



UNIVERSITY OF
THESSALY

International Relations Office
Erasmus +

PRACTICAL GUIDE FOR EXCHANGE STUDENTS

WELCOME IN THE UNIVERSITY OF THESSALY AND ITS FIVE CITIES!

Erasmus + Exchange Program gives you all the opportunity to define and prepare your personal, academic and professional future. *This is your opportunity to go global!* Among other things you will experience how it's like to study abroad with students and professors from several countries.

By choosing University of Thessaly for your Erasmus Studies, you get the opportunity to study in an Institution that cares highly about quality of teaching, research and all provided services. All staff of the International Relations Office of the University of Thessaly will make our best to make an enjoyable and unforgettable experience. I personally will be available for any bureaucratic or organizational problem.

I hope you really enjoy your Erasmus experience in the University of Thessaly!

Filomila MOUGOGIANNI

Erasmus Coordinator for Studies



Before arrival:

1. MAKE SURE YOU GET FIRST NOMINATED BY YOUR UNIVERSITY

You can apply to the University of Thessaly (UTH- G VOLOS 01)) as an exchange student for a 3-12 months period (for studies) and for 2-12 months period (for Internship) either in Winter (WS) or/and in Spring Semester(SS).

To be regarded as an exchange student it is necessary that:

- there is a **current bilateral agreement** between your Home University and the University of Thessaly. The mobility will not be possible if there isn't an Erasmus + Agreement between both Universities **in the specific subject area**.
- **your Home Erasmus Coordinator nominates you** for studies in the University of Thessaly,

specifying:

- Student's Name and Surname
- Student's e-mail
- Student's Date of birth
- Male-Female
- Length of the Period of Stay
- Department and Level of Studies (Under-/Postgraduate)

Nominations have to take into account the rules established by the bilateral agreements (number of students per Department e.t.c.).

We won't send you back any Acceptance Letter unless if you ask for this.

If there is a disagreement concerning the nomination, **WE** will contact you.

2. APPLICATION PROCEDURE

To avoid confusion and misunderstanding we would like to outline the basic steps of your application procedure for incoming students:

- ☞ The International Relations Office of your Home University sends by e-mail the list of students selected to come to our University within the ERASMUS exchange programme, indicating the data mentioned in Nomination Procedure (see above)
- ☞ Afterwards nominated students receive by e-mail the acceptance of their nomination and they are asked to follow the procedure, meaning to fill in, upload or send the following documents (with all the necessary stamps and signatures):
 - ☞ **Student's Application Form** and
 - ☞ **Learning Agreement**
 - ☞ **Copy of your travelling documents (ID or PASSWORD)**
 - ☞ **Confirmation about your English Language Requirement**
 - ☞ **Copy of your EHIC (European Health Insurance Card)**

You can send us the original copies by post or just send via e-mail a scanned copy to the IRO (**Ms Filomila MOUGOGIANNI, mfilomila@uth.gr**).

You must check and fill in the learning agreement correctly regarding course codes and ECTS. Please do not send us all pages of Erasmus + Learning Agreement, only "Before Mobility" part is necessary before your arrival. Pay also attention on how to fill in the names of the responsible and the contact person on the Learning Agreement. The responsible person in the receiving institution in page 2 is different from the contact person in page 1. The responsible person in page 2 is the Departmental Coordinator (member of the teaching Staff) who signs the L.A. , while the Contact person in page 1 is the Erasmus Coordinator for Studies in the International Relations Office.

Please send the application documents before the deadline:

<http://erasmus.uth.gr/index.php/en/how-to-apply/application-deadlines>

- ☞ After receiving your Application Documents, the International Relations Office will forward them to your Department for approval and after that, we will send your documents back to you fully signed and stamped by our Coordinators.

3. ACCOMMODATION

Accommodation for the Erasmus students of UTH in Student Residence Halls unfortunately is not provided, due to the limited number of rooms generally.

The IRO is willing though to help the incoming students in finding accommodation but only after their arrival. It provides a list of apartments to be rent and the contact information with their owners, so that every student can decide which one is more suitable for him/her

There are also many renting advertisements in the entrance of the University at the beginning of all semesters.

If you want to look for accommodation **by yourself** we strongly recommend you to join the "ERASMUS UTH" group in fb, where you can contact other Erasmus or greek students and also find persons offering accommodation.

