



INFORMATION PACKAGE FOR ERASMUS STUDENTS

ACADEMIC YEAR 2009 – 2010



This information is addressed to you who are preparing your study period at the University of Macedonia in the framework of the LLP/ ERASMUS program. The Erasmus team wishes you an interesting and successful time studying and an enjoyable stay!

PLEASE READ THE INFORMATION CAREFULLY

GENERAL INFORMATION

We are pleased that you have decided to study at **University of Macedonia** in Thessaloniki within the framework of the LLP/ ERASMUS program and welcome you most warmly. Adjusting to a new university, with a system which is probably very different from your own, is never easy and you should be ready to face a few problems and changes as you adapt.

Your main point of reference within the university is the so-called **Departmental Administrative Responsible for LLP/ Erasmus**. He/she will provide advice and practical assistance and is your most important contact person. You will receive all of the relevant information from him/her and he/she is responsible for issuing all certificates and transcripts. Remember, you can provide advice as to where to go and who to see, as well as general hints and help!

For information relating to academic issues, you should contact the Departmental Academic Coordinator who activated your exchange.

Moreover, detailed information on courses themselves can be obtained from Departmental syllabuses that can be downloaded from the website of the UOM.

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Translated in English	UNIVERSITY OF MACEDONIA ECONOMIC AND SOCIAL SCIENCES
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DEADLINE for Application – Accommodation

Duly completed and signed application form, transcript of records and accommodation form, should reach the receiving Faculties at the following dates at the latest:

20 June for the Fall semester and full academic year

20 November for Spring semester

Required Application Documents

- Fully completed application form with your signature
- Transcript of Records. The transcript should clearly state the courses you have taken and the grades you have achieved. Please also attach an explanation of the grading system used if it is not clearly stated in the transcript
- Accommodation Form
- Learning agreement (2 original copies)
- A clearly readable copy of your passport / ID-card
- A copy of valid health insurance papers or European Health Card (for EU-members), covering your entire period of study at University of Macedonia
- 4 passport pictures with your name written on the back

REGISTRATION

At your arrival you must contact the Departmental Administrative Erasmus Coordinator, so that he/she will give you the information concerning the student's life at UOM. You should bring your Health Card, a copy of your passport /ID-card and 4 passport photos with you. Filling in the Registration form (given by Departmental Administrative ERASMUS Coordinator of each Faculty), you get registered in your Department and earn all students' rights.

LANGUAGE OF INSTRUCTION

Although the official teaching language of our University is Greek, from the academic year 2008/2009 onwards, all our faculties -in order to facilitate the Erasmus mobility-, offer to incoming Erasmus students, courses taught in English. Also incoming Erasmus students usually carry out assignments in English. Adequate Library material is in English too and hence no student should have any problems in finding literature and any other material required.

Finally, before you complete your learning agreement, we strongly advise that you contact the Departmental Academic Coordinator at UOM to discuss and conclude on the best study program.

GREEK language COURSES

As the language of the courses at our University is Greek, it is very important for you to have basic language skills in order to attend them. We strongly recommend that students who do not have the required skills attend a language course.

You have two choices. Attend courses during your studies in UOM (free of charge), or attend EILC courses, before starting your study period in Aristotle University of Thessaloniki (AUTH) (a University very near to UOM).

Greek Language Courses (UOM)

Greek Language Courses for beginners and advanced students (4 hours/week) are offered free of charge to the Erasmus students during both semesters (winter and spring) by Natasha Karagouni or Dimitriadou Despina. The students learn to express themselves in oral and written language, in a variety of general linguistic situations/conditions.

For furthermore information and application procedure contact:

Natasha Karagouni or Dimitriadou Despina

Tel: +30 2310 891 529, +30 2310 891 474

e-mail: natash@uom.gr, dimitria@uom.gr

EILC (Greek Language Courses)

You can attend courses in Greek Language at the school of Modern Greek Language of Aristotle University of Thessaloniki (A.U.T.H.), which organizes Erasmus Intensive Language Courses (E.I.L.C.).

If you are interested in attending a course you can find information in the following site

http://ec.europa.eu/education/erasmus/doc902_en.htm and send an application

http://ec.europa.eu/education/erasmus/doc/eilc/formera_en.doc which shall be

submitted electronically to your home Institution. Your home Institution will be

responsible for forwarding the application to the EILC organising Institution (AUTH).

Assessment

Students are evaluated at the end of the semester as well as continuously throughout the semester. Exams are mostly written, but are sometimes conducted orally, or even take-home assignments.

Grading System

The grading system is numerical, from zero to ten. The passing grades are from five to ten. Students who fail in an exam in February and in June can be re-examined in September. The following table shows the grading system for the evaluation of foreign students studying at University of Macedonia on LLP/ERASMUS program:

<i>ECTS Grading Scale</i>	<i>Grades in UOM</i>	<i>Definition</i>
A	10-8,5	excellent
B	8,49-6,5	Very good
C	6,49-5	good
D-F	4,99-1	fail

ACADEMIC CALENDAR

Fall semester:

25th September – 31st December

1st Examination session:

1st January – 31st January

3rd examination session(repetitive period):

1st September – 31st September

Spring semester:

1st February – 31st May

2nd examination session:

1st June – 31st June

Note:

According to the Legal Framework from the academic year, as far as Universities are concerned, each semester must last at least 13 full weeks of teaching activity. On the basis of Decisions made by the University Senate the duration of semesters can be extended up to two weeks in order to complete the minimum number of teaching weeks in the teaching period.

