

UNIQUE EUROPEAN MASTER'S PROGRAMME
4 European cities. 4 top universities. 1 joint Masters degree.



BOLOGNA

INNSBRUCK

OSLO

ROTTERDAM

**The European Master in
Health Economics & Management**
coordinated by:

Erasmus University Rotterdam
Burgemeester Oudlaan 50
3062 PA Rotterdam
The Netherlands

tel: +3110 - 408 8575
e-mail: esc@eshpm.eur.nl

www.eu-hem.eu

EU-HEM STUDENT HANDBOOK

2020-2022

(August 2020)



Eu-HEM Student Handbook 2020-2022

Contents

Introduction4

1: General Programme Information5

1.1 Content and structure of the Eu-HEM programme 5

1.1.1 Programme goals 5

1.1.2 Structure of the curriculum..... 5

1.1.3 Track choice 7

1.1.4 Joint degree..... 7

1.1.5 Winter and Summer School 8

1.2 Participation in the programme..... 8

1.2.1 Enrolment & re-enrolment 8

1.2.2 Participation fee..... 9

1.2.3 Temporary Leave 9

1.2.4 Withdrawal..... 9

1.2.5 Special Requests or Complaints 10

1.3 Contact Information..... 10

2: Course and Exam Regulations 13

2.1 Joint course and exam regulations 13

2.1.1 Thesis 13

2.1.2 Plagiarism..... 13

2.1.3 Re-sits..... 13

2.1.4 Internships 14

2.2 Course and Exam regulations per location 14

2.2.1 University of Oslo..... 14

2.2.2 University of Bologna..... 16

2.2.3 Management Center Innsbruck 18

2.2.4 Erasmus University Rotterdam 20

3: Practical information..... 22

3.1 General Practical Information..... 22

3.1.1 Graduation Ceremony 22

3.1.2 Student feedback..... 22

3.1.3 Student representation 22

3.1.4 Software..... 22

3.1.5 Extra courses..... 22

3.1.6 Erasmus+ mobility grant 23

3.2 Practical Information per location 23

3.2.1 University of Oslo..... 23

3.2.2 University of Bologna..... 26

3.2.3 Management Center Innsbruck 31

3.2.4 Erasmus University Rotterdam 37

4: Erasmus Mundus Scholarships 42

4.1 Scholarship finances 42

4.2 Student agreement..... 42

4.3 Insurance..... 42

4.4 Mobilities 43

4.5 Monitoring 43

4.6 Alumni organization..... 43

DISCLAIMER: This publication has been compiled with the greatest possible care, but no rights may be derived from its contents. Please inform us if you notice any mistakes.

Introduction

Dear student,

It is an honour to welcome you as a student to the European Master in Health Economics and Management (Eu-HEM)! We are proud of this challenging and exciting programme, jointly offered in Bologna, Innsbruck, Oslo and Rotterdam, and very happy that you chose to join us.

During the programme you will live and study in different European countries and be part of a diverse and truly international environment, as the 2020-2022 cohort consists of 30 different nationalities!

The Eu-HEM programme offers excellence in health economics and management, taught by experts from four leading European universities. Our programme will equip you to take on present and future challenges in healthcare and prepare you for a successful international career in this field.

The Eu-HEM programme offers:

- A unique opportunity to study a joint programme offered by four leading European universities.
- Obtain and develop competences and expertise in the fields of health economics and healthcare management, but also in health policy, healthcare systems and more.
- Excellent career opportunities and access to a wide network of national and international employers, including healthcare organisations, pharmaceutical industry, consultancy, governmental organisations, NGO's, and research institutions.

Studying in different countries also comes with some challenges, as each country and university has its own culture, rules, and regulations. We have developed this Handbook to help you prepare for your journey. We have compiled relevant information about our joint Eu-HEM programme regulations, about the most important local regulations, and where you can find further information. Furthermore, you will also find more practical information about living and studying at the four Eu-HEM partner institutions.

The Eu-HEM team wishes you a successful and exciting study period.

I sincerely look forward to meeting you in person during one of Eu-HEM's joint activities.

Kind regards,

Prof.dr. Job van Exel

Chair of the Eu-HEM Consortium Board



1: General Programme Information

1.1 Content and structure of the Eu-HEM programme

1.1.1 Programme goals

The overall learning objectives of the Eu-HEM are:

- Students can apply the relevant methodological and analytical skills to transfer scientific and technical knowledge to health policy and healthcare organisations.
- Students can apply the advanced and practice skills in the field of health economics and management in health policy, -businesses and healthcare organisations.
- Students can develop an interdisciplinary understanding of challenges in healthcare policy and management.
- Students fulfil the academic and methodological requirements for a PhD program in the field of health economics and management.

1.1.2 Structure of the curriculum

The academic programme is provided in four semesters of 30 ECTS each.

| Semester | Learning activity | Number of ECTS |
|--------------|----------------------|----------------|
| 1st semester | 6 compulsory courses | 30 ECTS |
| | Winter School | |
| 2nd semester | Specialisation | 30 ECTS |
| | Summer School | |
| 3rd semester | Specialisation | 30 ECTS |
| 4th semester | Thesis | 30 ECTS |

With exception to the 4th semester, each semester is organized in six courses of 5 ECTS. The courses are structured by well-defined learning goals.

The first semester is structured in five courses in the fundamental disciplines of the programme with similar learning goals at all the universities, and one additional course that can be different per location:

| |
|--|
| Fundamentals in Health Economics |
| Fundamentals in Healthcare Management |
| Fundamentals in International Health Law |
| Fundamentals in Health Systems |
| Fundamentals in Research & Methods |

In the second and third semester, you will follow courses in a particular track. The programme offers six different tracks. The set-up of the tracks is explained in the table below.

| Track | Management of Healthcare Institutions | Healthcare Finance and Management | Health Economics and Policy | Economic Evaluation in Healthcare | Decision Making in Healthcare | Global Health |
|---|--|--|---|---|---|---|
| Location 2nd semester | Oslo | Bologna | Oslo | Rotterdam | Rotterdam | Rotterdam |
| Courses in the second semester | Finance & Investment (10 ECTS) | IC - Regulation in Healthcare and Insurance Markets (10 ECTS) OR IC - The Economics of Healthcare Organization (10 ECTS) | Demand for Health & Health Insurance (5 ECTS) | Health Technology Assessment (5 ECTS) | Health Technology Assessment (5 ECTS) | Health Technology Assessment (5 ECTS) |
| | | | Paying Providers of Health Care (5 ECTS) | Health Services Innovation (5 ECTS) | Health Services Innovation (5 ECTS) | Health Services Innovation (5 ECTS) |
| | Leadership, Management, and Organization Development (10 ECTS) | IC - Accounting and Management in Healthcare (Management systems in healthcare + Accounting in healthcare) – 10 ECTS | Finance and Investments (10 ECTS) | Advanced Health Economic Modelling (5 ECTS) | Advanced Health Economic Modelling (5 ECTS) | Advanced Health Economic Modelling (5 ECTS) |
| | | | | Pharmaceutical Pricing & Market Access (5 ECTS) | Pharmaceutical Pricing & Market Access (5 ECTS) | Health, Economic Development & Policy (5 ECTS) |
| | Elective (5 ECTS) | Professional Skills Enhancing activity (5 ECTS) | Linear regression analyses (5 ECTS) | Healthcare Ethics (5 ECTS) | Healthcare Ethics (5 ECTS) | Global Health Economics (5 ECTS) |
| Elective (5 ECTS) | Elective (5 ECTS) | Elective (5 ECTS) | Elective (5 ECTS) | Elective (5 ECTS) | Elective (5 ECTS) | |
| Location 3rd semester | Innsbruck | Innsbruck | Bologna | Oslo | Innsbruck | Bologna |
| Courses in the third semester | Health Promotion & Preventive Medicine (5 ECTS) | Health Promotion & Preventive Medicine (5 ECTS) | IC - Health Promotion and Policies (10 ECTS) | Methods to Estimate the Effect of Interventions (10 ECTS) | Health Promotion & Preventive Medicine (5 ECTS) | IC - Law, regulation and planning in healthcare (10 ECTS) |
| | Law & Public Health Practice (5 ECTS) | Law & Public Health Practice (5 ECTS) | | | Law & Public Health Practice (5 ECTS) | |
| | Ethical Decision Making (5 ECTS) | Ethical Decision Making (5 ECTS) | Legal Issues in Pharmaceutical Markets (5 ECTS) | Modelling in Economic Evaluation II (10 ECTS) | Ethical Decision Making (5 ECTS) | Topics in Global Health or not chosen electives (5 ECTS) |
| | Real Life Simulation: Methods(5 ECTS) | Real Life Simulation: Methods (5 ECTS) | Topics in Global Health or | | Real Life Simulation: Methods (5 ECTS) | Elective (5 ECTS) |

| | | | | | | |
|--|--|--|---|--|---|---|
| | | | not chosen electives (5 ECTS) | | | |
| | Real Life Simulation: Practice; or Internship acknowledgment ** (5 ECTS) | Real Life Simulation: Practice (5 ECTS) | Elective (5 ECTS) | Elective (5 ECTS) | Real Life Simulation : Practice; or Internship acknowledgment ** (5 ECTS) | Elective (5 ECTS) |
| | Regulation & Competition in Health Care Markets (5 ECTS) | Regulation & Competition in Health Care Markets (5 ECTS) | Workshop: Building Empirical Case Studies in Health Economics or Internship (5 ECTS) | Professional Skills Enhancing Activity (5 ECTS) | Regulation & Competition in Health Care Markets (5 ECTS) | Workshop: Building Empirical Case Studies in Health Economics or Internship (5 ECTS) |

**The course overview may be subject to change.*

*** MCI does not offer an internship course. A previous internship can however be acknowledged for the Real Life Simulation practice course if it fulfils certain criteria → see chapter 2.1.4*

A key element of the program is the 30 ECTS master thesis. All students spend the whole 4th semester to work on their master thesis which might be related to a research assignment internship for the purpose of exploring the topic, collecting data, or getting other kind of inputs. The topic of their thesis is linked to their specialization track.

1.1.3 Track choice

There will be a track information session in September or early October at each location to inform students of the contents of the different tracks.

You choose your track in October, when you have a good idea what each track is about and which one would suit best with your interests and career objectives. The local coordinator of the university where you are registered in your 1st semester will make an overview of the chosen tracks and inform the local coordinators at the other locations so all students can be informed timely of the necessary preparations of the next location.

