertaken since leaving secondary school, including the dates of each activity (i.e. proof of employment, signed contracts, certificates, etc.). If there is no activity to be accounted for, you have to sign a declaration of honour stating that there were no activity during that period.

6. A detailed curriculum vitae, dated and signed.

7. A recent nationality certificate, a photocopy of your passport or a photocopy of the national identity card.

Remark
The documents must be provided in the original language. For documents written in other language than French or English, a translation in French or English made by a sworn translator must be provided. Compliant certification is obtained either from the competent local authority or from the university which issued the diploma and/or the documents.

As soon as the documents have been processed and validated, you will receive:

- The authorization to enroll in the Master in Biomedical Sciences, Professional Focus in Clinical Research.
- An acknowledgment of receipt explaining the further steps of the registration procedure.
- The access codes to IT resources and UNamur email address (see the section “Being a student at UNamur”).

Note: if you have any doubt or question concerning the documents to be provided, in particular those mentioned under point 5, please contact the UNamur IRO (international-mobility@unamur.be).

IMPORTANT REMARK

During the admission procedure, you may receive an automatic email requesting you to pay for enrolment fees. Please note that you can ignore that information, since the enrolment fees will be paid by the Department of Biomedical Sciences. In case of repeated requests, do not hesitate to inform Professor Jean-Pierre Gillet and Ms Manon Chatillon.

BOOKING AN ACCOMMODATION

The UNamur IRO staff will book a room in the International House for all EMOTION Master’s students coming to Namur. If you prefer to look for a different accommodation by yourself, please notify the IRO staff as soon as possible about your decision.

The International House is a self-catered 5-floor residence managed by the University Housing Service. Each floor is equipped with shared kitchen and bathroom facilities and a sitting room. Five students of both sexes share the same floor. A large shared space is also available on the ground floor for all students hosted in the building. This common space is managed by the students of the Erasmus Kot, a student association whose role is to welcome and accompany international students.
throughout their stay at UNamur with assistance in administrative tasks but also thanks to the organisation of social and cultural activities for the international students.

Rooms are single. Each bedroom contains:

- Desk and chair
- Bookcase
- Bed, mattress and mattress protector
- Wardrobe and drawer unit
- Waste bin
- Curtains, electric sockets and a wired network connection.

Bedding is not provided in the residence. Bedding packs are available for you to purchase after your arrival for 40 Euros. The bedding packs consist of duvet and pillow, sheet, pillow case, and a duvet cover. You should bring your own towels. Cutlery and kitchen items are already available.

Before your arrival, don’t forget to make an appointment with the person in charge of the International House as well as the Erasmus Kot, or your landlord, if you have booked a room or flat elsewhere.

Ms. Cathy JENTGEN
UNamur Housing Service
Rue Bruno 7, 5000 Namur
logement-etudiants@unamur.be

For more information about other housing options in Namur:

INTEGRATION WEEKS

Each year, before the start of the academic year, the UNamur organizes two Integration Week for international students, in collaboration with other Higher Education Institutions of the Namur Province.

The 2021 edition will take place from 30 August to 10 September. The dates of the 2022 edition will be known soon.

During the Integration Weeks international students attend courses of French and English as a second languages (beginner, intermediate and advanced levels) and take part in several cultural and touristic activities. It is a great opportunity for international visitors to discover Namur and the campus in a funny way and to make new friends during two weeks prior the beginning of the academic year.

For more information, please visit the following pages:
https://www.poledenamur.be/activites/activites-a-venir/iw-2021

Please note that registrations for the 2021 edition are closed.
If you participate in the integration weeks, we invite you to follow the instructions you have received by the organizers. The 2021 event is free of charge to newly incoming international students.

COVID-19

For more information about the measures taken by the Belgian government and the University of Namur to limit the impact of COVID-19, please check the following websites:


University of Namur: https://unamur-coronavirus.be/
ADMINISTRATIVE STEPS AFTER YOUR ARRIVAL

HOUSING

Collecting the keys and signing the rental contract
Soon after your arrival in Namur, the first step is to collect the keys of your room or flat. In principle, you have already made an appointment with the UNamur Housing Service or the Erasmus Kot (or your landlord). In case of delay or any travel problem, don’t forget to inform them.

About one month prior to your arrival, you will receive your rental contract by email. You have to sign the rental contract and pay the first monthly rent and a deposit (equivalent to one monthly rent) in order to secure your room. Payments can be made by wire transfer and then later on, once you are in Namur by wire transfer or debit card directly to Ms. Cathy Jentgen. The Banking information for the wire transfer will be specified in the rental contract.

Please note that, once you have been given a room, you will not be allowed to change.

Inventory
The first thing you should do once you have collected your keys is to complete the inventory report of your room or flat. You will receive the ad hoc document the day of your arrival (or you will find it in your room). Please note that if the document for the inventory report is not provided, it is your responsibility to request one.

What to do in case of late arrival
In case of late arrival, you need to inform the Housing Service as well as the Erasmus Kot. Please note that the starting date of the contract will not be later than September 11th.

Cleaning
The shared areas are cleaned once a week.

As far as your own room is concerned, you are in charge of cleaning it.

Laundry
The International House is not equipped with washing machines. Please note that there is a laundromat nearby (Avenue des Combattants).

Garbage
Several bins are available in the kitchen areas, enabling you to sort the garbage.
A dedicated room for storing the garbage bags is located on the ground floor of the International House. Garbage is collected on a weekly basis.

For more information: Waste management.

RESIDENCE PERMIT

Students staying in Belgium for more than 90 days have to register with the municipal authorities of their place of residence, within 8 days after the arrival in Belgium.

In order to obtain a Belgian residence permit, one has to submit the following documents to the competent local authorities:

- original passport (non-EU citizens) or national identity card
• long-stay visa, type D (only for non-EU citizens)
• admission letter
• grant agreement, or proof of sufficient financial resources (only for non-EU citizens),
• rental contract
• 3 passport-sized photographs
• 6 €

Please note that in some cases, additional documents or information may be required by the local authorities.

A 4-STEP PROCEDURE

1. Make appointment by sending an e-mail to etrangers@ville.namur.be. The service is open from Monday to Friday (08:00-16:00) and on Saturday 08:30-11:30). On the day of the appointment bring the required documents.
2. After the registration at the Town Hall, you will receive a provisional certificate of residence.
3. Within one month, a policeman (“agent de quartier” or “agent de proximité”) will go to your place and check if the address mentioned in the registration documents is indeed your place of residence. After this check, the policeman sends a report to the local authorities.
4. By the end of the two following weeks, you will receive an invitation to go to the Town Hall to finalize the registration process and provide any missing document.

Remark

European citizens can opt for the paper format of the residence permit or the electronic format (E-Card). Non-European citizens can only have an electronic format of the card. For the E-Card one has to pay 23,00 € and provide two extra passport photos.

After the reception of the identification code by the post, you must go to the Town Hall and fetch your Belgian residence permit. It is necessary to bring the provisional certificate, the passport or your national identity card, and the identification code.

Note: opting for the electronic card is highly recommended also for EU citizens, since banks, health insurance offices, hospitals etc. prefer the E-Card since the electronic chip allows for a quick update of personal data.

ENROLMENT

In principle, no further steps will be required for your enrolment after your arrival at UNamur. It is possible, though, that the Enrolment Service will ask you to provide any missing document, as for instance the Transcript of records of your 1st year of MA in Italy. The missing documents (if any) will be listed in your enrolment letter.