During the period of examinations, teaching activity does not take place, so that students can take sit for the examinations.

HOLIDAYS

St. Demetrius' Day (Religious Holiday)	26 th October
National Holiday	28 th October
Student's Uprising	17 th November
Christmas Holidays	23 rd December until 7 th January
Religious School Day	30 th January
National holiday	25 th March
Easter holidays	From the Monday before to the Sunday after Easter
Labour Day	1 st May

Health Insurance

Students from the European Union are entitled to medical services on the basis of the European Health Insurance Card (EHIC) covering the entire period of studying.

This card is available through the Health Board (Health Insurance Institutions) in your home country.

In order to have health insurance in Greece you need to apply for foreign health protection from your own insurance company before you leave home (or proof of a private health insurance policy).

Please see the [EHIC](#) website for information on how to get the card in your country. Only in case of an emergency the University can provide a medical care booklet to the students (without the copy of essential papers) that have not the necessary papers from their country.

Visa

For students and citizens from the European Union it is not necessary to have a student visa to enter Greece. However, a valid passport is, of course, necessary. If you are a non EU citizen you must know that the maximum length of stay in Greece is 3 (three) months, 90 (ninety) days. Visitors wishing to prolong their stay are required to obtain a Resident's Permit from the Alien's Bureau.

Cost living

Estimated monthly budget:

Rent (shared)	~200€
Transportation	~12,50€ (monthly passes)
Other expenses	~300€
Monthly Budget	~550€

EATING

The University of Macedonia has its own restaurant, which serves 3 free meals per day. Breakfast, lunch and dinner. You should apply with student ID card to the Students Affair Department (mezzanine), (the departmental administrative Erasmus Coordinator will help you in filling the Greek application form). The restaurant is open on weekdays as well as Saturdays and Sundays from .

GENERAL INFORMATION ON ACCOMMODATION

Accommodation is an important consideration while you are living away from home. University of Macedonia is not a campus University and due to the shortage of housing, a majority of the exchange students will be accommodated off campus. This can be a not so cheap option, so sharing with fellow students helps to spread the cost.

University owned flat

At the moment UOM has one apartment with the capacity to host approximately five guests. Applications will be accepted on a first come - first served basis. In order to reserve a room send the soonest possible and at least until 20 June for the Fall and full academic year and 20 November for Spring semester and in any case right after the submission of the application form.

Private Housing

Students who come to Thessaloniki must look for a room in the private market. When you reach University, you will find, as in most universities, boards plastered with notices for flat-shares and room lets. You can also consult local newspapers for adverts or refer to Broker's offices, which have lists of apartments of rent in Thessaloniki. Keep in mind that you also will be required to pay a deposit of one month's rent when you start renting the apartment.

Hotels (for short term accommodation)

Hotel is a common type of accommodation for short-term requirements. It is a good choice when lodging has not been found yet or in case you arrive outside the office hours without having informed your Coordinator in advance (e.g. if you arrive in Thessaloniki very late, after 10 pm, you should also spend the night at a hotel, so that you don't have to call your Coordinator in the middle of the night!). There is a wide variety of hotels to suit you.

Here are few handy tips to follow when you are looking for accommodation:

- Remember that finding lodgings in Thessaloniki can be difficult, especially if you are staying for less than a year, so start looking early.
- Considering the city's size and traffic, always keep good bus connections in mind.
- It probably isn't worth bringing too many household items with you. Most students

buy the necessary equipment once they come in Thessaloniki.

- Of course, you can place or search for an advertisement.
- Prices for a private room in an apartment, shared with other students, range from a minimum of ~150,00 to a maximum ~250,00 € per month.
- Finally, remember that for any information you can always refer to the Departmental Administrative Responsible for the LLP/ ERASMUS Program.

Important note: You should inform us about the exact date and time at least 3 days before your arrival.

LOCATION AND CAMPUS FACILITIES

The University of Macedonia is located in Thessaloniki, 156, Egnatia Street. It is housed in a group of buildings of approximately 35.000 square meters.

It can easily be reached by city's buses, taxi or car:

Bus

Bus services that lead to the University of Macedonia are: 2,7,8,10,12,14,27,31.

Taxi

Taxis are omnipresent and you can hire one either by rendezvous, call to a radio-taxi company, hail them at any point in the street or pick one at a taxi rank.

The basic fare for all taxi companies is 2.80 Euro.

Car

In case you choose to get to the University by car you must take into consideration that parking is restricted to permit holders (permanent staff of the University).

We hope you enjoy reading this prospectus and find it useful!

If you would like more information, please e-mail your Departmental Administrative Erasmus Coordinator.