Although we cannot 100% guarantee that all students will be able to do the track of their first choice, we have been able to place all students in their preferred track thus far.

1.1.4 Joint degree

Eu-HEM is a second-cycle degree accredited as a joint degree in all 4 partner institutions. Eu-HEM is recognized by all degree awarding consortium institutions. As indicated in the final diploma awarded to students, Eu-HEM is valid as:

- Laurea Magistrale in Health Economics and Management (UniBo)
- Master of Science in Health Economics and Management (EUR)
- Master of Philosophy in Health Economics and Management (UIO)
- Master of Arts in Business (MCI)

Students will be granted a fully accredited joint degree, i.e. one single diploma with full legal value in each partner country, mentioning these 4 titles. It will be signed by the legal representatives of each university. A joint diploma supplement, offering information regarding the programme, the courses that have been completed and the different grading systems, will be attached to the diploma.

1.1.5 Winter and Summer School

The Eu-HEM Winter and Summer Schools are key parts in the programme. Not only are these the two occasions where all Eu-HEM students of the same cohort meet each other and share classes and social activities. These are also the occasions where you can meet and interact with stakeholders from relevant businesses and organizations which will help you attune your profile to the labour market demands.

The Winter School will be organized mid-January in Bologna. This will be the first occasion when all students of the 2020-2022 cohort are in one location.

The Summer School will be held in June/July in Lech, Austria, immediately after the 2nd semester. The Summer School aims at coaching on the master thesis proposal development. *Attendance at Summer School is essential for the thesis preparation* and the Consortium Board disagrees with students requests not to come. Exceptions are only possible on an individual basis for a valid reason (e.g. illness) and no alternatives to compensate for the thesis workshop can be offered.

You can receive a partial contribution towards your travel expenses from the Eu-HEM programme. You will receive more information about this closer to the event dates from MCI local coordinator Sara Repo.

1.2 Participation in the programme

1.2.1 Enrolment & re-enrolment

All Eu-HEM students will be enrolled at Erasmus University Rotterdam (EUR), irrespective of the university where you will start your first semester.

Your enrolment for the academic year 2020-2021 and re-enrolment to the programme in 2021-2022 can only be finalized after registration at Studielink and payment of the participation fee. Students who receive an Erasmus Mundus scholarship do not need to pay the participation fee.

You will have to re-enrol for the second year of the programme. In May 2021, you will receive an email with the re-enrolment instructions for the academic year 2021-2022.

The deadline for enrolment and re-enrolment is 1 August¹. If you do not meet this deadline you cannot be enrolled for the programme.

For questions regarding the (re)enrolment and payment, please contact the Education Service Centre of Erasmus University Rotterdam via esc@eshpm.eur.nl.

1.2.2 Participation fee

The participation fee for the academic year 2020-2021 for programme country students is € 2,143 and €6,000 for partner country students.

The participation fee for the academic year 2021-2022 for programme country students is € 2,2550 and €6,000 for partner country students.

Please take note: Norwegian students applying for student loan at the Norwegian State Educational Loan Fund are recommended to apply for education outside the Nordic region.

1.2.3 Temporary Leave

You are admitted as a student to the Eu-HEM programme for the 2020-2022 cohort. As this is a selective master with a limited number of places, your admission does not entitle you to start in another academic year.

If due to personal circumstances you need to take temporary leave from the programme, you can discuss this with the local coordinator of the university where you are studying at that time. He/she will inform you how to submit your request to the Consortium Board for evaluation and approval. Please note that the leave can only cover 1 full academic year, and can only be requested once. Due to the structure of the programme, it is not possible to take leave for one semester only, and it is also not possible to take leave for more than 1 year.

If you wish to continue the programme after more than 1 year leave, you will have to go through the whole application procedure again, and to be once more selected to the master.

1.2.4 Withdrawal

Unfortunately in very rare cases, a student may be obliged to withdraw from the programme. If this is the case for you, make sure to talk first to a study advisor or the local coordinator of the university where you are located at, maybe they can help you with solutions you had not thought of yourself.

If withdrawal is inevitable, then you should confirm this by e-mail to the local coordinator. You will then receive further information on how to de-register from the programme.

You could request a partial refund of the participation fee. For EU/EEA nationals, this is calculated from the 1st day of the month after your de-registration. From that 1st day of the next month, you will receive a refund over the months that you paid your participation fee but will not be registered any more. Please note that you don't qualify for a refund if you de-register in the months June, July or August.

¹ Payment deadline is subject to change.

Example: if you de-register on 23 October, the refund will be calculated as from 1 November. You will receive a refund over the 10 months that participation fee has been paid but you will not be registered any more, i.e. November until August. You will get a refund for 10/12 of the fee.

For non-EU nationals, the refund is per semester only, calculating the semester dates of Erasmus University Rotterdam.

1.2.5 Special Requests or Complaints

If you have a special request, or a complaint about the Eu-HEM programme, we recommend you to contact the local coordinator of the university that you are studying at in that semester. The local coordinator can advise you how to proceed. Maybe the coordinator can help you him/herself or direct you to a colleague. It is possible that the local coordinator will suggest that you write your request or complaint to the International Programme Coordinator who can put it on the agenda of the Consortium Board.

For complaints about courses or exams, the local rules would apply. Please see the section for Appeals and Complaints per location for more information.

1.3 Contact Information

Management & Coordination

| Name | Function | E-mail |
|---------------------------------------|---|--|
| Prof. Job van Exel | Chair of the Consortium Board | vanexel@eshpm.eur.nl |
| Prof. Leona Hakkaart – van Roijen | Consortium Board member Erasmus University Rotterdam | hakkaart@eshpm.eur.nl |
| Prof. Daniele Fabbri | Consortium Board member University of Bologna | d.fabbri@unibo.it |
| Prof. Oddvar Kaarboe | Consortium Board member University of Oslo | o.m.kaarboe@medisin.uio.no |
| Prof. Siegfried Walch | Consortium Board member Management Center Innsbruck | Siegfried.Walch@mci.edu |
| Mr. Ola Magnusson | Local Coordinator University of Oslo | o.a.magnusson@medisin.uio.no |
| Ms. Sarah Russo | Local Coordinator University of Bologna | sarah.russo@unibo.it |
| Mr. Ayman Fouda, Ms. Sabrina Dietrich | Local Coordinators Management Center Innsbruck | ayman.fouda@mci.edu sabrina.dietrich@mci.edu |
| Ms. Victoria Lorenzo Sanchez | International Programme Coordinator & Local Coordinator Erasmus University Rotterdam | lorenzosanchez@eshpm.eur.nl esc@eshpm.eur.nl for student's questions |

For most questions, please contact the Local Coordinator of the university where you are studying that semester.

Track Committees

| | | |
|---------------------------------------|--|--|
| Management of Healthcare Institutions | Member from UiO | Member from MCI |
| | Terje P. Hagen | Siegfried Walch |
| Email: | t.p.hagen@medisin.uio.no | Siegfried.Walch@mci.edu |
| Economic Evaluation in Healthcare | Member from EUR | Member from UiO |
| | Margreet Franken | Eline Aas |
| Email: | franken@imta.eur.nl | eline.aas@medisin.uio.no |
| Health Economics and Policy | Member from UiO | Member from UniBo |
| | Knut Reidar Wangen | Daniele Fabbri |
| Email: | k.r.wangen@medisin.uio.no | d.fabbri@unibo.it |
| Decision Making in Healthcare | Member from EUR | Member from MCI |
| | Margreet Franken | Claudia Zoller |
| Email: | franken@imta.eur.nl | claudia.zoller@mci.edu |
| Global Health | Member from EUR | Member from UniBo |
| | Igna Bonfrer | Federico Toth |
| Email: | bonfrer@eshpm.eur.nl | federico.toth@unibo.it |
| Healthcare Finance and Management | Member from UniBo | Member from MCI |
| | Emanuele Padovani | Armin Fidler |
| Email: | emanuele.padovani@unibo.it | Armin.Fidler@mci.edu |

2: Course and Exam Regulations

2.1 Joint course and exam regulations

2.1.1 Thesis

For all courses, local examination rules apply, except for the thesis. The thesis is the largest and final part of the programme. The joint thesis regulations are all elaborated in the *Thesis Guidelines*. You will receive the Thesis guidelines in the summer before your second year.

2.1.2 Plagiarism

Plagiarism is taken very seriously and will have legal implications. The legal implications and actions follow the local laws and regulations.

In papers and the thesis, concepts and statements taken from the literature should be appropriately reworded and referenced. Exact citations should be clearly highlighted (e.g. between inverted commas or through a different font) and the source should include the page number. On-line sources are admissible when they are appropriate and meet the required scientific, but generic sources such as Wikipedia are not necessarily scientific and critically assessed and should be avoided or only used with extreme care and parsimony. Similar rules for references apply for online resources as for academic publications. Papers and theses will be checked upon plagiarism, using anti-plagiarism software.

2.1.3 Re-sits

As the Eu-HEM programme offers courses that are also part of the curriculum of local programmes, in many cases local examination rules will apply. There are however also some joint guidelines. We also explain how to take a re-sit from one university when you are already studying at another university in the programme.

Joint re-sit guidelines

1. The number of possible re-sits is determined by the local rules.
2. Whether a student can re-sit an exam he/she already passed is determined by local rules.
3. If a re-sit opportunity is offered during the semester that the student is still studying at the university that offers the course, the re-sit must be taken at that location.
4. If a re-sit is offered during a semester that the student is no longer hosted at the university that offers the course, then the student can put in an application for the re-sit to be taken at the university where the student is currently studying. It cannot be guaranteed that this is possible, but all parties will do their utmost to arrange this.
5. Re-sits can only be taken at one of the four Eu-HEM consortium universities.
6. Written exam re-sits must be taken at the same time as the exam in the location of origin.
7. Surveillance of the re-sit must take place according to the rules of the university that offers the course.
8. The university that offers the course remains responsible for the exam.
9. These rules apply to all courses in the Eu-HEM programme apart from the Master's thesis. For the Master's thesis, the EU-HEM Thesis Guidelines apply.