INSURANCE AND HEALTHCARE

In most cases, international non-EU students need to prove that they are covered by an international medical insurance. In principle, all scholarship students enrolled in the Erasmus Mundus EMOTION programme are covered by such an insurance since they had to register at the Università del Piemonte Orientale for the first year of the MA programme. If you are a self-funded student and you do not have a comprehensive insurance covering you during your second year, you can purchase such an insurance at Unamur. Please contact the IRO before arriving, if you are interested in this possibility. The cost is about 45 Euros per month.
EU students must bring their European Health Insurance Card with them.

Regardless of their origin, students staying in Belgium more than 90 days are encouraged to subscribe to an individual medical insurance with a Belgian company. Thanks to this subscription, they have the right to receive a full or partial refund for medical costs and certain medicines, depending on the service provided. A complementary illness insurance also exists. Although not mandatory, this latter covers part of all the costs not reimbursed by regular medical insurance.

Several health insurance providers operate in French-speaking Belgium. One can choose freely among them, but we advise you to consider if they have an agency in Namur or not.

- https://www.mc.be/
- http://www.ml.be
- http://www.mloz.be
- http://www.mutsoc.be
- http://www.mutualia.be
- http://www.mutualites-neutres.be
- https://www.partenamut.be
- http://www.solidaris.be

For more information: https://www.unamur.be/en/teaching/mutuelle-and-healthcare

**BANK ACCOUNT**

Students who have opened a bank account in Italy need not open a bank account in Belgium, since bank transfers can be easily made thanks to the IBAN and SWIFT codes. Of course, if you wish, you can open a bank account in Belgium as well.

**TELEPHONE**

There are many different operators in Belgium, such as Base, Orange, Proximus... You will find them in the city centre, on the main commercial streets or on the internet. They all offer prepaid cards and subscriptions.
BEING A STUDENT AT THE UNAMUR

ELECTRONIC ID

In order to have access to all services provided to UNamur students, you must activate your electronic ID (eID). You will receive from the UNamur Enrolment Service an e-mail with clear instructions on what you have to do to activate your account. Please follow them as soon as you receive them. You can activate it by going to http://go.unamur.be/eid-activation.

E-MAIL ADDRESS

In order to activate your UNamur e-mail account, please connect to the page https://webmail.unamur.be by using your eID and password.

You can have access to your web-based e-mail account through the link: https://sogo.unamur.be/SOGo/.

Please note that you should check your student e-mail on a regular basis, because the administrative services of UNamur only uses the @unamur.be address to communicate with students. Therefore, we advise you to establish a connection between it and your personal hotmail, gmail or similar account.

STUDENT CARD

You will need your student card to participate in the teaching activities (courses, laboratories, exams, etc.) and to have access to most of UNamur facilities (libraries, sports halls, university cafeterias, etc.).

To get your student card, you need to upload a passport photo onto the UNamur central server. To do so, please connect to page https://www.unamur.be/apps-photo and log in by using your eID and password, then follow the instructions.

As soon as your student card is ready, you will receive an automatic notification on your @unamur.be e-mail address. You can then pick it up at the University library (BUMP) during the opening hours.

For more information: https://www.unamur.be/etudes/etudiant/carte-etudiant

WIFI

To get access to the WiFi connection, you need your eID, your password and a laptop (or any other device) equipped with a WiFi network card.

Of course, you must be in an area covered by the UNamur wireless network.

The instructions on how to connect to the WiFi for the first time are available at https://bve.unamur.be/

Go to the box “Dernières infos administratives”, then right click on “Toutes les infos administratives”

In the search box, type “wifi”. Click on the third link and you will have access to the instructions to connect to WiFi (in French). After, use your eID and password to connect to “UNamur”.

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STUDENT VIRTUAL DASHBOARD - BUREAU VIRTUEL DE L’ÉTUDIANT (BVE)

Through your virtual dashboard you have access to several platforms such as WebCampus (the UNamur Teaching Platform), Sogo (e-mail platform), ADE (course schedule) and other resources you may need during your stay. To connect, go to https://bve.unamur.be.

WEBCAMPUS

Your teachers will post useful information about their courses, assignments, reading lists, notes, PowerPoint presentations, etc. on WebCampus.

To connect, go to http://webcampus.unamur.be/ and sign up using your eID and password, choose your courses and register.

Sometimes a “registration key” is necessary to enroll in a given course. Typically, teachers communicate the registration key during the first class.

Attention: registration for the courses on WebCampus and registration for the courses for your programme are two different steps. You must sign up for your courses via your Student Virtual Dashboard. If you have any question about your study programme, do not hesitate to contact the administrative coordinator of the Master’s programme, Ms. Manon Chatillon or the academic coordinator, Professor Jean-Pierre Gillet.

COURSE SCHEDULE

At the beginning of the academic year, Ms. Chatillon will send you the list of the courses you have to follow, the schedule and the classrooms and laboratories where the courses will take place.
If you look for the schedule of any course, you can go to the intranet (Terranostra) and click on the link “Horaire des cours 2021-2022”.
Then click on → Étudiant → Faculté de médecine → 2 bloc Biomédicale

Alternatively, you can enter the title of the course or the name (not first name) of the professor and then click on “search” (magnifying glass icon)

For further information: http://www.unamur.be/etudes/etudiant
## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Term I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of the Academic year</td>
<td>Tuesday 14 September</td>
</tr>
<tr>
<td>Teaching begins</td>
<td></td>
</tr>
<tr>
<td>Teaching ends</td>
<td>Saturday 11 December</td>
</tr>
<tr>
<td>Pre-exam study period</td>
<td>Monday 13 – Friday 31 December</td>
</tr>
<tr>
<td>Winter examination</td>
<td>Monday 3 - Saturday 22 January</td>
</tr>
<tr>
<td><strong>Public holidays Term I</strong></td>
<td></td>
</tr>
<tr>
<td>Fête de la Fédération Wallonie-Bruxelles</td>
<td>Monday 27 September</td>
</tr>
<tr>
<td>All Saints’ Day</td>
<td>Monday 1 November</td>
</tr>
<tr>
<td>Armistice Day</td>
<td>Thursday 11 November</td>
</tr>
<tr>
<td>Christmas break (administrative services closed)</td>
<td>Friday 24 December - Sunday 2 January</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Teaching begins</td>
<td>Monday 1 February</td>
</tr>
<tr>
<td>Teaching ends</td>
<td>Wednesday 11 May</td>
</tr>
<tr>
<td>Easter break (no teaching)</td>
<td>Monday 4 – Monday 18 April</td>
</tr>
<tr>
<td>Pre-exam study period</td>
<td>Thursday 12 – Sunday 22 May</td>
</tr>
<tr>
<td>Summer examination</td>
<td>Monday 23 May – Thursday 30 June</td>
</tr>
<tr>
<td><strong>Public holidays Term II</strong></td>
<td></td>
</tr>
<tr>
<td>University Day</td>
<td>Thursday 24 March</td>
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<tr>
<td>Labour Day</td>
<td>Sunday 1 May</td>
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<tr>
<td>Ascension Day</td>
<td>Thursday 26 May</td>
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<tr>
<td>Whit Monday</td>
<td>Monday 6 June</td>
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<table>
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<tr>
<th>Term III</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Re-sit examination</td>
<td></td>
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<tr>
<td><strong>Public holidays Term III</strong></td>
<td></td>
</tr>
<tr>
<td>National Holiday</td>
<td>21 July</td>
</tr>
<tr>
<td>Assumption Day</td>
<td>15 August</td>
</tr>
</tbody>
</table>
Situated at the heart of the City of Namur, the University campus is ideally located and offers plenty of opportunities for a vibrant and fulfilling experience.