You can also google some real estate agencies in our district:

<http://www.remaxdomi.gr/en/>

<http://www.newagerealestate.gr/en>

<http://www.greece-realestate.gr/en>

In Volos ERASMUS students can find private fully furnished apartments or houses at reasonable prices. The cost may vary depending on location, available equipment, number of rooms, roommates, bills etc. A studio for one person (bills included) usually costs around 250 Euros. Students can also share bigger apartments (having to pay 150-200 each one).

It is important to note that the IRO is unaware of the quality and suitability of rented apartments. The IRO declines any responsibility concerning the services in such apartments.

The cost of living in Greece for an average Erasmus Student varies from 400 to 700 € per month for all expenses, depending of course on the life style of each student.

For the Departments/Faculties in the other cities of UTH out of Volos, you must contact your Departmental Coordinator before your arrival and ask him/her to help you with accommodation

4. GREEK LANGUAGE COURSES

The University of Thessaly offers **Greek language courses** to all Erasmus and international Students in every academic year.

The courses are **tuition free** and they can be included in the Learning Agreement with 3 ECTS.

5. HEALTH INSURANCE

If you are an EU-student, do not forget to bring your European Health Insurance Card, issued by your home health insurance organisation/company! With the European Health Insurance Card (EHIC) you can directly go to a doctor/hospital and use your insurance card there.

If you are a non-EU-student, you need to buy a private health insurance valid in Greece. To ensure that coverage is sufficient to meet greek national standards, it is recommended that students purchase as in-country medical insurance plan.

6. ERASMUS BUDDIES

Erasmus experience proves to be a strong motivation for our students to help new incoming students in the University of Thessaly, especially for their first days in the country, having in mind also their need to adjust in a new educational system.

Like every year, also this academic year greek students from the University of Thessaly, who have already been Erasmus Students abroad, are willing to help! So they created an informal **buddy system**.

First of all, try to join the "ERASMUS UTH" (fb)! You will find it very useful from every point of view, also for accommodation before arrival and other renting needs (e.g. bicycles)

Besides the support they can get from the International Relations Office, the incoming students can contact even before their arrival their Greek erasmus+ buddies and ask them for anything it might trouble them.

The Erasmus buddies are of course different persons from year to year! You will find the contact details of the "fresh" ones in the "Announcements" on our website:

<http://erasmus.uth.gr/index.php/en/announcements/255-erasmus-buddies-2017-18>

After arrival:

1. FIRST VISIT THE INTERNATIONAL RELATIONS OFFICE!

After you informed us by e-mail about your arrival date, you are expected to come to our Office during the following working hours:

Monday to Friday, 11.00 a.m.- 2.00 p.m.

You will get to know with the Erasmus Coordinators and get help for your first days in the country and for accommodation.

<https://www.google.gr/maps/place/University+of+Thessaly/@39.3576795,22.9484265,17z/data=!3m1!4b1!4m5!3m4!1s0x14a76c627ee4559b:0x5309b5806bdcbde0!8m2!3d39.3576754!4d22.9506205?hl=en>

Address: **Argonafton-Filellinon Str. GR-38221 Volos, Greece**

Office no 7, 1st Floor, Papastratos Administration Building

2. ENROLLMENT IN THE SECRETARIAT OF YOUR DEPARTMENT /APPLICATION FOR STUDENT CARD

Exchange students must also visit the Secretariat of their Academic Department to finalize the procedure of their temporary enrolment in UTH and they must have in their hands the correct Learning Agreement

There they will also apply for the **Student Card (Passo)** which permits them to have reduced prices (25%) in transport and in several cultural activities (museums, concerts, cinemas e.t.c.). The moment they get their *Passo* they must come to the International Relations Office so it will be activated for free lunches/dinners in the Student Restaurants for all the five cities of the University of Thessaly.

You have also to make an appointment with your Departmental Coordinator and get informed about the Courses Schedule.

3. AT THE END OF THE SEMESTER: CONFIRMATION OF ATTENDANCE, EXAMS AND COURSES

After participating in the exams at the end of each Semester you will need to get your **Transcript of Records** (strictly from the Secretariat of your Department) and your **Confirmation of Attendance** (from the IRO). If you are leaving Greece before getting your grades, make sure you have a contact person for your issues. Attention: The Confirmation of Attendance can only be given by the IRO before leaving the country.

We're looking forward to welcoming you in the University of Thessaly!

Have a safe trip!

Filomila MOUGOGIANNI

Erasmus Coordinator for Studies