Procedure for Eu-HEM students to take a re-sit at another Eu-HEM location

1. Register for the re-sit according to the rules of the university that offers the course.
2. Contact the local coordinator of the university that offers the course at least one month before the re-sit date to take the re-sit at the Eu-HEM university where you study at the time of the re-sit.
The local coordinator of the university that offers the course will contact the local coordinator at the university where you are studying to check if the re-sit can be arranged. It cannot be guaranteed that this is possible as this may lead to organizational issues, but all parties will do their utmost to arrange this.
3. If the re-sit cannot be arranged, you will hear this as soon as possible, but at least 2 weeks before the re-sit date.
4. If the re-sit can be arranged, you will receive information regarding the location and time at least 3 days prior to the re-sit.

2.1.4 Internships

You can do an internship of 5 ECTS to gain relevant work experience (not applicable in Rotterdam). It is possible to do this internship in the Summer before the 3rd semester. The credits are either part of the 2nd or 3rd semester course offer (Oslo) or will be acknowledged afterwards by your 3rd semester university (MCI or Bologna) if the internship fulfills certain criteria. Please ask your local coordinator for more information prior to the internship. In addition to an internship as described above, it is also possible to do a research assignment in combination with your thesis during the 4th semester. Please check the local rules of the university that would award the ECTS credits for the internship for more information on the procedures.

Research assignment in 4th semester

It is also possible to do a research assignment in combination with your thesis. You can be stationed in a company or organization to gather relevant data for your thesis. The difference from the above mentioned internship is that the aim is not to obtain work experience but to focus on data collection and you won't get extra ECTS credits for this internship. Make sure to check well in advance with your Track Committee or thesis supervisor if your research assignment is indeed relevant for your thesis. More information can be found in the Thesis Guidelines, which you will receive in summer before the start of your 2nd year.

2.2 Course and Exam regulations per location

2.2.1 University of Oslo

Course registration

You must register as a student and register for courses each semester. In order to keep your student status active, you must register in Studentweb for tuition and exams in the relevant courses on your study programme.

Every semester, students admitted to a programme of study at UiO must register in Studentweb

- Log in to Studentweb
- Click on the large green button 'Start registration'
- If you have an education plan: add the courses you wish to take
- Apply for classes and register for examinations. Deadlines

- Save and complete the registration sequence

Please note that Eu-HEM students do not have to pay the UiO semester fee!

If you have an education plan and wish to apply for courses not included in the plan, you may do this after you have registered. Choose 'My active courses' in the menu.

When you have done this, you are registered as a student for the semester.

Semester dates

The semester dates can be slightly different each year, therefore we give an indication:

Mid-august – mid-December

Early February – mid June

Exams and Re-sits

You will find further information about rules and regulations governing examinations, mandatory course assignments, leave of absence, special needs in case of disability and applications for approval of courses taken at other educational institutions here:

<http://www.med.uio.no/english/studies/about/regulations/master/index.html>

Appeals and complaints

You can ask for an explanation of your grades or submit an appeal about your grades. An explanation states the general principles on which the assessment was based and explains the assessment of your performance. We recommend that you ask for an explanation of your grade before deciding to submit an appeal about your grades.

You cannot submit an appeal about oral or practical examinations, since the performance is not documented for future purposes. The results of preliminary examinations may only be challenged if the examination was not passed. See the description of the grading system:

<http://www.uio.no/english/studies/about/academic-system/grading-system/>

You have the right to complain about formal examination errors. Formal errors can occur, for example in the examination question papers, in conducting the examination or during grading.

Deadlines:

Explanation of your grade: If it is an oral or practical examination, the deadline is immediately after you have received your grade. If it is a written examination, the deadline is one week after the grade is published.

Appeal about grades: Three weeks after the grade was published. If you have asked for an explanation of your grade, or made a complaint based on formal examination errors, the appeal deadline runs from the date you have received the explanation or an answer to your complaint.

Complaints about formal examination errors: Three weeks after you know or should have known about the condition on which the complaint is based. If you have previously asked for an explanation of grades or submitted an appeal about grades, the deadline for complaints about formal errors is extended until after you have received the explanation or the appeal about grades has been settled.

Grading

The Norwegian grading system consists of two grading scales: one scale with the grades 'pass' or 'fail' and one graded scale from A to E for pass and F for fail. The graded scale has the following qualitative descriptions:

| | | |
|---|--------------|---|
| A | Excellent | An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a very high degree of independent thinking. |
| B | Very good | A very good performance. The candidate demonstrates sound judgement and a high degree of independent thinking. |
| C | Good | A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas. |
| D | Satisfactory | A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking. |
| E | Sufficient | A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking. |
| F | Fail | A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking. |

2.2.2 University of Bologna

Unibo Account

You can open a Unibo account at the following link: [Studenti On-line Registration](#)

Once you have a Unibo account, you need to inform your Local programme coordinator with an email, where you will have to indicate the account (name.surname@studio.unibo.it).

After this step, the Registrar Office will give you access to registration, and you will be informed via email by your local programme coordinator.

Course registration

Students are registered to each course by default. However, in order to have your exams registered, you will have to select the set of exams ("Study Plan") from the online platform "Studenti On-line"

You can find the list of exams in your programme webpage (www.eu-hem.unibo.it -> Studying -> Course Structure Diagram).

Once your study plan is complete, the list of courses will also appear on your AlmaEsami, a platform that allows you to **register to sit exams** and to check when your grades are registered.

Please note that you need to have all the list of courses before the exam session starts, as you always need to register before sitting an exam!

Information on how to use the online platforms will be given during the Welcome meetings at Unibo.

Semester dates

Semester dates may vary slightly every year. For the A.Y. 2020/2021 these are the semester dates:

1 semester: 14 September 2020 – 13 February 2021 (including exams re-sits)

2 semester: 15 February 2021- 24 July 2021 (including exams re-sits)

Timetables

The timetable for each semester is published on the Eu-HEM Unibo webpage:

<https://corsi.unibo.it/2cycle/euHealthEconomicsManagement/timetable>

Exams and Re-sits

You can sit an exam only if you have attended a 70% of the classes.

You have the possibility to sit 1 official exam right after each course, plus 2 re-sits per academic year (one at the end of the semester and one in September).

You don't need to fail an exam to do a re-sit, so you can plan in advance whether you want to take an exam immediately after the course, or during a re-sit session.

According to the new Unibo regulations, you can ask your lecturer to re-sit an exam if you are not happy with the grade. You have to inform your lecturer about your decision in due time and before the grade is registered. Once the mark is registered on AlmaEsami it is not possible to sit the exam a second time.

Please refer to your local coordinator at Unibo, as regulations might be updated with more details.

Complaints and Appeals

If you have a complaint you can refer to the Student Ombudsman (garante@unibo.it). You can contact the Ombudsman to report any forms or types of abuse, dysfunctions, shortfalls, delays, violations of the law or the principles of good administration, failure to respect the values and rules laid down in the University's Code of Ethics or the principles and rights specified in the University Statute, by teachers or other University personnel, or attributable to University Bodies or the general or peripheral Administration in the conduct of administrative activities, for acts or omissions or conduct that is solely intended to be intimidating, hostile, degrading, humiliating or offensive.

The Student Ombudsman monitors the teaching, research and service activities of the University of Bologna with an impact on the rights and interests of the University's students, to ensure that they are carried out in compliance with the values and rules laid down in the University's Code of Ethics and the principles and rights specified in the University Statute. Students who contact the Ombudsman are entitled to anonymity.

Grading

Examinations are graded according to a scale from 18 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (a 30 becomes a 30 e lode/cum laude) as a mention of special distinction. All examination results are used to calculate the overall graduation grade, which is calculated on a scale of 66-110. The final result is based on exam results plus the defense of a project or dissertation in front of a Committee.

2.2.3 Management Center Innsbruck

Course registration

You will be registered for all courses by the MCI Office Management.

The mci4me.at site (www.mci4me.at/en/) provides all the information you need for your studies at MCI. It is the starting point for all online platforms at the MCI. On this website students find news on MCI-related activities and are guided to all the other platforms providing detailed information on schedules, course descriptions, assignments, materials, grades and Email services (Sakai, my MCI, mci.edu and Webmail).

MCI faculty and staff use the online learning management systems Sakai and myMCI to keep you up-to-date on all matters related to your chosen MCI program.

Online lectures will take place on the **Adobe Connect platform**. Virtual classrooms will be communicated through **Sakai** and/or by the student support officer(s).

Payments

Please note that Eu-HEM students do **not** have to pay the MCI semester fee! Please ignore any Emails from MCI regarding the payment of semester fees.

You do however need to pay **copy costs** at the end of the semester in case they occur. These copy costs are for the teaching materials, which your lecturers occasionally print for you for your lectures and are not covered by the participation fee.

Semester dates

The semester dates can be slightly different each year:

Winter term 2020/21: 07.09.2020-15.01.2021

Summer term: Beginning of March – end of June (the exactly dates will be published later)

On your first day of studies, MCI will offer all Eu-HEM students a welcome day with an **online** induction meeting via Adobe Connect to get you off to a good start.

Timetables

The timetable/ schedule for the winter term 2020/21 will be available online in your mymci account at the beginning of the semester. The detailed course descriptions (course books) will be available on the Sakai online platform. You will however receive a PDF version of your course schedule (may be subject to changes!) by Email at the end of July.

Exams and Re-sits

Attendance in class

Attendance in all courses is compulsory. Usually course times are 09:00 – 12:15 and 13:30 – 16:45.

These times correspond to four (4) teaching units of 45 minutes each. Some blended course designs deviate from this schedule and offer webinars where the attendance is also mandatory.

Students may be absent from a maximum of 25% of the teaching units of a course per semester. A student who exceeds this limit shall be considered to have failed the course at the first attempt. A negative overall assessment and absence of more than 25% shall result directly in a second re-sit (= board examination). In exceptional cases (e.g. illness) students may apply in written form (email or letter) to the study program director for a waiver for more than 25% of the teaching units of the course concerned.

Types of examinations

In general, a distinction is drawn between course-based examinations and a final examination. Per individual course, examinations can be carried out either as (one or more) course-based examinations or a final examination or a combination of both. It is the responsibility of the respective lecturer to design the (appropriate) assessment of students for his/her course. Course-based assessment can be in oral and/or written form(s) and, as regards the written form can be essay type, short question multiple choice, task-based (group work) among others, as befitting the learning objectives of the course.