University Library
The Bibliothèque Universitaire Moretus Plantin (BUMP) is the University Library. Open to all students, it offers an ideal setting for studying; silence, computers, free WiFi, librarians, and of course, a lot of books and electronic resources! It is located at 19 Rue Grandgagnage.

The opening hours change during the academic year. Please check the library’s website https://www.unamur.be/bump.
**Sport**

The University [Sport Service](https://www.unamur.be/en/teaching/life/sports) offers a large number of sports activities most of them organized in its multipurpose Sports Centre (10, rue Godefroid), which houses a large sport hall, a dojo for the practice of martial arts and a weight room. Affiliation to the University Sport Service costs 35€.

Throughout the year, the [Students' Union](https://www.unamur.be/en/teaching/life/sports) organises various tournaments (e.g. 5-a-side football, volleyball, etc.), and several university teams take part in interuniversity championships and competitions.

Other facilities (swimming pools and sports halls) and sports clubs are available in town. Some of them, such as [Basic Fit](https://www.unamur.be/en/teaching/life/sports), an international network of gyms, gives access to many different sport machines for a reasonable price (a subscription costs 20€ a month). The nearest Basic Fit is located at 71 Chaussée de Waterloo.


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**Quai 22**

**Quai 22** is the cultural space of UNamur. It offers a varied socio-cultural programming, organized in close collaboration with the student community but also the different faculties of UNamur and the cultural sector of Namur. Theatre, shows, concerts, conferences, TEDx, debates, movies, etc. punctuate the life of Quai 22 throughout the academic year.

Co-managed with a staff of ten students from different backgrounds, its motto is: “Students as viewers but especially actors!”

It is therefore in a participatory dynamic that projects grow. With a focus on the University’s current affairs and the issues that concern our current society, the program invites students and spectators to invest themselves differently in their lives at the University.

Place of expression and creation, Quai 22 wants to be a friendly space, open to all. A place of exchange, sharing and meetings! If you want to get involved in the cultural life of the campus, participate in its vitality and feed it with your own experience, do not hesitate to cross the door of Quai 22!

The programme of the activities is available on Facebook ([www.facebook.com/Quai22Namur](http://www.facebook.com/Quai22Namur)).

**Bunker**

The “Bunker” is the place students go out to. Almost every Tuesday and Thursday of the year, parties are organized by and for students! Cheap beer, trendy music and good memories are the key words! Located in front of the Faculty of Medicines (5 Place du Palais de Justice), you can go down to discover an underground world.

**Food on campus**

The campus is surrounded by several restaurants or sandwich bars, as well as markets and all kinds of shops. More information available at [https://www.unamur.be/en/teaching/life/food](https://www.unamur.be/en/teaching/life/food).
PRACTICAL INFORMATION

GETTING TO NAMUR

Namur, the capital city of Wallonia, is situated at the intersection of numerous rail and motorway routes and it is Wallonia’s most accessible city. Whether you are travelling by plane, train or car, Namur is easy to get to.

➔ By plane

From **Brussels National Airport**

The railway station is located just under the airport. There are direct connections from Brussels Airport to Namur (approximately one train per hour from 6:16 am to 21:16, the trip lasts 1h11m) and connections requiring one change in Brussels Nord (2 trains per hours, from 5:24 to 22:24, the trip lasts 1h20m).

From **Charleroi Airport**, a bus takes you to Charleroi-South Railway Station (20 mins). From there, two trains per hour leave for Namur (30 mins).

Please note that the journey time may be longer on weekends and holidays. We advise you to check the schedule before leaving!


➔ By train

The University campus is a ten-minute walk from the station. Namur is linked to the major European capitals and airports (Paris, London, Frankfurt, Luxembourg, Amsterdam, etc.) via high-speed train networks. You can get to Namur in a two- to -three-hour train journey from any of these cities.

➔ By car

Namur is a few minutes from the intersection of the E411 (Luxembourg-Brussels) and E42 (Mons-Liège) motorways.

WEATHER

The climate of Belgium is **cool and wet** because it is influenced by the Atlantic Ocean, especially on the coast and the plain. In the south-eastern regions (Ardennes), which are located at higher altitudes as well as at a greater distance from the sea, the climate is more continental, and also more unstable in the summer. **Precipitation** is frequent, but not particularly abundant. The coastal area is less rainy, and it is also slightly sunnier than the interior: precipitation varies between 820 mm on the coast to 1,100 mm in the Ardennes.

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LIVING IN NAMUR

DISCOVER THE CITY CENTRE

Useful links:
Link to a live webcam: http://www.namurwebcam.be/

EVERYDAY LIFE

Places to have a drink
Many bars are located on the Place du Vieux Marché (Old Market’s Place, officially “vegetable market place”). You will also find different restaurants and a pharmacy in the area. If you want to hang out and meet new people, this is the place to go to!
**Le Chapitre** is a very old and small pub located near *La Place Saint-Aubain*. There, you will have a large choice of good beers, which are very popular here in Belgium. Don’t hesitate to go to 4 Rue du Séminaire to grab a good beverage!

**Le nom de la Rose** is a “Kot-à-Projet” run by students for the students. It’s not always opened, but it often proposes several kinds of activities, from karaoke to acoustic concerts.

**Places to shop**

**Food**
There are many different restaurants and snacks which are affordable in Namur. During the day, the snacks located Rue de Bruxelles offer a large variety of choices, from sandwiches to French fries and pizzas. By night, some restaurants are open around the Old Market’s Place.

The main grocery store chains in Belgium are Carrefour, Delhaize, Match, Colruyt, Lidl and Aldi. The first two are more expensive than the others.

You can find a Match (open every day between 8:00 and 19:30) and a Delhaize (open every day between 8:00 and 20:00) in the centre of the city. They are located Rue des Echasseurs and 11 Rue Bas de la Place respectively, and are very easy to go to. They are a bit more expensive though.

You can find Lidl (www.lidl.be) and Aldi (www.aldi.be) outside of the city centre, but you will need to take the bus. They offer the lowest prices. Same for Carrefour and Colruyt which are located in Jambes, about 20-30 minute walk from the centre of the city.

**Clothing**
Namur has many international brands such as Zara, Mango, and H&M located in the main commercial street *Rue de Fer*. For more local stuff, there’s the pedestrian zone. Those streets are smaller and are mostly joining the Place de l’Ange. You can fly around there to do some shopping and purchase original gifts.

**Laundries**
In the city centre of Namur (51 Rue des Fossés Fleuris), there is a public laundromat where you can wash and dry your clothes. The price for a full washing machine with drying is about 8€. If you have access to a washing machine, we recommend you to buy some washing powder in a supermarket. It will be cheaper.

**CULTURE & FOLKLORE**

A city full of art and history, Namur is a treasure of culture, from archaeological and historical sites, museums and exhibitions to theatres, cinemas and festivals, and the university is no small part of this... With the traditional baptism (+ circles + bars + parties).

**Fêtes de Wallonie (the Wallonia Festival)**
The capital of Wallonia celebrates its region in mid-September. This festival is a good opportunity to experience local folk traditions with the Echasseurs battles on stilts, the music of the Molons and our hymn « li bia bouqet » as well as various Belgian visiting artists. We also have different stages in the entire city with special and known artists.
The FIFF
FIFF stands for Festival International du Film Francophone, or International Francophone Film Festival. It is like a « Cannes-on-the-Meuse » festival, welcoming plenty of French movies. It takes place in Namur during the first week of October.

The KIKK
The KIKK is a brand new festival, celebrating new technologies. It welcomes people from all around the world, and international lecturers.

Namur in May
During the first week of May, Namur turns itself into an open stage for street arts with street performers from all over the world.

Verdur Rock
This music festival is held at the end of June to celebrate the end of the exams.

Cinemas
Le Caméo 2: 49 Rue des Carmes, Namur
L’Acinapolis: 16 Rue de la Gare Fleurie, Jambes

Theatres
- Le Théâtre Royal de Namur: 2, Place du Théâtre
- La Maison de la Poésie: 28, Rue Fumal
- Le Belvédère: 1, Avenue Marie d’Artois
- Théâtre Jardin Passion: 39 Rue Marie-Henriette

Museums
- Galerie du Beffroi : Rue du Beffroi
- Parfumerie Guy Delforge : 60, Route Merveilleuse
- Félicien Rops : 12, Rue Fumal
- Archaeological Museum of Namur: 7, Rue Joseph Saintraint
- African Museum of Namur : 1, Rue du Premier Lanciers

La Citadelle
The Citadelle of Namur is a world renown monument. It is one of the most beautiful in the world. It is majestic, welcoming and historical, as it is classified as an exceptional real estate heritage of the Walloon Region. Its highest point is at 190 meters high. It was built in 1692 by architect Vauban whom had a high impact on Namur’s architecture. Recently, it welcomed a new guest: Jan Fabre’s Turtle. This statue is a huge 6 tons bronze sculpture. Hard to miss!

For more information, check the official website: https://citadelle.namur.be/
ADMINISTRATIVE STEPS BEFORE YOUR DEPARTURE

Housing
Check-out procedure: before leaving your room make sure that you have paid all pending invoices (if any) and make an appointment with the housing service for the inventory report before departure.

Transcript of records
As soon as the examination period is over, and the examination jury has validated the results, you will be able to have access to your results.
The transcript of records will be sent to you and to the EM EMOTION coordinator in Italy.

Diploma and diploma supplement
The production and signature by the competent authorities of the Diploma and the Diploma Supplement take some time.
It is very likely that both documents will not be ready for the EM EMOTION Graduation ceremony held in Italy at the end of the 2-year programme.

Before leaving Namur, please don’t forget to communicate your personal e-mail address and cell phone number to the IRO staff, the academic and administrative coordinators of the EM EMOTION programme.

In due time, you will receive an invitation to the Graduation ceremony organized by UNamur in Namur. Please note that if you cannot attend it, you can ask to receive your Diploma and Diploma Supplement by the post. The IRO office will send you the documents by DHL.

In this case we will need your postal address and cell phone number as well as a written authorisation to send the documents by the post. As a matter of fact, no duplicate of the Diploma and Diploma Supplement can be provided. Therefore, UNamur will agree to send them by the post under your sole responsibility.

If you prefer, you can ask someone you trust to collect your documents on your behalf. The designated person must bring an Authorization Letter signed by yourself and a copy of your valid ID or passport.
CONTACT PERSONS

Department of Biomedical Sciences
Professor Jean-Pierre Gillet
Academic coordinator of the EM EMOTION MA programme
jean-pierre.gillet@unamur.be

Ms. Manon Chatillon
Administrative coordinator
manon.chatillon@unamur.be
Ms. Chatillon will be your main administrative contact for any aspect related to the study programme, after your arrival.

UNamur International Relations Office
Ms. Carole Anciaux, International Mobility Advisor
Mr. Henrich Brunke, International Exchange and Mobility Coordinator
international-mobility@unamur.be

UNamur Housing Service
Ms. Cathy Jentgen
logement-etudiants@unamur.be

Emergency numbers
UNamur Guarding Service: +32 496 55 40 50

General number in case of emergency (fire, medical or ambulance): 112
Fire Brigade: 100
Police: 101
Ambulance: 105

These numbers are free to use.

You can find more numbers on https://www.expatica.com/be/about/gov-law-admin/emergency-numbers-and-helplines-in-belgium-100101/
Before your arrival

☐ Complete the admission procedure
☐ Complete the procedure for requesting a long-stay visa to nearest Belgian embassy (if needed)
☐ Don’t forget to bring your passport and visa (non-EU students) and your ID documents
☐ Make sure that you have a good insurance coverage and bring all relevant documents
☐ Book your flight or train tickets well in advance
☐ Bring all relevant documents related to your programme (Transcript of records, Legalized copies of your diplomas, etc.)
☐ Check if everything is in order for your arrival with staff members (International relations office: international-mobility@unamur.be and housing service)
☐ Confirm your arrival date (International relations office: international-mobility@unamur.be)
☐ Activate your UNamur personal account
☐ Check regularly the rules for the country you’re coming from or have travelled through

Upon arrival

☐ Get your keys and sign your housing contract
☐ Complete your inventory report
☐ Attend the welcome meeting and the other organized activities
☐ Activate your UNamur personal account (if not already done before your arrival)
☐ Request your enrolment certificate
☐ Register with the local authorities and get you residence permit
☐ Make sure we can get in touch with you if needed

Before leaving UNamur

☐ Complete all check-out procedure (and pay any pending invoice)
☐ Don’t forget to communicate your personal address and cell phone number
☐ Give instructions for the collection of your Diploma and Diploma supplement.
1. PERMITS AND VISAS

Please remember that as a general rule, all non-EU citizens must get their Visas or Residence Permits in their country of residence or home countries before their departure for Spain. Students must be sure about expiry dates, applications for extension deadlines and other relevant dates with the Spanish embassy or consulate. We received information from UPO regarding the instructions provided by the Spanish Consulate in Milan and stating that non-EU EMOTION students who would travel to Spain for a stay of no more than six months could apply for their VISA in Italy (in that Spanish consulate) since they already have a residence permit in European territory. The application and request must be carried out by the individual students, following the instructions.

We remind you here of that CONSULATE OF SPAIN IN MILAN’s contact information, postal address and phone numbers and whose email address is cog.milan@maec.es

Connected to the VISA issue is that of your registration and enrollment at the UMH, since one of the requirements to apply for you VISA is to have been admitted “…. in a public or private educational center recognized by the Ministry of Education and Culture for undergraduate or postgraduate studies.”

Once your application to the UMH has been completed and the corresponding Letter of Admission obtained, we may be able to directly support the issue of your visas before the Spanish Consulate in Milan.

From now on, even before starting your application to the UMH, some of the documents required for your visa could already be prepared, such as (according to the information provided by the Spanish Consulate and regarding motilities under six months of length):

Study VISA (six month length)

1. Schengen visa application completed and signed. You may download it on: www.exteriores.gob.es/Consulados/Milan/ - Information for foreigners - Long-term visas

2. 1 passport size photo.

3. Passport valid for 4 months + 1 photocopy.

4. Residence permit in Italy + 1 photocopy.

5. Medical insurance for the entire stay in Spain and covering repatriation expenses associated with an accident or sudden illness.