Examination regulations

Local rules apply when it comes to examination of the courses. You can find all MCI rules and regulations on examination via the following link:

<https://www.mci.edu/en/university/the-mci/about-us/academic-council>

Complaints and Appeals

Your first point of contact is the local coordinator. The local coordinator can advise you how to proceed. Maybe the coordinator can help you him/herself or direct you to the Head of Studies. If you have a special request, or a complaint about the Eu-HEM programme, it is possible that the local coordinator will suggest that you write your request or complaint to the International Coordinator who can put it on the agenda of the Consortium Board.

For complaints about courses or exams, the local rules would apply. The local coordinator and Head of Studies are the first contact for complaints and appeals and will advise you how to proceed. You can find more information on the webpage of The Academic Council of MCI Management Center Innsbruck via the following link: <https://www.mci.edu/en/university/the-mci/about-us/academic-council>

Grading

Calculation of Grades in Case of Several Lecturers within a Course

In the case of courses taught by more than one person the overall grade (percentage achieved) within the course is calculated by weighing the single assignments as displayed in the course book.

Grading system

Grades range from 1 to 5; the only failing grade is 5:

| Percentage | Grade |
|------------|------------------|
| 100 – 90% | 1 (very good) |
| 89 – 80% | 2 (good) |
| 79 – 70% | 3 (satisfactory) |

| | |
|----------|----------------|
| 69 – 60% | 4 (sufficient) |
| 59 – 0% | 5 (fail) |

2.2.4 Erasmus University Rotterdam

Course registration

An overview of all Eu-HEM courses in Rotterdam can be found on our [MyEur website](#).

You will be registered for all courses and workgroups by the Education Service Centre. Detailed course descriptions, including lists of required reading per course module, are found in the [online Course Guide](#) from mid July, 2019.

Semester dates

Semester I: Friday August 30, 2019 (Eu-HEM introduction day) – February 7, 2019

Semester II: February 10, 2019 – July 10, 2019

You will receive the Eu-HEM Schedule 2019-2020 upon arrival.

Timetables

The timetable including exam and re-sit dates will be available from mid July, 2019 via <https://timetables.eur.nl>

Exams and Re-sits

Local rules apply when it comes to examination of the courses. You can find all examination rules and regulations on our website via the following links:

- [Teaching and Examination Regulations Master in Health Economics, Policy & Law, Academic year 2019-2020](#)
- [Rules and Regulations](#)
- [Examination practicalities](#)

Please note that at EUR you only have one re-sit per academic year. You are allowed to re-sit a written exam for which you already have obtained a pass. The highest grade obtained will count as final result. Should you wish to do a voluntary re-sit for a higher grade, please send an email to esc@eshpm.eur.nl at least one week before the re-sit so you can be registered.

Examination Board Erasmus University Rotterdam

The Examination Board is an independent, legal body that determines, in an objective and specialist manner, whether or not a student satisfies the conditions set by the Course and Examination Regulations with respect to the knowledge, understanding and skills required to be admitted to a degree. Moreover, the Examination Board is responsible for the assurance of the quality of the exam (the diploma).

The Examination Board regulations set out important rules in relation to the ESHPM's programmes (e.g., the frequency of examination opportunities, assessment standards and admission requirements). These rules are applicable to all students and are re-evaluated every academic year.

Please find more information about the Examination Board, the rules and submission of individual requests via <https://my.eur.nl/en/eshpm/general-information/examination-board/what-does-examination-board-do>

Complaints and Appeals

If you believe you have been treated inappropriately by an administrative body of the university or by a university employee, or if you are dissatisfied with the quality of the campus facilities or dissatisfied with anything relating to your faculty and your study programme, you can submit a complaint. It is preferable to attempt to resolve the issue informally, by talking to the person causing the problem and coming to a satisfactory solution. You can ask the local coordinator or student counsellor to help you with this. He or she may also be able to mediate on your behalf if you do not wish to talk directly to the person concerned, for instance if the circumstances call for this. If you are still dissatisfied you can consider submitting a [formal complaint](#).

Complaints about exams

The Examination Board is responsible for the quality and the organization of tests. Try, wherever possible, to first of all resolve the situation with the relevant lecturer or member of staff. Always make sure you visit the exam review that is organized after the exam.

If that does not work out, you can submit any complaint you might have in relation to examinations to the Examination Board. This can, for example, concern the quality of the testing and the application of the assessment standards, but also the organizational aspects of tests (suitability of examination rooms, etc.).

A student can lodge an appeal against any decision of the Examination Board (regarding a previously submitted request) with the Board of Appeal for Examinations (CBE) of the EUR. More information about the period within which you have to lodge an appeal, among others, can be found on the [website of the EUR](#).

Grading

The Dutch grading system has a scale from 1 (very poor) to 10 (outstanding).

The lowest passing grade is 5.5; grades 9 are seldom given and grades 10 are extremely rare.

| Dutch Grades | | |
|-----------------------------|-----------|--------------|
| 10 | 9.5 - 10 | excellent |
| 9 | 8.5 - 9.4 | very good |
| 8 | 7.5 - 8.4 | good |
| 7 | 6.5 - 7.4 | satisfactory |
| | | |
| 6 | 5.5 - 6.4 | pass |
| 1-5 | 1.0 - 5.4 | fail |
| Special Marks: VR Exemption | | |

3: Practical information

3.1 General Practical Information

3.1.1 Graduation Ceremony

A joint graduation ceremony will be organized for each cohort. The ceremony will take place in fall after the 2nd year. You will receive your Diploma and Diploma Supplement at this official ceremony, and of course there will be drinks and snacks to celebrate. You are welcome to invite family and close friends to this festive occasion.

3.1.2 Student feedback

We value the opinion of our students regarding our programme. There are always points open for improvement. We send out surveys for each course, and we send out a survey after each semester to request your feedback. Of course if you have problems, you don't have to wait to complete the survey. You can always contact the local coordinators if it's a local issue, or the international programme coordinator if it is a joint issue.

3.1.3 Student representation

At the Winter School, 2 student representatives are elected per Track. The representatives will be involved in the Quality Assurance of the programme.

3.1.4 Software

Since you are officially registered as students of Erasmus University, even if you'll never spend a semester in Rotterdam, you have access to cheap software and student licenses:

- Microsoft Office and other software can be obtained at a low price at <https://www.surfspot.nl/>. Login with your ERNA account, and choose Erasmus University Rotterdam from the list of institutions.
- Some specific applications like STATA and SPSS are available via <https://my.eur.nl/en/eur/ict-1/software-licenses>. Again, use your ERNA account. In case you have lost the password for your ERNA account, contact the EUR IT service desk via it.frontoffice@eur.nl or +31 10 408 88 80.
- If you spend one semester at the University of Bologna, you can have Microsoft Office 365 for free until you finish your studies: <https://www.unibo.it/en/services-and-opportunities/studying-and-beyond/discounts-for-computer-tablet-and-software-1/microsoft-office-365-1>

3.1.5 Extra courses

In Oslo, Bologna and Rotterdam, students can follow extra courses but they will not receive any ECTS for it. We only advise students with very good study results to choose an extra course since it means an extra study load. Please note that extra courses will not be mentioned on your final transcript of records and diploma supplement. It will only be mentioned on your study progress overview from the respective university. Taking extra courses at MCI is more difficult. Please reach out to your local coordinator to receive more information.

3.1.6 Erasmus+ mobility grant

Sometimes you can apply for an Erasmus+ mobility grant for studies for your mobility. General rules:

- You must apply for the Erasmus+ grant at the university where you are studying in your 1st semester. This will be your “Home University”.
- You can't apply for an Erasmus+ mobility grant if you receive the EMJMD scholarship
- If you are awarded an Erasmus+ grant for a semester for a specific country, you must live in that country during that semester
- In your 4th semester, you will be registered at the university of your thesis supervisor. You could only apply for a grant if you will live in the country of your supervisor's university in the 4th semester (if you would qualify for a grant according to the rules of your Home University).

Please note that the Erasmus+ rules and procedures will be slightly different for each country.

Erasmus+ contact details per institution for learning agreements:

| | |
|---|---|
| Erasmus University Rotterdam, the Netherlands ESHPM NL ROTTERD01 Arshna Mohan, Education Service Centre PO Box 1738, 3000 DR Rotterdam, the Netherlands E esc@eshpm.eur.nl | University of Bologna, Italy I BOLOGNA01 Sarah Russo, Eu-HEM Programme Coordinator School of Economics, Management and Statistics Piazza Scaravilli 2, Bologna E sarah.russo@unibo.it |
| Management Center Innsbruck, Austria A INNSBRU08 Renate Windbichler, Erasmus+ Coordinator Universitaetsstrasse 15, 6020 Innsbruck, Austria E renate.windbichler@mci.edu | University of Oslo, Norway Faculty of Medicine N OSLO01 Ola Magnusson, Coordinator Eu-HEM Postboks 1072 Blindern 0316 Oslo, Norway E o.a.magnusson@medisin.uio.no |

3.2 Practical Information per location

3.2.1 University of Oslo

Semester card and student card

You can document that you are a student either with the digital student ID app on your mobile phone or with a semester receipt on paper and a student card.

<http://www.uio.no/english/studies/registrations/card/>

The *student card* has the format of a bank card and includes a photo of you. The student ID and student card together provide you with valid student identification.

Student cards can give you access to buildings and rooms at UiO together with the possibility of retrieving 'pullprint' prints from UiO printers. They may also be used as library cards.

You may obtain your student card at the SiO Centre, located on the ground floor, next to the Akademika book shop on the main Blindern campus (bring your identification documentation).

Online platforms

You must have a valid UiO user name and password. Your UiO user name and password make it possible for you to access UiO online services and to use the e-learning platform Canvas. If you have recently been a student at UiO (i.e. no longer than one or two semesters ago), you can continue to use your existing user name and password.

All other students will be informed of their UiO user name and password via SMS to the mobile telephone number registered in your application to the study programme. Please note that this message only works on Nordic Phone numbers to mobile phones.

If you experience difficulties in obtaining your user name and password, contact UiO's IT service Huston by email: it-support@uio.no or telephone (0+47) 22 84 00 04.

Housing

The student housing is administered by the Student Welfare Organization in Oslo and Akershus (SiO). All International and national students can apply for housing through SiO Housing:

<http://www.uio.no/english/studies/new-student/housing/>

University services

The Foundation for Student Life in Oslo and Akershus (SiO) works to enhance the overall educational experience by providing a wide range of affordable services. Students pay a small fee each semester for this (generally, exchange students are exempted from paying the semester registration fee). More information on SiO's support can be found here: <http://www.uio.no/english/student-life/services/>

Student Advisors and Counselling

SiO has a team of professional counsellors to whom students can turn for advice in academic, financial, or personal matters.

Library

The University of Oslo has several libraries and a number of digital services geared to the needs of its students. Here you will find advice and support from the main University Library:

<http://www.ub.uio.no/english/>

The library can help you with your assignments: How to write an orderly reference list in accordance to common referencing style for your subject and how to use End note and other tools which can make writing a reference list more efficient.

The library also provide customized courses on literature-search, the use of references and citations and critical evaluation of information sources.

Visa

Non-EU/EEA students must apply for a student residence permit and, if applicable, a visa, before entering Norway.

International students must register with the Oslo Police upon arrival in Norway.

We recommend that non-EU students attend the Police registration day at Knutepunktet during the introduction week. On the Police registration day you will be able to register and book an appointment with the police.

Students with EU/EEA citizenship need to register with the Oslo Police if staying for more than 3 months. We recommend that you register on the UDI portal **after** arrival in Oslo, and hand in your documents to Knutepunktet during semester start.

For further information, please see: <http://www.uio.no/english/studies/new-student/residence-permit/>

For non-EEA students: You must make sure you have a valid residence permit

If you are staying in Norway for more than one year, you must remember to apply for a renewal of your residence permit. Please note that due to the time it takes to process such applications, you should apply at least one month before the expiry date of your permit.

As part of the application process, you will be required to submit a progress report of how your studies are going and self-financed students must enclose documentation of how they will support themselves. See further information here:

<http://www.uio.no/english/studies/admin/residence-permit/index.html>

Insurance

If you are a citizen of an EU/EEA country or Switzerland, you must bring either the European Health Insurance Card **or** documentation of private health insurance when you enter Norway.

All students from countries outside the EU/EEA should have private or public health insurance to cover their first weeks in Norway.

For further information, please see: <http://www.uio.no/english/student-life/health-insurance/>
(Please note: not applicable to EMJMD scholarship holders)

Erasmus+ Mobility for Studies

Each partner University manages the Erasmus+ Grants of those students who had the respective University as a 1st semester starting university (so-called 'home university') throughout their entire studies. If you start the Eu-HEM programme in Oslo, the University of Oslo is your home university.

You will be informed by the local coordinator in due time on how to apply for the Erasmus+ grant.

Costs of Living

Norway is an expensive country and it takes a while getting used to the high cost of living. As a student you will need a minimum of approximately NOK 10 000 per month in order to cover basic expenses:

<http://www.uio.no/english/student-life/budget/>

EU/EEA students do not need a work permit, and can work in Norway after they have registered with the police. **Non-EU/EEA students** can work **20 hours per week** during their first year of study.

3.2.2 University of Bologna

Studying in Bologna from a student's perspective

“UniBo, the oldest university in Europe - 85.000 students inside and around the ancient city walls. It is easy to imagine how many people from all over the world you can meet in this city, perfectly fitting into your EU-HEM journey so far. Combine meeting people from all across the globe with the most amazing Italian food you can imagine, and you are close to a description of a big part of your Bologna experience already. At UniBo, the semester is taught in two rounds of three courses each, which usually finish with a written exam, sometimes combined with group presentations or smaller assignments during the course. Nothing comes free of putting in effort at this university either, but I can guarantee you that you will have plenty of time to enjoy the amazing environment you're in, if you keep up from the beginning. When you're done with classes for the day, it's only a short walk from the Faculty to a little place called Pizza Casa, where a full Pizza is €2.50, while it's probably one of the best pizzas I ever had at the same time. Also, make sure to check out Osteria dell'Orsa with THE original and best pasta Bolognese, there called Tagliatelle al Ragù. If you're more active at night, Bologna got you covered as well. Many student parties are organized by the Erasmus Student Network (ESN) and Erasmusland and it's quite cheap to join them, and definitely worth it. Another nice one of Bologna's many great features is it's location in Italy, and the opportunity to explore a lot of Italy during your semester. Bologna is located super centrally and has great train connections to basically everywhere in Italy – with the highspeed train “Frecciarossa” you can make it to Rome in less than 2.5 hours, and it's even quite affordable if you book a bit in advance. One thing that can be a bit tough in Bologna is to find housing, so make sure to look early. The most reliable way for us was to try and take over the rooms of our EU-HEM peers from the semester before - but you'll definitely manage. Once your accommodation is settled, everything that's ahead of you is something to look forward to in Bologna! I wish you all the best and hope you have a great time there!” – Moritz Wick (cohort 2017-2019)

Online platforms

Unibo E-Mail Account

Your personal Unibo e-mail, given during the enrollment, is usually composed as follows:
name.surname@studio.unibo.it.

With your e-mail (username and password) you will be able to:

- Access your e-mail account on www.dsa.unibo.it
- Access to all [UNIBO online services](#)
- Access to the Wi-Fi of the University

E-mail communication: from now on, we will only be emailing you to your UniBo email account (name.surname@studio.unibo.it). Hence, please make sure to check your UniBo email regularly from now on and to use it to email us!

Studenti Online

Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>) allows you to manage your career and to complete all the administrative procedures such as study plan, exams registration, study exchanges, and so on. On Studenti Online you will be able to:

- Enter and update your personal details
- Complete your study plan

- Register for exams and check your university career
- Print self-certifications and certificates with digital stamp
- Submit your graduation application
- Access AlmaRM, the system implemented by the University of Bologna to manage all student mobility programs

Housing

Besides the possibility to apply to University residences, students usually find accommodation on their own. There are several ways to find an accommodation in Bologna.

Our first suggestion is to contact SAIS.

SAIS stands for Student Accommodation and Information Services: it is an agency collaborating with UNIBO and offering support in finding accommodation to all International students and providing contractual consulting services.

SAIS CENTER

Via Zamboni 62/b - 40126 Bologna - Italy

Tel. +39/051/254423 - Fax +39/051/251640

E-mail: sais@ceur.it

Office hours: from Monday to Friday from 10.00am to 1.00pm and by previous appointment in the afternoon. <http://www.sais.ceur.it/en-us/sais.aspx?idC=61642&LN=en-US>

Once in Bologna and while looking for a long stay accommodation, we suggest you some temporary solutions. In Bologna there are several hostels and accommodations with low fares. You can check:

| | |
|--|--|
| www.hostelworld.com | www.hostelbookers.com |
| www.airbnb.com | www.venere.it |

Then you can also decide to surf the web and social networks and get some appointments for different possible rooms, in this case we suggest you some links:

| | |
|--|--|
| www.bakeka.it | www.affittistudenti.it |
| www.easystanza.it | www.bolognacasa.net |
| www.postoletto.it | www.housinganywhere.com |

Please note that some accommodation may be offered through private agencies and in these cases there are extra transaction costs related to the renting procedure.

Furthermore, as you can notice in all the area of the University there are a lot of advertising for rooms or apartments. So if you want to go through this billboards and look for an accommodation, keep in mind that you will have to deal personally with the landlords or with the people that already live there.

IMPORTANT: Please, rent your rooms signing legally binding and registered renting agreements/ contracts. It is a necessary condition when applying for many of the documents you are asked to provide (e.g. Permit to Stay).

Library

These are the libraries managed by the School of Economics, Management and Statistics:

- Library W. Bigiavi
- Library of the Department of Business Administration
- Library of the Department of Statistics "Paolo Fortunati"
- Library of the Department of Economics

Info about address and opening hours here:

<http://www.ems.unibo.it/en/libraries-bologna-campus>

To find out about all the other libraries of the University of Bologna please refer to:

<http://www.unibo.it/en/services-and-opportunities/libraries-digital-resources-and-study-rooms>

Visa and Permit of stay

If you are a Non-EU citizen, you will need to request a VISA in order to come to Italy,

What is the “Permesso di Soggiorno” (Permit of Stay)?

The “Permesso di Soggiorno” (Permit of Stay) is a residence permit given by the Italian government to allow you to stay, live, study and travel in Italy. **It is mandatory and it is absolutely the most important procedure to accomplish as you arrive in the country.**

The Permit of Stay is released by the local Police Department, called in Italy Questura, through the Foreigners Office (Ufficio Stranieri) located in Bologna.

Within 8 working days of arrival, all NON-EU citizens who hold a valid Student Visa for Italy must apply for a Permit of Stay for study purposes (“Permesso di Soggiorno per motivi di studio”).

The Permit of Stay is issued by the local Police Department- “Questura - Ufficio Stranieri”- of the applicant’s place of residence in Italy, however the applicant must submit his/her application at a competent Post Office.

For any information, please refer to the website: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/International-Students-how-to-prepare-for-enrollment>

Insurance

(Please note: not applicable to EMJMD scholarship holders)

You can find more detailed information on the health insurance policy topic on the webpage:

<http://www.unibo.it/en/services-and-opportunities/health-and-assistance/medical-assistance/medical-assistance-for-foreign-students>

If you are a student with **EU citizenship**, you can access to healthcare supplied by "SSN - Servizio Sanitario Nazionale" (National Health Service). In order to benefit the public healthcare, you must always have the original plus a copy of the European Health Insurance Card (TEAM) in your pocket. A list of the doctors operating with the National Health Service is available at each "Azienda Sanitaria Locale (ASL)".

If you are a **NON-EU citizen**, these are your options:

1. **If you have a health insurance policy** in your Country, we suggest you to check whether it covers you abroad or there are options to extend its validity. If so, your health insurance policy must be stamped or approved by the Italian Embassy.

IMPORTANT: If your health insurance is not stamped by the Embassy, it cannot be used for issuing the

“Permesso di Soggiorno” (Permit of Stay). See next Section “Permit of Stay” for further information.

2. **Public covering** supplied by "SSN - Servizio Sanitario Nazionale" (National Health Service): it provides the access to full health coverage (included the possibility to choose a doctor) upon payment of € 149,77 per calendar year. Please note that the covering expires on the 31st of December.

3. **Private insurance** to be purchased directly from insurance companies of your choice.

TAX CODE

The tax code, *CODICE FISCALE* in Italian, is a personal alphanumeric code that allows you to do several operations, as:

- Open a Bank Account
- Sign for a contract
- Purchase a Mobile Phone Number
- Receive Erasmus+ mobility grant

If you need an Italian tax code, you may apply at the **AFORM office** - Tax Code desk for students and international teaching staff, check this link for further information: <http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/tax-code?target=exchange-students>.