6. Letter of Acceptance or Admission to a public or private educational center recognized by the Ministry of Education and Culture for undergraduate or postgraduate studies.

7. Syllabus and components of the academic program.

8. expected means of subsistence (€ 531.51 / month) and accommodation.

9. Payment of taxes for € 60 (if you are not enrolled in a University).

10. Appointment (phone 0236757723/4)

Connected with the visa issue there is also the matter of INSURANCE, as is clear from the information provided by the consulate to students who are not EU citizens that the request for a visa demands accident and medical insurance.

Students in the Erasmus Mundus EMOTION program already had compulsory insurance since they register at the Università del Piemonte Orientale.

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; In any case, it may be interesting for you to know the possibility of getting such insurance by the usual provider of the UMH: Seguros OnCampus
- 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 Spain;
- For scholarship holders: it is advisable to take some money (at least 1,000 euros) to live and face the first expenses 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 UMH, if you prefer (https://tienda.umh.es/categoria-producto/ropa-practicas/)).

Weather information

Elche has a hot semi-arid climate (Köppen climate classification: BSñ) close to a desert climate (BWñ) with mild, dry winters and hot, dry summers.

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record high °C (°F)</td>
<td>28.3(82.9)</td>
<td>29.2(84.6)</td>
<td>34.8(94.6)</td>
<td>33.6(92.5)</td>
<td>36.0(96.8)</td>
<td>36.9(98.4)</td>
<td>41.4(106.5)</td>
<td>39.8(103.6)</td>
<td>36.8(98.2)</td>
<td>34.3(93.7)</td>
<td>31.0(87.8)</td>
<td>27.3(81.1)</td>
<td>41.4(106.5)</td>
</tr>
<tr>
<td>Average high °C (°F)</td>
<td>16.7(61.9)</td>
<td>17.4(63.3)</td>
<td>19.4(66.9)</td>
<td>21.1(70.0)</td>
<td>22.8(73.0)</td>
<td>27.6(81.7)</td>
<td>30.1(86.2)</td>
<td>30.7(87.3)</td>
<td>28.5(83.3)</td>
<td>24.7(76.5)</td>
<td>20.3(68.5)</td>
<td>17.3(63.1)</td>
<td>23.2(73.8)</td>
</tr>
<tr>
<td>Daily mean °C (°F)</td>
<td>11.6(52.9)</td>
<td>12.3(54.1)</td>
<td>14.0(57.2)</td>
<td>15.0(59.0)</td>
<td>18.9(66.0)</td>
<td>22.8(73.0)</td>
<td>25.5(77.9)</td>
<td>26.1(79.0)</td>
<td>23.8(74.8)</td>
<td>19.8(67.6)</td>
<td>15.4(59.7)</td>
<td>12.5(54.5)</td>
<td>18.2(64.8)</td>
</tr>
<tr>
<td>Average low °C (°F)</td>
<td>6.5(43.7)</td>
<td>7.1(44.7)</td>
<td>8.7(47.7)</td>
<td>10.7(51.3)</td>
<td>13.9(57.0)</td>
<td>18.0(64.4)</td>
<td>20.8(69.4)</td>
<td>21.5(70.7)</td>
<td>19.0(66.2)</td>
<td>14.9(58.0)</td>
<td>10.6(51.1)</td>
<td>7.5(45.5)</td>
<td>13.3(55.9)</td>
</tr>
<tr>
<td>Record low °C (°F)</td>
<td>-2.6(27.3)</td>
<td>-1.4(29.5)</td>
<td>-0.7(30.4)</td>
<td>-0.6(35.1)</td>
<td>1.7(43.5)</td>
<td>6.4(43.5)</td>
<td>10.3(50.5)</td>
<td>13.6(56.5)</td>
<td>14.0(57.2)</td>
<td>10.0(50.0)</td>
<td>5.0(41.0)</td>
<td>-0.2(31.0)</td>
<td>-3.8(25.2)</td>
</tr>
<tr>
<td>Average rainfall mm (inches)</td>
<td>21 (0.8)</td>
<td>20 (0.8)</td>
<td>20 (0.8)</td>
<td>27 (1.1)</td>
<td>28 (1.1)</td>
<td>10 (0.4)</td>
<td>4 (0.2)</td>
<td>5 (0.2)</td>
<td>40 (1.6)</td>
<td>46 (1.8)</td>
<td>34 (1.3)</td>
<td>22 (0.9)</td>
<td>277 (10.9)</td>
</tr>
<tr>
<td>Average rainy days (≥1 mm)</td>
<td>3.6</td>
<td>2.9</td>
<td>3.1</td>
<td>3.7</td>
<td>3.6</td>
<td>1.7</td>
<td>0.6</td>
<td>0.7</td>
<td>0.9</td>
<td>3.3</td>
<td>4.1</td>
<td>3.8</td>
<td>3.7</td>
</tr>
<tr>
<td>Average relative humidity (%)</td>
<td>61</td>
<td>61</td>
<td>60</td>
<td>57</td>
<td>59</td>
<td>58</td>
<td>59</td>
<td>61</td>
<td>63</td>
<td>64</td>
<td>63</td>
<td>61</td>
<td>61</td>
</tr>
<tr>
<td>Mean monthly sunshine hours</td>
<td>184</td>
<td>170</td>
<td>221</td>
<td>251</td>
<td>291</td>
<td>316</td>
<td>344</td>
<td>313</td>
<td>243</td>
<td>218</td>
<td>174</td>
<td>165</td>
<td>2.963</td>
</tr>
</tbody>
</table>

Source: Agencia Estatal de Meteorología[2] [2]

Elche or Elx is a town and municipality of Spain, belonging to the province of Alicante, in the Valencian Community. According to 2014 data, Elche has a population of 228,647 inhabitants, making it the third most populated municipality in the region (after Valencia and Alicante) and the 20th largest Spanish municipality. It is part of the comarca of Baix Vinalopó. Part of the municipality is coastal yet the city proper is roughly 11 km (6.8 mi) away from the Mediterranean Sea. A small creek called Vinalopó flows through the city.

Elche is noted by its urban Palm Grove, designated as World Heritage Site.

The Tourist information office of Elche has a website: https://www.visitelche.com/en/oficina-de-turismo/

ARRIVING IN ELCHE:

HOW TO GET TO THE MIGUEL HERNÁNDEZ UNIVERSITY OF ELCHE

Elche is in a truly privileged location, less than 20 km from Alicante. It is in a strategic position, forming, together with other nearby towns, the southern axis of the Mediterranean Arc, a district that boasts great dynamism in both demographic and economic terms.

Elche is in an area with good land, sea, and air connections. The Alicante-Elche Airport (ALC) is located nearby and it is also close to the provincial capital’s seaport. Road connections are also good, linking it to Mediterranean tollways and the freeway to Madrid, while its rail links include a station for Spain’s AVE bullet train.

UMH campuses
Sant Joan d’Alacant sits 10 km north of Alicante. There are two bus routes from Alicante (lines 20H and 23).

Orihuela is located 30 km south of Elche. There are regular buses or trains to and from Elche and Alicante.

Altea is located 53 km north of Alicante. Arrive to Altea by either taking a bus from the airport or from Alicante, or by riding the TRAM from Alicante.

To move from the airport to your campus, the following options are available:

By taxi: there are several taxi services operating at the Alicante-Elche Airport.

By bus: to Alicante, Altea, and Elche from the Airport.
- **Bus station in Alicante:** Muelle Pte., s/n, 03003 Alacant, Alicante Tel: +34 96 513 0700
- **Bus station in Elche:** Av. del Ferrocarril, 4. Tel: +34 902 422 242

By train: from the railway station in Alicante, Avenida de Salamanca s/n; Tel: +34 902 240 202, you can take a train to and from both Elche and Orihuela: [http://www.renfe.es/cercanias/](http://www.renfe.es/cercanias/).

From the railway station in Elche, Avda. del Ferrocarril Este, 10, 03202 Elche; Tel: +34 96 545 6254, you can take a train to and both Orihuela and Alicante.

By TRAM: To Altea from Alicante. [TRAM](http://www.tramalicante.es)

UPON ARRIVAL IN ELCHE:

The Emotion Master and the UMH International Relations Office will help you deal with any issue related to your arrival.

May you need to produce photocopies of your documents, you can go to the photocopy shop in the Elche Campus, Altabix Building.

### Student visas & Foreigner Identity Card (TIE)

Please be aware that previous to applying for your Foreigner Identity Card (TIE) you must have registered as a local resident in town (EMPADRONAMIENTO) and have already a stable accommodation and postal address in Elche: finding accommodation: [https://internacional.umh.es/incoming/welcome-office/alojamiento/](https://internacional.umh.es/incoming/welcome-office/alojamiento/)

- You have to get an appointment on the web page of the municipal office OMAC: (oficinas municipales).
- You will need to have your apartment rental contract.
- Photocopy of the ID of the owner of the apartment.
- Photocopy of your own ID or passport
- Authorization filled and signed by the owner of the apartment/ landlord.
- Copy of an electricity / water receipt from the apartment (photocopy)
- The registration PADRÓN document is provided in that same office at the moment upon request.

Foreign nationals who receive authorization to remain in Spain for periods longer than 90 days and whose sole or main purpose is to carry out any of the following non-working activities must apply for a visa before they travel to Spain and then, **upon arrival to Spain, request a Foreigner Identity Card (TIE).**
These activities include:

- Completion or extension of education at an authorization educational center in Spain in a full-time program that leads to the conferral of a diploma or certificate of studies.
- Carrying out research or training activities without prejudice to the special regimen of investigators.
- Participation in a student mobility program to follow a secondary and/or baccalaureate education program at an officially recognized teaching or scientific center.
- Carrying out non-working internships at an officially recognized organism, public or private entity, or vocational training center that is within the framework of agreement created for said purpose.
- Provision of volunteer activities within a program that pursues objectives that are general in nature.

For stays in Spain that are going to exceed 180 days, once in Spain, students must request a Foreigner Identity Card (TIE) within 30 days upon their arrival.

Documentation to present at the Oficina de Extranjería de Alicante to get your Foreigner Identity Card for studying includes:

1. Official application form, available [HERE](#).
2. Photocopy of passport.
3. Photocopy of student visa (type D).
4. Program enrolment letter
5. Guarantee of economic means: bank statements, photocopy of credit card, traveler’s checks, letter from parents presented at the consulate, grant nomination letter.
6. Two color photographs against a white background.

The Oficina de Extranjería de Alicante will issue one card for the period of the course/program. If afterwards you continue with your studies for an additional period, you must renew the Foreigner Identity Card for studying by providing proof that you have passed the preceding course/program and show the registration or enrollment for the subsequent course.

Further information is available at the Ministerio de Asuntos Exteriores y de Cooperación.

Oficina de Extranjería address:
Calle de la Ebanistería, 4, 03008, Alicante, Spain / Telephone: +34 965 01 93 00
Website: [http://www.consultor.com/oue/](http://www.consultor.com/oue/)

**APPLICATION AND ENROLLMENT IN THE UMH**

Our Service of International Relations and the UMH Academic Management Service are in contact with the Direction of the ERASMUS MUNDUS UNIVERSITY MASTER IN TRANSLATIONAL COSMETICS AND DERMATOLOGICAL SCIENCES regarding management of the application, registration and enrollment procedure for the Erasmus EMOTION students. We attach the pre-registration form that will be the central document of your application process to the UMH.

**BUDDY and TANDEM programs**
In order to assist you during your first days at the UMH, the Service of International Relations offers the BUDDY Program to mentor foreign students. We recommend that before visiting our university, you consult their blog or contact the SIR. They will assign you a student tutor whose job is to help you integrate into the UMH and learn about
all our university can offer. Furthermore, if you would like to practice speaking Spanish and seek friendships with Spanish students who are interested in learning your language, you can participate in the TANDEM Program for linguistic exchange through the SIR.

**Online information**

After enrolling at the UMH as an exchange or visiting student, you will form a part of the UMH community. Your enrollment will provide you a user name and UMH email address (format: user@alu.umh.es). This user and its corresponding password will provide you with personal access to all the online information concerning courses, teaching faculty, hours, examinations, office hours, etc., in addition to announcements about cultural activities, course offerings, and general UMH information.

**UMH Intelligent Card**

We advise you to request the UMH Intelligent Card at the campus management center (Centro de Gestión de Campus) on your campus. This card will allow you to identify yourself as a UMH student, it provides interesting discounts in bookstores, shops, for leisure activities, etc. Moreover, it also functions as a debit and credit card (if you request this option). The Intelligent Card is also utilized for borrowing library books, accessing UMH installations, and the virtual secretary. The virtual secretary allows you, via the terminals distributed throughout the four university campuses, access to services like consulting academic records, asking for certifications, paying academic tuition, and consulting the academic calendar.

**UMH libraries**

On each UMH campus, there is a library specialized in the courses taught on that campus. With your Intelligent Card, you may check out books and other documents there at the loan and consultation services. Borrowing book stock and document collections belonging to the UMH can be done at any library, independently of either the document's or user's location. Returning borrowed material can also be done in the same way at any UMH library. You can also renew online the books you have borrowed. The book stock of our university is available to you through a search engine. If you would like to photocopy an authorized article or document, there is a photocopier in the lobby of each library. To use these, you need to purchase a card at the copy service.

The libraries possess computers with internet connections for the university community. WiFi access is also available for your electronic equipment; request information about the wireless connections at the loan desk in each library.

The UMH libraries’ hours of operations are the following:

- Altea and Orihuela campuses: continuously from 8:30 a.m. – 9 p.m.
- Elche and Sant Joan d’Alacant campuses: continuously from 8 a.m. – 9 p.m.

The hours of operations of the UMH libraries may vary when class is not in session and during holiday periods as well; consult these on the library website. The UMH also has study halls available for students throughout the entire academic course. During examination periods, the UMH provides 24-hour study halls. The timetables and availability of these halls are announced via the online personal access to all UMH students.
Athletics

The UMH offers a large variety of sports to participate in, as well as sporting installations, training courses, and open-air activities you can sign up for during your stay. The Secretary of University Extension – Sports located on the Elche Campus can inform you of all the possibilities.

Most of the sporting installations at the UMH are located on the Elche Campus. It has paddle tennis courts, a pool, multi-sport courts, and a golf course. At the UMH Sport Pavilion, there are multi-disciplinary rooms where you can practice dance, wrestling, spinning, fitness, aerobics, boxing, gymnastics, Pilates, or have a cardiovascular workout to help keep fit. The Orihuela Campus also has paddle tennis courts, a rugby pitch, and multi-sport courts.