University staff will gather together your applications and inform you of the date when they may collect your Tax Code, as issued by the Inland Revenue Office.

Besides the **completed and signed** application form that you can download here

<http://www.agenziaentrate.gov.it/wps/content/Nsilib/Nsi/Strumenti/Modelli/Modelli+in+altre+lingue/Forms/AA48+inglese/>, you will need to show the following documents:

For Italian or EU citizens, the applicant’s identity document;

For non-EU students:

- A valid passport with entry visa stamped 90 days before, at most;
- Or a valid stay permit, or receipt of application for one, complete with photo; if their stay permit has expired but they have applied for a renewal at least 30 days before the expiry date, they also need to present the receipt of payment (*bollettino postale*);
- Or the applicant’s certificate of identity and photo, issued by their country’s consulate or embassy in Italy.

This service is free of charge.

The AFORM Office is in Via Belle Arti, 42 40126 Bologna.

Tel: +39 051 2086167

Opening hours:

| | | |
|-----------|------------------|----------------|
| MONDAY | 09.00 - 11.15 am | CLOSED |
| TUESDAY | 09.00 - 11.15 am | 2.30 – 3.30 pm |
| WEDNESDAY | 09.00 - 11.15 am | CLOSED |
| THURSDAY | CLOSED | 2.30 – 3.30 pm |
| FRIDAY | 09.00 - 11.15 am | CLOSED |

If you wish, you can also go directly to the Tax Agency and ask for a tax code, providing the same documents:

<https://www.agenziaentrate.gov.it/wps/content/Nsilib/NSE/Individuals/Tax+identification+number+for+foreign+citizens/>

BANK ACCOUNT

Most banks are open from Monday to Friday, from 8:30 am to 1:30 pm and from 3:00 pm to 4:00 pm.

To open a bank account, you must:

- be of legal age (at least 18);
- have a valid ID;
- have a tax code (codice fiscale);
- not have been declared bankrupt;

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates, which are necessary in order to make an international wire transfer:

IBAN, International Bank Account Number (also known as Clabe or Aba depending on your country), which is an alphanumeric code identifying your bank account (check char + national bank code + branch number + the account number);

BIC, Bank Identifier Code/SWIFT, which is necessary to send money worldwide.

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account.

Traveller's checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports.

Carisbo

Via Irnerio, 8 Bologna

+39 [051 246200](tel:051246200)

<http://www.carisbo.it/giovani> (in Italian)

UNICREDIT

Via dell'Indipendenza, 11

+39 051 640 8111

<https://www.unicredit.it/it/privati/carte/tutte-le-carte/carte-prepagate-iban/genius-card.html> (in Italian)

There are also several other possibilities to have your personal bank account in Italy, for example:

Poste Italiane

Via delle Belle Arti, 9, 40126 Bologna

+051 291 7611

Postepay: To become a Postepay cardholder you do not need to have an account. You can withdraw money from any post office by presenting a valid ID and your tax Code. Thanks to Postamat (ATM) circuits MasterCard, you can use the card anywhere in Italy and abroad, on the Internet and in all post offices.

Erasmus+ Mobility for Studies

Each partner University manages the Erasmus+ Grants of those students who had the respective University as a 1st semester starting university (so-called 'home university') throughout their entire

studies. If you start the Eu-HEM programme in Bologna, the University of Bologna is your home university.

You will be informed by the local coordinator in due time on how to apply for the Erasmus+ grant.

3.2.3 Management Center Innsbruck

Studying Eu-HEM in Innsbruck

At MCI teaching is widely focused on team work and group learning. Consequently, it combines on-campus classes with guided self-study activities and occasional online-webinars. On the one hand, this guarantees a large degree of flexibility and, on the other hand, it provides plenty of opportunity for interaction with teachers and fellow students. In-class time at MCI might seem rather intensive. Onsite students will not only be provided with classical lectures. The days students spend onsite at MCI are frequently organized in small groups. This seminar type of lectures include the facilitation of team work by MCI-faculty. Experienced faculty members at MCI assure that teaching is always strongly grounded in both, in theory and in practice. Make sure you are present during lectures and in all other interesting side events like the alumni guest speaker series. Talking to faculty or guest speakers at MCI might be your first step into your next career.

Studying in Innsbruck from a student's perspective

"Where else in the world do you have the possibility to be on the ski-slope, just thirty minutes after an intense and rewarding day in class? Studying at MCI has been a great experience! Innsbruck is also called 'the pearl of the Alps' and there is a good reason for this name. Perfectly clean air, being surrounded by mountains, and the historic oldtown make this city a pleasure to live in. The schooling system in Innsbruck is more personal and practically oriented compared to other universities. Full days on-campus are no exception. What I particularly liked about the teaching in Innsbruck is the involvement of the staff and the focus on soft skills that is present at MCI. As a result of the many contact hours (and informal gatherings, also called party) we did become a closer EU-HEM group during our time in Austria. The local people in Innsbruck are very friendly and polite, although I must say there are some peculiarities. Be aware that it is not uncommon that you can only pay with cash in a shop. Most locals speak English, but my experience is that learning and speaking German does make it easier to communicate and is appreciated. Although Innsbruck feels like a relatively small city, it has everything you need. The beautiful historic centre has many cute coffee places where it is easy to have a break or study. Furthermore, the Nordkette cable car is located around the corner of MCI, and brings you to breathtaking views in less than 30 minutes. If you love outdoor sports, Innsbruck is the place to be! Hiking, cycling, skiing, snowboarding, swimming. Just a grasp out of the many possibilities. Especially if you like skiing or snowboarding, you should get the Freizeitticket, which gives you unlimited access to ski-slopes, cable cars, swimming pools and much more. There is a lot to learn and experience. Wish you a great time!" - Frank Bisselink (cohort 2017-2019)

Registration, student card

Upon matriculation a student will receive a student card which is valid for one (1) semester and has to be renewed every semester. The student card is an official photo ID which confers the holder the same rights and obligations as other students of MCI. A lost student card is issued a replacement by the office of the study program on presentation of an official affidavit of loss and for a fee of 10 €.

You can only download and print a confirmation on your enrolment (via myMCI) and get your student card extended if you:

- have paid the participation fees
- have paid the costs for copies or any other services such as language courses (only relevant after your 1st semester)

Online platforms

The mci4me.at site (www.mci4me.at/en/) is the starting point for all online platforms at the MCI.

Sakai

Sakai is an Open Source Collaboration and Learning Management System which provides a number of tools and functionalities for MCI teaching staff and students to support them in integrating and effectively using online activities in their teaching and learning. By using Sakai we are able to achieve higher transparency for students and a more interactive learning environment.

When logging on to Sakai, every user gets to his/her personal workspace (**My Workspace**). Here students can see all the courses they are enrolled in and announcements posted in their course sites. My Workspace is also very useful for storing and managing files. From My Workspace, users can navigate to various **Course-Sites**, which appear as tabs / drop-down menu on the top navigation bar.

In order to log on to Sakai, please go to <http://sakai.mci4me.at> and log in with your **mci4me username and password**.

my MCI

On the myMCI page students can manage their personal data (postal address, phone number, etc.) and find their individual schedule. Moreover, students have access to all their grades via this page. Please keep your address and especially your phone number up-to-date for the case of short-termed changes of the schedule.

MCI.edu

The mci.edu page consists of an external and an internal area. The external area is publicly visible and covers all the information about MCI in general (various study programs, events, course syllabi, etc.). In the internal area (login with your mci4me username and password) students find common guidelines (e.g. MCI guidelines for good academic practice), study program-specific information on internships as well as standard forms which are applicable for all MCI programs.

Important!

All relevant information will be published on this website (Sakai or myMCI) or sent by email to your mci4me-email-address. Any information published therefore has official and binding effect.

We recommend accessing Sakai every day in order to be up-to-date in regards to your lectures.

Please use your **mci4me-email-address** for contacting the department as our IT-services can prove the receipt of these messages in the case of doubt.

Housing

OeAD: MCI does not have its own student dormitory, but there are various ways to find accommodation in Innsbruck. The most convenient and usually least expensive option is to reserve a room via OeAD.

Important: Your application for a room will only be processed after you have transferred the registration fee (EUR 35) to OeAD. Final room reservations are only valid after the payment of a deposit (currently EUR 950). For detailed information on the OeAD student accommodation, please see:

<https://housing.oead.at/en/faq-en>

ISH: MCI also cooperates with the student dorm "Internationales Studentenhaus" (ISH). When you register for ISH please mention that you are an exchange student from MCI. Application and further information can be found here: www.studentenhaus.at

Alternatively, you can search for rooms on the private market, which many students do.

For detailed information on accommodation please see:

<https://www.mci4me.at/en/student-life/student-life/student-life-accommodation>

Please book your accommodation in Innsbruck as soon as possible. Student dorms fill up very fast, so the sooner you apply for a dorm room, the higher your chances that you will get a room!

University services

MCI Student Services:

Find out more about the MCI student services such as the library, IT-Services, Language Center, Career Center and Student Life on the MCI services brochure: <https://www.mci.edu/en/university/services>

Language Courses:

When living in Austria you can easily get by with English, but you may wish to learn German too. MCI's Language Center is the ideal place to do so. In addition to German language courses, our language center offers courses in a number of other languages at various levels. To register for a language course, you need to pay the course fee online. Classes will take place throughout the semester. The registration for language courses will open September/October 2018, we will send you more information at a later stage. For information on fees and details, please see:

<https://www.mci4me.at/en/services/language-center>

University sports center:

Students of MCI have the same entitlements as other students the University of Innsbruck in the use of the facilities of and taking part in the activities offered at the University of Innsbruck Sports Centre (USI). As a student at MCI you will get a discount for the courses offered. USI offers almost anything from A (as in Aerobics) to Z (as in Zumba). For more information about the center: www.uibk.ac.at/usi

Arrival Information & MCI buddies:

International EU-HEM students have the option to be supported by a MCI buddy, i.e. a local MCI student who assists you during your first weeks in Austria (completing paperwork, opening a bank account, etc.).

Application deadline: June 30, 2020.

Career Center

For students the MCI Career Center is the first port of call for all questions relating to the job market and career planning. The MCI Career Center is a service platform offering students and graduates convenient access to internships, jobs and employment opportunities, career platforms and similar services. The MCI Career Center prepares the ground, establishes contacts and makes available the MCI's institutional networks.