To participate in UMH sports, you can acquire the TDU Sporting Card (TDU Tarjeta Deportiva); highly recommended if you would like to take part in several sports or would like to combine sporting participation with attending the UMH gymnasium, among others. You can acquire this card from the Secretary of University Extension; to do so you must provide a passport-sized photo, and this will then provide you access to the weight room and the pool, among other options. If you would like to reserve a multi-sport or paddle court, send an email to deportes@umh.es. To acquire a pool voucher, visit the concierge in the Altabix and Hélike buildings.

Throughout the semester, the Secretary of University Extension – Sports offers the possibility of practicing multiple sporting activities; the proposals will arrive via email or via online personal access as a UMH student. If you would like to sign up for competitions with the UMH sports teams, contact the Secretary of University Extension – Sports for information on how to do just this.

University Culture and Extension

Throughout the year, the Secretary of University Extension – Culture organizes multiple showings, organized visits, recitals, literary, painting, and photography contests, etc. Inform yourself about all their activities by visiting their blog. You will also receive information via your email or personal access as a UMH student throughout the course. Examples of these activities include the UMH Choir, the Celda 1009 and Urbá theatre groups, the university tuna singing groups, in addition to courses and workshops.

Radio UMH

The university radio station broadcasting to the university community offers various programs about science, debate, current affairs, sports, etc. Its programming is produced and organized by the university community (students, faculty, and staff). If you would like to collaborate with Radio UMH or
participate in any of its programs, send suggestions or propose other areas of interest to umhradio@umh.es. You can find information about the radio programming and listen to Radio UMH online.

University dining halls
There are cafeterias and university dining halls on all campuses. In Elche, you will find them in the Altabix, La Galia, and Rectorado and Consejo Social buildings, offering special prices and menus for students, serving both normal and low-calorie food choices. The cafeteria in Sant Joan d’Alacant is located on the ground floor of Edificio I. In Orihuela, it is found on the ground floor in the Tudemir Building.

Students with disabilities
If you have a disability, we recommend you contact the Área de Atención al Estudiante con Discapacidad, or ATED (Area of Attention for Students with Disabilities), which forms part of the Unidad de Acceso, Becas y Atención al Estudiante (Unit of Access, Grants and Student Services) before visiting the UMH. This office is on the Elche Campus in the Hélike Building (Tel: +34 96 522 2125, email ated@umh.es).

Student Identification card
In order to take full advantage of your free time and acquire significant discounts, the Institut Valencià de la Joventut, or IVAJ, (the Valencian Youth Institute), offers you the Carnet Jove card. Its objective is to facilitate mobility and intercommunication for youth, as well as offering significant discounts in shops, cultural and sporting activities, transport, trips, and lodging for trips and activities. All persons between the ages of 14-30 can acquire this card. Its cost is approximately 9 euros and is valid for two years. In Alicante, the IVAJ office is located on the Rambla de Méndez Nuñez, #41. Their telephone number is +34 96 647 8100 and email is alicante_ivaj@gva.es.

Banks
We recommend you open an account at a Spanish bank in order to minimize commissions for transfers or payments you may need to make. To open a bank account, go to the bank with your passport or national identification card. Making an immediate deposit of money is not necessary and the transaction is immediate. The bank account they provide you will be comprised of 20 numbers that will serve for your daily transactions. If you would like to receive money from abroad, you will need to ask the bank for their IBAN or SWIFT/BIC codes of your new account, and then you will need to provide this information to your bank of origin in order to receive international transfers.

The International Bank Account Number (or IBAN) is a series of alphanumeric characters that identify a specific account for a financial entity anywhere in the world. Each bank account corresponds to a single IBAN, and via the IBAN, the country, entity, office, and account are identified. The SWIFT/BIC account code is used worldwide, while the IBAN is used primarily for operations within the European Union.
**Business hours**

Small businesses in Spain are normally open from 9/10 a.m. – 2 p.m., and then again from 5 – 8 p.m. Large shopping centers and supermarkets are usually open from Monday thru Saturday continuously from 9/10 a.m. – 9/10 p.m. You may request home delivery for purchases, although there may be a surcharge for this service.

**HEALTHCARE:**

**Hospitals, health clinics, and pharmacies**

If you come from a country within the European Union, your European Health Insurance Card grants you the right to receive medical attention at any hospital or health clinic. The health clinic will assign you a general practitioner whom you can see for common ailments.

For health emergencies on university campuses, call 112, or you may direct yourself to the medical service in the Hélike Building on the Elche Campus, or attend the first aid station on the Orihuela Campus (formerly the concierge facilities, next to the student delegation). On the Altea Campus, first aid is available in the sculpture workshop.

Pharmacies are usually open from 9 a.m. – 2 p.m., and then again from 5 – 8 p.m., but many remain open continuously during the entire day. Farmacias de guardia are pharmacies that remain open all night long, and these can provide you with any medication you may need after the others have closed. Every pharmacy posts a list of the current farmacias de guardia on the façade outside it, and this information includes their names, addresses, and instructions on how to get there.

Non-European Citizen Students please comply with the terms in your Health Insurance Policy.

In case of an emergency, we recommend that you immediately call 112 or attend the Servicio de urgencias (emergency room) at the nearest hospital. If, on the contrary, it is not an emergency, you should visit a centro de salud (health clinic). Health clinics in Spain are distributed by neighborhoods, and so it is very probable that there is one nearby where you live. Information about all of these is available in the Generalitat Valenciana website.

**INTERNET CONNECTION (WIRELESS)**

Access to wireless networks: lumphnet, lumphweb and Eduroam

The UMH has a wireless network, conceived as an alternative connection method to meet the needs of users who require specific connections in a dynamic and flexible way.
Coverage is complete in areas of common use or temporary permanence, such as libraries, meeting rooms, function rooms, hallways or large distributors, reading rooms, or study, cafeterias, etc.

There are three types of connections available:

1) Secure connection: iumhnet
2) Open connection: iumhweb
3) Secure connection: eduroam

Full information about configuration and access to the UMH wireless network can be found in this document. (sorry only in Spanish).

**ABBREVIATED GUIDE to get into the UMH Wi-Fi network** (sorry only in Spanish):

![Image of ABBREVIATED GUIDE to get into the UMH Wi-Fi network]

Intended users: Administrative Staff, Teachers and Researchers, Students and any visiting people to the UMH.

Requirements:
– To connect to the iumhnet network, you must have a domain user to validate it.
– To connect to the iumhweb network, you will need a domain user and your ID number or a PIN.
– Visiting users who do not have a domain user or DNI / PIN, may request a password by sending an SMS or filling in a form. (look for it in this document)

You will only need to correctly set up your own devices. To do so please use this manual.

May you find difficulties you can request assistance through the Centro de Atención al Usuario (CAU) with our Computing Services: https://cat.eduroam.org/?idp=26

Information and manuals:
To configure the connection to the Wifi network from your device, you can use the servicio de Eduroam de configuración automática, or getting access by using the following QR code:

Important notice on QR codes readers

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 Elche: www.eduroam.es y www.eduroam.org

Equality Unit

Equality Unit of the Miguel Hernández University of Elche is approved by the Governing Council of 4 February 2009 with the following functions:

* Promote a culture in favor of fairness and equal opportunities for men and women.
* Ensure non-discrimination and equal opportunities in access and professional development of teaching and research staff and administration and services.
* Encourage the participation of women in levels of responsibility, representation in the governing bodies of the University.
* Encourage the reconciliation of personal, family and work life of all people working at the University.