Student cafeterias & restaurants

At all MCI locations, there are restaurants or student cafeterias that offer good deals. For example, the student cafeteria „SoWi Lounge“ opposite MCI's main building offers meals for approximately EUR 4 to 6. Furthermore, at most MCI locations you are never far from the next supermarket. There are coffee and soft drink vending machines in all MCI buildings.

Student Advisors and Counselling

When you face problems that can influence your study progress, please contact the local coordinator. She/he may put you into contact with the relevant persons or bodies.

The Psychological Counselling Services support you with the choice and start of your academic studies, coach you with your personal development and provide advice regarding academic and personal concerns: <http://www.studentenberatung.at/en/>

Library

MCI and Innsbruck University share the third-largest university library in Austria. You will have access to vast collections of books, magazines, journals, databases and other reference materials.

A co-operation agreement between the Library of the University of Innsbruck and MCI guarantees students of the study program the same rights and obligations as students at the University of Innsbruck concerning (access to) library resources. Essential reading materials (both books and journals) for all modules of the master's program are available at Faculty Library of Social Economic Sciences (part of the University Library of Innsbruck). You may borrow literature upon presentation of your student card. MCI students may purchase books from Studia (bookshop located at the main building of MCI) at reduced rate using their respective student cards.

For more information, please take a look at this library tutorial. Please select Einstellungen-> Untertitel -> English for English subtitles: <https://www.youtube.com/watch?v=y0F2mnVY9L8> .

Apart from a collection of 3.5 million books, 5.000 journals, 23.000 ebooks, 80.000 ejournals and 83 databases (accessible on University campus), MCI offers you a reference collection at its main locations. In addition, students have access to the "WISO", "Emerald", "ScienceDirect" and "Kluwer Law" databases:

- WISO is a database that offers access to leading German and English journals and ebooks in economics and the social sciences: <http://www.wiso-net.de/>
- Emerald is an English-language scientific database offering full-text access to 145 major journals in the field of business and economics: <http://www.emeraldinsight.com/>
- ScienceDirect is a leading full-text scientific database offering journal articles and book chapters from more than 2,500 peer-reviewed journals and more than 11,000 books. There are currently more than 9.5 million articles/chapters, a content base that is growing at a rate of almost 0.5 million additions per year: <http://www.sciencedirect.com>

- Kluwer Law offers full-text access to 4 scientific journals on European Law:
<http://www.kluwerlawonline.com>

Remote access to the databases of MCI (off-campus) is provided with an institutional login via Shibboleth. Find more information about MCI library on <http://www.mci.edu/library>.

Students find all the course materials (scripts, handouts, etc) in the resources section of the respective course on "Sakai". MCI offers the service to copy the relevant course materials for the students if the lecturer indicates which course material needs to be copied for the classroom activities and if our office administration gets the material early enough in advance. In such a case you will be informed on "Sakai" which scripts will be copied and provided by the study program.

As regards recommended literature of books or book chapters, all the material is available in the university library. It is the students' responsibility to gather the readings from there.

If costs incur by providing documents/scripts to you, you will get a bill at the end of each semester.

For own copies please use the photocopiers at the MCI locations that work with the Quick-Cash-function of your cash card.

Visa

EU, EEA AND SWISS NATIONALS

If you are a national of a country in the European Union (EU), the European Economic Area (EEA) or Switzerland, you do not need a visa or residence permit to study in Austria. All you need is your passport or national ID, proof of sufficient financial means and health insurance valid in Austria. Once you are here, you need to apply for a so-called "confirmation of registration" at the local registration office. Find out more online at:

<https://oad.at/en/to-austria/entry-and-residence/confirmation-of-registration/>

All **non-European** students who will be studying in Austria must apply for either a student visa D or student residence permit, depending on the duration of their stay. Students who are taking part in a Union or multilateral mobility programme (like Eu-HEM) and who are in possession of a valid residence title "Student" of another EU member country (except the United Kingdom, Ireland and Denmark) have to consider specific regulations. For detailed and up-to-date information on visa and residence regulations go to: <https://oad.at/en/to-austria/entry-and-residence/third-countries/> and contact the Austrian Embassy or Consulate-General in your country.

MCI is happy to issue you a letter of acceptance upon request in case needed for your visa/residence permit application. Please contact your local coordinator in this case.

Insurance

By law, **all** students must have sufficient health cover for their stay in Austria to become registered as a student at an Austrian university and/or to apply for a student visa/residence permit.

Students from EU/EEA countries & Switzerland: Students who have a valid national health insurance in their home country can obtain a [European Health Insurance Card \(EHIC\)](#) from their health insurance provider in their country of origin upon application. With this card they will have access to all medically necessary public health services in Austria (at the same conditions and the same costs). However, visits to doctors that are not due to acute complaints (e.g. medical check-ups) are not covered. We therefore recommend that you additionally take out [travel health insurance](#) (also if you wish to have repatriation costs covered).

Students may also take out **student insurance ("Studierendenselbstversicherung")** with the relevant Austrian health insurance provider ([Gebietskrankenkasse](#)).

Students from third countries: Third-country nationals have to consider specific regulations.

Find out more online at:

https://oead.at/fileadmin/Dokumente/oead.at/KIM/Nach_Oesterreich/Einreise_und_Aufenthalt/Datenbank_Einreise_Aufenthalt/Infoblaetter/Englisch/Allgemeine_Info_-_Krankenversicherung_en.pdf

Please note that you are required to have a valid health and accident insurance throughout your stay in Austria. MCI reserves the right to demand proof of your insurance at the beginning of your studies. If you fall ill, you can either see a General Practitioner or go to Innsbruck University Clinic in Anichstrasse 35. At night and on weekends, please call the Emergency Doctor (141) or, in an acute emergency, the Ambulance Service (144). You can buy medication at pharmacies only. Most pharmacies are open Monday through Friday (08:00-18:00). For information regarding pharmacies' night and weekend service, please check the information boards at pharmacy entrances and the local newspapers.

Registration.

Once in Austria, all students, regardless of nationality or visa status, have to register at the registration office ("Meldeamt") within three business days. To do so, you will need your passport and registration form ("Meldezettel"). The registration form must be fully filled in and signed by you and your landlord/student dorm representative. When moving from one place to another, you need to deregister your old address and register your new one instead. Before leaving Austria and returning to your home country at the end of your studies, you have to deregister at the very same office.

Living costs.

Innsbruck is a very livable and safe city that over 30,000 students call home. In total, the average monthly cost of living for students is EUR 1,100, which may vary depending on students' lifestyle.

Erasmus+ Mobility for Studies

During your Eu-HEM studies, you are entitled to apply for the Erasmus+ grant for a maximum of 12 months: this means that if you start your 1st semester in Innsbruck, you may receive an Erasmus+ grant for a maximum of two semesters that you will spend in Bologna, Rotterdam or Oslo.

Each partner University manages the Erasmus+ Grants of those students who had the respective University as a 1st semester starting university (so-called 'home university') throughout their entire studies. If you start the Eu-HEM programme in Innsbruck, the Management Center Innsbruck is your home university.

You will be informed by the local coordinator in due time on how to apply for the Erasmus+ grant.

Disability

Students with special needs are encouraged to approach the local coordinator and Head of Studies to find appropriate support. Our Disability Officer Mr. Tommy Mayr will ensure that MCI can accommodate your needs.

3.2.4 Erasmus University Rotterdam

Studying Eu-HEM in Rotterdam: prepare at home and interact in class

In the Netherlands, teaching style tends to be focused on team work and group learning. You will likely need to exchange contact information with classmates as you will be working with them on assignments. In-class time may seem short in the Netherlands. However, be prepared to dedicate more out-of-class time to your studies. Lecturers tend to cover a lot of topics in a short time. They expect you to come to class well-prepared from day one. So make sure you work extra on your own to keep up! On CANVAS you can find the literature and preparations for each lecture or work group. Interaction in class is highly appreciated. You are expected to think about the knowledge that is presented to you and develop and express your own opinions. You should not be passive, but ask questions and be critical of what lecturers or fellow students say. All in a polite manner of course.

University is not all about studying of course. Make sure you check out activities taking place on campus, special student deals, and interesting lectures with guest speakers hosted by the University.

Studying in Rotterdam – a student’s perspective

“Netherlands, the country where there are more bikes than people. I am very proud to say that I learnt riding a bike after coming to Rotterdam and I found this city very lively with welcoming citizens. Being an EU-HEM student and meeting new people from all over the world is best part of this program. I was also aware of the challenge that studying here requires the students to do all the readings before class to get along well because it involves more of active self-study rather than relying only on the lectures. If you have any queries, you should discuss with the professors in the break time as it is the most efficient way to clear your confusions. Furthermore, talking about the weather, be prepared with your rain gear because it rains a lot with the wind so only umbrella would not work, having a rain jacket and waterproof shoes is a good idea. However, it shines bright in summer so we also get to see good sunshine with long days which is very nice. There are many things you can do besides studying, of course. I also had pleasant experience organizing get together at my place and having everyone together gave an opportunity to learn about other cultures. If you are an outgoing person then you should get Rotterdam pass to get discounts for various places including museums and cinemas. This website can be visited to get one: www.rotterdampass.nl. Make sure you select ‘student’ when buying it because it is only 12.5 euros for students (regular price is 60 euros). You can also join ESN (Erasmus Student Network) as they organize many activities like city trips, career fairs and movie nights. You can get discount on those events if you get an ESN card from them. There’s a lot to do in this lovely city, hope you have a nice time!” - Samral Idrees (cohort 2018-2020)

Registration, student card

Once you are registered as a student, a student card will be issued. International students will receive the student card on their first introductory day of the semester. Student cards of Dutch students are sent to their home address.

Online platforms

The easiest way to find information about your studies in Rotterdam is to login to <https://myeur.nl> . If you have already enrolled to the programme via Studielink, you should have received an ERNA-id. Use this ERNA-id (with format 123456ab@student.eur.nl) when prompted to provide a username.

Should you have lost your password, you can have it reset by sending a message to our IT service desk: servicedesk@ict.eur.nl

At myeur.nl, you will find:

- SIN online: the notice board with channels to each individual course and for the Eu-HEM programme as a whole. Here, you can also find your personal timetable, including the workgroups for which you are registered.
- CANVAS: the website for course contents, assignments, and e-learning modules.
- Osiris: the database with course registrations and results
- a link to your student e-mail folder
- news and posts from Erasmus Magazine

We'll subscribe you to the SIN online and CANVAS channels that you will need during your studies in Rotterdam.