Spanish as a foreign language:
The UMH offers two-week free intensive introductory courses in Spanish language and culture in September, always adjusted to the weeks prior to the official start of the academic year at our university. Applications for these courses will be online.
For more information please visit our website or contact us: movilidad@umh.es

Language center:
The University has a language center that offers a number of services to anyone interested in learning modern languages in the UMH and very affordable Spanish language courses all the year round for incoming students.
Service of International Relations

If you are going to engage yourself in a nurturing and exciting experience at our University, your reference point will be the **UMH Service of International Relations**. It deals with incoming students mobility for studies and placement, and offers a qualified support to EU and non-EU students. The Service coordinates the administrative and organizational aspects of the various activities by interfacing with the representatives of both the internal structures and partner Universities abroad.

La Galia Building, first floor. Elche Campus  
Tel.: +34 96 665 8683, +34 96 522 2175, +34 96 522 2129  
Email: voluntariado@umh.es / cooperacion@umh.es  
Website: [https://internacional.umh.es/](https://internacional.umh.es/)

**Music:**

In the University there is the **Young 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 website.

**Theatre:**

Updated information on the theatrical performances of our **UMH Theater Company** and on how to be part of it on the different campuses.  
If you want to receive our newsletter and be aware of our activities, write us an email to cultura@umh.es

**Radio UMH online.**

The university radio station broadcasting to the university community offers various programs about science, debate, current affairs, sports, etc. Its programming is produced and organized by the university community (students, faculty, and staff). If you would like to collaborate with Radio UMH or participate in any of its programs, send suggestions or propose other areas of interest to umhradio@umh.es. You can find information about the radio programming and listen to [Radio UMH online](https://uhm.es/)

**UMH Erasmus Experience Club**

The UMH Erasmus Experience Club forms one part of the Vice Rectorate for International Relations at the Miguel Hernández University of Elche.  
The club is managed by a group of UMH students who aim to bring the university closer to all students, especially those attending the UMH on exchange programs.
Its purpose is to facilitate the integration of foreign students into the academic and cultural aspects of our university. This is accomplished by carrying out social and cultural activities, taking field trips and rural excursions, in addition to publicizing knowledge about the countries of origin of the foreign students who are here, learning within our classrooms, making up a part of our university community.

The UMH Erasmus Experience Club organizes many kinds of activities throughout the school year, but it is also yearning for proposals from its members about organizing other activities. You may propose an activity by sending an email to cluberasmus@goumh.umh.es; you may also do so via Facebook. By creating the UMH Erasmus Experience Club, the UMH intends to create an international forum for interaction, one that is both virtual and up close and fosters and energizes international interactions and activities among the university community by sharing experiences and organizing various kinds of events. The creation of a student network around the club helps promote the processes of internationalization and Europeanization of all UMH groups through different shared activities. This network also nurtures the development of new forums, face-to-face and virtual alike, for intercultural participation and coexistence.

Club membership
All students enrolled in official UMH programs who are currently carrying out an Erasmus mobility stay of at least one semester in length, during any academic year of their undergraduate program, are eligible for club membership, as are all Erasmus incoming students. Students who have applied for an Erasmus place mobility stay at the UMH for the upcoming school year are also eligible for club membership.

UMH Erasmus Experience Club members enjoy:

- Accreditation as a club member.
- Access to club-related computer applications.
- An invitation to the Erasmus Welcome UMH Workshop.
- Discount of 75% for the UMH athletic card.
- Other additional advantages that materialize in the future.

UMH Erasmus Experience Club members commit themselves to collaborate, as much as possible, in club activities and its promotion, as well as attend planned events that are open to the entire university community; the intent of this collaboration is to enhance their internationalization and mobility experience.

Club operations
The UMH Erasmus Experience Club student coordinator is, for one school year, responsible for managing and marketing club activities. The Student Delegation nominates coordinator candidates prior to June 15 of each school year, and then the Vice Rector appoints one for Student Affairs and Coordination. The coordinator receives 3 credits of their choice, and a possible stipend or travel allowance provided the budget so allows.

Club coordinators may consult with the UMH Erasmus Experience Club Monitoring Committee, which is comprised of the General Student Delegate, Vice Rector for Student Affairs and Coordination, Vice Rector for International Relations, or persons delegated for such, and a representative from the university staff (PAS). Furthermore, the Student Delegation will assist the club coordinator with holding proposed activities in addition to their promotion via their respective structures.

The club coordinator prepares a plan of activities for the subsequent school year before July 15 for the UMH Erasmus Experience Club Monitoring Committee for its possible approval on or before September 15. Throughout each school year, the coordinator, with approval by the General Student Delegation, may propose activities in addition to those initially planned provided they contribute to club objectives. Each annual report must include, at least, an Erasmus Student Welcome UMH Workshop, activities that promote groups for conversation, the use of foreign languages, and that establish social networks, both physical and via new information technologies, for disseminating and setting activities in motion.

The coordinator is also responsible for ensuring that the entire university community is aware of the club and its activities. Before the end of each school year, the coordinator prepares an annual report about the activities carried out during that school year. This is then submitted to the Monitoring Committee for approval before July 30. At such time, the coordinator steps down provided a new coordinator has been appointed for the upcoming school year.

For further information or for any questions you may have, you may write the club via email to cluberasmus@umh.es. If you would like to read the complete document detailing the creation of the UMH Erasmus Experience Club, consult the following link (the document is in Spanish).
**ACADEMIC ISSUES**

Calendar

The following days are **without academic activities in the 2020/2021 UMH academic year**:

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Academic Course Inauguration</td>
<td>October 1st.</td>
</tr>
<tr>
<td>Valencian Community Day</td>
<td>October 9th.</td>
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<tr>
<td>Hispanic Heritage Day / Columbus Day</td>
<td>October 12th.</td>
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<tr>
<td>Local holiday for the Elche Campus</td>
<td>November 2nd.</td>
</tr>
<tr>
<td>Welcome Party Day</td>
<td>November 6th.</td>
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<tr>
<td>All Saints</td>
<td>November 1st.</td>
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<tr>
<td>Festivity of the Spanish Constitution</td>
<td>December 6th.</td>
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<tr>
<td>Immaculate Conception holiday</td>
<td>December 8th.</td>
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<tr>
<td>Christmas break</td>
<td>December the 24th. to January the 6th.</td>
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<tr>
<td>Celebration of Saint Thomas Aquinas</td>
<td>January 28th.</td>
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<table>
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<tr>
<th>Second Semester</th>
<th></th>
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<tbody>
<tr>
<td>Spring Holiday</td>
<td>March 18th.</td>
</tr>
<tr>
<td>St. José’s Day / Spanish Fathers’ Day</td>
<td>March 19th.</td>
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<tr>
<td>Easter week</td>
<td>April 1st. to April 11th.</td>
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<tr>
<td>Local holiday for the Elche Campus</td>
<td>April 12th.</td>
</tr>
<tr>
<td>Local holiday for the Sant Joan d’Alacant Campus</td>
<td>April 15th.</td>
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<tr>
<td>Labour Day</td>
<td>May 1st.</td>
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