Books

You can find the literature per course in the online Course Guide. You can order books at the 'Studystore' shop on campus, or at any other (online) bookshop. If you become a member of the *SHARE student association*, you can order your books via SHARE. They offer a discount of 15% on all English-language literature.

Housing

We strongly advise you to start looking for a room in time to avoid stress and disappointment. Student housing in the Netherlands is not arranged for you by the university. To find a place to live in Rotterdam, please visit the [housing webpage](#) of our International Office.

If you are a Dutch student, you are not allowed rent a room that is intended for international students: this means the Xior and SSH Shortstay options above are not available to you. But you CAN use Housing Anywhere. In addition, you may register for regular student housing at SSH <https://www.sshxl.nl/zo-werkt-het> and/or Stadswonen <https://www.stadswonenrotterdam.nl/Hoe-werkt-het/Inschrijven> , or find your own place on the private market.

Please never give your passport to landlords! Often registration of the type of ID and document number is sufficient or make a safe copy of your ID or passport (cross your citizen service number, signature and write 'copy [purpose]' on the copy so it cannot be used for other purposes.

Student Advisors and Counselling

Study Advisors

If you face problems that can influence your study progress, please contact the local coordinator. She/he may put you into contact with our [Study Advisors](#). You may also contact them directly via studieadvies@eshpm.eur.nl to make an appointment.

For which kind of issues can you contact the study advisors?

- Information and advice about the programme
- Arrangements in case of circumstances that might influence study progress, such as [illness](#), [disabilities](#) (MyEUR), [personal circumstances](#) and [top sports](#) (MyEUR).
- Choices in study planning, study progress and study delay
- Advice about writing requests to the Examination Board

Study Counsellors

Your study advisor can refer you to a [student counsellor](#) for additional information or for the formal arrangement of any required adaptations. They can offer advice on complex issues including a student grant and or loan, adaptations or provisions to enable you to continue to follow your study programme or help you with personal issues that you prefer to discuss outside the study programme. They can also refer you to a specialist when necessary.

Library

On Woudestein campus the library is located in the University Library building, the Polak Building and the G-Building. To borrow books as an EUR student or staff member you need your ERNA account to identify yourself. After identification, you can not only borrow books, but also check your borrower information or extend the loan period of your books.

<https://www.eur.nl/en/campus/university-library>

Visa

Eu-HEM students from outside the EU/EEA who plan to study in Rotterdam for one or more semesters need to apply for an entry visa and/or a Dutch residence permit.

If you need an entry visa and/or residence permit, Erasmus University Rotterdam will start the application procedure on your behalf. You will receive detailed information after you have been admitted to the Eu-HEM programme from the Education Service Centre, if your starting location for the first semester is Rotterdam. A number of supporting documents are required for the application:

- Proof of sufficient financial means for covering your living expenses in the Netherlands;
- Proof of payment of tuition fee;
- Copy of a valid passport;
- Copy of your residence permit or visa (if you are currently living in another EU country);
- Chinese students only: a Nuffic certificate

For more information and to find out whether you need an entry visa and/or a residence permit, visit our website <https://www.eur.nl/en/education/practical-matters/immigration>.

Insurance

(Please note: not applicable to EMJMD scholarship holders)

You are by law obliged to be properly insured during your time in the Netherlands. Apart from it being mandatory, you also really don't want to be surprised by having to pay for an unforeseen issue yourself. Make sure that you are sufficiently insured for:

- Medical expenses - including any pre-existing conditions you might have;
- Third-party liability insurance;
- Fire and home furnishing insurance - if you will be living in student accommodation.

Erasmus University Rotterdam strongly recommends an AON or IPS Insurance. Both companies have a long and outstanding history in the field of medical insurances for foreign students. Our website provides more information: <https://www.eur.nl/en/education/practical-matters/student-life/insurance>

Erasmus+ Mobility for Studies

The European Union has a large-scale subsidy programme in place for students who perform part of their studies abroad. These Erasmus+ Mobility grants are issued on the basis of bilateral agreements between 'sending universities' and 'receiving universities'. During your Eu-HEM studies, you are entitled to apply for the Erasmus+ grant for a maximum of 12 months: this means that if you start your 1st semester in Rotterdam, you may receive an Erasmus+ grant for a maximum of two semesters that you will spend in Bologna, Innsbruck or Oslo.

Each partner University manages the Erasmus+ Grants of those students who had the respective University as a 1st semester starting university (so-called 'home university') throughout their entire studies. If you start the Eu-HEM programme in Rotterdam, the Erasmus University is your home university.

Please note: if you have Rotterdam as your home university and you are going on mobility to a partner university in a country that you were born in or where you have had your secondary education, you are **not** entitled to get the Erasmus+ Grant. For example, you do not get the Erasmus+ grant if you are a Norwegian student, starting your 1st semester in Rotterdam and going to Norway for your second semester.

Contact details International Office EUR

In due time you will get a message drawn up by the EUR International Office with explanations on how to apply. More information on the Erasmus+ Grants can be found at the International Office website: <https://www.eur.nl/en/education/practical-matters/financial-matters/financial-aid/scholarships-grants/current-students-16>. Please direct any further questions you may have about the Erasmus+ grant to our International Office, via erasmusbeurs@eur.nl. It is helpful if you mention your student number and your study program (Eu-HEM) when sending an email.

Tips for filling out the details of the Learning and Grant Agreement:

- Learning Agreement, table B: you are asked to give a list of courses ('educational components') that you would miss during your study abroad. Here, it is sufficient to simply enter the words 'mobility window' and nothing else in the table.
- Grant Agreement: ISCED code is 0311 Economics

- Please always fill out your right IBAN bank account number in Osiris. You will not receive your grant if there is no or an incorrect bank number filled out.

Studying with a functional impairment (e.g. dyslexia)

Erasmus University considers it important that all its students are able to make optimal use of their talents. This is why the Erasmus University offers a number of additional provisions for students with a functional impairment who require additional support. Students with a functional impairment include both students with a physical disability or chronic illness, as well as students with dyslexia or another learning difficulty, and mental health conditions. All major buildings are accessible for people with a motor impairment and the provisions available per building can be viewed on this floorplan (under construction). Please find information on this on our website:

<https://www.eur.nl/en/education/practical-matters/advice-counselling/studying-functional-impairment>

Workshops & training

University is not all about studying of course. Make sure you check out activities taking place on campus, special student deals, and interesting lectures with guest speakers hosted by the University.

- The Studium Generale programme is found here:
<https://www.eur.nl/en/campus/culture/studium-generale>
- Workshops and training to help you study and work on soft skills:
<https://www.eur.nl/en/education/practical-matters/advice-counselling/calendar>
- Community for Learning and Innovation
<https://www.eur.nl/en/about-eur/vision/community-learning-and-innovation/events>

Brown Bag meetings

During the semester, you will be asked to join a number of 'Brown Bag' meetings. The Eu-HEM Rotterdam team would like to meet with you on a regular basis, to hear any questions or concerns that you may have about the programme and studying in Rotterdam. The name 'Brown Bag' implies that you can bring your own lunch in a brown paper bag. The Brown Bag meetings are not in the timetable of any particular course; you will be informed of the details via CANVAS. Your attendance is highly appreciated.

4: Erasmus Mundus Scholarships

This chapter is only relevant to the students who have been selected for the Erasmus Mundus Joint Master Degree (EMJMD) scholarship.

4.1 Scholarship finances

You received the exact amount of your scholarship in your student agreement. Please bear in mind that when you talk to other EMJMD scholarship holders, that they may receive a different amount. The amount is calculated on an individual basis taking into account a.o. the student's nationality and country of residence. You can find the details on the [EMJMD website](#).

4.1.1 Bank account

All EMJMD students should open a European bank account for the scholarship transfer when travelling is permitted again and physical education is given again. You should open a European bank account as soon as possible upon arrival at your semester location.

Please note that it will take some time for the bank account to become operational. It is essential that you have sufficient funds to cover living expenses for at least 1 month, and also rent for 1 months and, if applicable, rent deposits.

4.1.2. Payment of the scholarship

In the first payment, we will transfer your annual contribution to travel costs, installation costs (only if you are a Partner Country student) and the first installment of the living allowance (only if you are not living in your country of residence*). Further monthly installments will only cover living allowance, provided that you are not living in your country of residence*.

In the first month of your second year, you will once again receive a contribution to travel costs.

4.2 Student agreement

In the student agreement, you confirm the amount of your scholarship. Your rights and obligations, and the Consortium's rights and obligations are also mentioned in this agreement. You sign the agreement within a few days of arrival.

4.3 Insurance

The Eu-HEM Consortium will purchase an insurance policy for all EMJMD scholarship holders that meets [EMJMD requirements](#).

The insurance will commence on September 1 and will expire 2 months after the official end of the programme. However, the coverage is only valid abroad and not in your home country.

We therefore urgently advise you to keep your current insurance while you are at home.

* Due to Corona this does not currently apply until further notice.

4.4 Mobilities

All EMJMD scholarship holders are obliged to have at least 2 mobilities during the programme. Mobilities are study periods in a country other than your country of residence for at least 30 ECTS. Please take this into account when choosing your track if one of the consortium institutions is located in your country of residence. As the Erasmus Mundus scholarship already covers contribution to travel costs and a generous living allowance, you will not be able to apply additionally for an Erasmus+ grant for studies or traineeships.

4.5 Monitoring

The EMJMD agency requires the consortium to monitor the progress of all EMJMD scholarship holders. Therefore we will check your grades after each semester, and contact you if we think you may have problems. You are also most welcome to approach the International Programme Coordinator, a Local Coordinator, or a Student Advisor or Counsellor, if you are experiencing any difficulties or if there is a problem you wish to discuss. We will do what we can to help you. If for unforeseen circumstances you are obliged to take a break from the programme or to withdraw, please inform the International Programme Coordinator immediately, as this will impact your scholarship.

4.6 Alumni organization

All EMJMD scholarship holders are strongly encouraged to join the Erasmus Mundus Students and Alumni Association (EMA): <http://www.em-a.eu/>. The Erasmus Mundus Association (EMA) offers an international professional and personal network for Erasmus Mundus students and graduates. It serves as a channel of communication between students, alumni, universities and the European Commission. This network elects a Programme representative for each EMJMD programme. If you would like to be the EU-HEM representative at EMA, make sure to nominate yourself on the EMA website in November/December.