

Preparations – First Steps in EMMIR

Student Visa

Most EMMIR students from outside Europe will need to obtain student visas before coming to Oldenburg. It is necessary to get a visa for Germany in advance. The official confirmation of your admittance to EMMIR enables you to apply for a student visa. Please note that visa application procedures take time (up to several months). For information related to visa requirements, you please contact the relevant German Consulate or Embassy as soon as possible. Please apply for a STUDENT VISA, not a so-called Schengen Visa. Only the Student Visa allows you to receive a German residence permit in Germany and stay in Europe for the full two years of the programme.

The EMMIR team will provide the German Consulate/Embassy in your country of permanent residence (i.e. the country the admission letter is addressed to) with a letter documenting your admission to the programme and all necessary details. Furthermore, we will provide you with advice and supporting documents which should facilitate the process, if necessary. However, please bear in mind that it is your sole responsibility to obtain a visa in time.

Apart from the letter of admission and a valid passport, as a non-scholarship holder you will need a proof of financial means to apply for a visa. At the moment (June 2022), foreign students coming to Germany must prove that they have at least 10,332 € per year at their disposal (861€ per month) plus travel costs and tuition fees ([DAAD, 2021](#)). This proof can be provided in various ways; the following forms are generally accepted:

- // You receive a scholarship from a recognised scholarship provider
- // Your parents submit documents certifying their income and financial assets.
- // A resident in Germany provides the Foreign Residents' Office a guarantee to cover your expenses.
- // A security payment is deposited into a blocked account.
- // You submit a bank guarantee

Please remember to bring all the relevant original documents to Germany (passport, degree, proof of financial means). You will need them to a) apply for your residence permit in Oldenburg and b) for visas according to your mobility track in study year two. Please find general information concerning visa application at <https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>

PLEASE NOTE:

Your Residence Permit for Germany becomes invalid after an absence of 6 months from the country. An extension of this time period may be permitted upon application, but you need to re-apply for this extension before exiting Germany. We suggest that you already ask for this extension when you initially apply for the residence permit with the 'Ausländerbüro'/Hochschulservice, the authority dealing with residence permits for

students (hochschulservice@stadt-oldenburg.de). A second appointment will have to be made individually.

You will have to apply for the visas necessary for your second EMMIR year – e.g. for Sudan, Uganda, South Africa and India - once your individual mobility track is laid down (usually in February/March).

Scholarships and Participation Costs

For scholarship holders and non fee-paying self-funded students the participation costs are covered. For other students the Consortium charges 4,500€ per semester - for students from all countries, Erasmus+ Partner and Programme Countries

The participation costs cover all obligatory programme activities, health insurance, and the universities' registration and student service fees; they do not include costs for accommodation or other living expenses and travel. E.g. for accommodation and board in Oldenburg you should expect to need about 700€/month.

For more information on the participation costs and payment, please check §3 of your Student Contract.

Accommodation in Oldenburg

The responsibility of securing accommodation rests solely on the student at all partner institutions and throughout their mobility path. Partners have varying capacities to support or facilitate accommodation options but this is not to be taken for granted at any point in time during the program. In this handbook, you will find important information and suggestions regarding different options that may be available. We encourage you to actively seek what suits your needs best. All students should closely observe security advisories issues by partner institutions during their enrolment.

In the City of Oldenburg, student houses are spread all over town. You can either choose to live in a student dorm/ hall or in a shared flat or independent apartment. While most of the halls are owned by the Student Service at UOL (Studentenwerk), most shared flats or apartments are in private ownership.

It is your responsibility to find a place to stay. Please be aware that there will be a shortage of rooms because in October all new courses will begin at UOL. Thus, we advise you to look for an accommodation as soon as possible. Most of our students chose to live in private accommodation with roommates or alone. Wherever you will stay, please make sure to arrange for your move-out well before you leave with your landlord.

Student houses

If you choose to stay in a furnished room offered by the Student Service you should be prepared to live in your own room but in shared apartments. Usually, single and double apartments have their own bathroom and kitchen or kitchenette, whereas in the shared flats you will find shared kitchens and bathrooms. There are no meals provided in the halls of

residence. The rent for these rooms range between 200€ and 380€ per month. You can check the offer of the student houses and directly apply for it at <https://www.studentenwerk-oldenburg.de/en/wohnen/service/residences-at-a-glance.html>

Private accommodation

Alternatively you can look for private accommodation (rent ranges between 250€ and approx. 400€/month). Here are some examples of places where you can find private accommodation:

// www.wg-gesucht.de/en/
// www.zwischenmiete.de/
// oldenburg.homecompany.de/en/index

Most of our students have had the best luck using WG-Gesucht. “WG” is an abbreviation for the German word “Wohngemeinschaft”, which means shared living arrangement.

Airbnb

Airbnb is an online service enabling you to find and lease or rent short-term lodging (e.g. private rooms, vacation rentals, apartment rentals, hostel beds, or hotel rooms). www.airbnb.de/rentals/Oldenburg

Hostels and Hotels

If you arrive in Oldenburg without an accommodation, you can check in at the youth hostel (Jugendherberge) or a hotel. There are a couple of hotels close to the train station, for example Hotel Spreng, B&B, or Hotel Hermes. One night with breakfast in the hostel will cost from 40€, in the hotels starting at approx. 80€.

\\ Jugendherberge Oldenburg (Youth hostel), Straßburger Str. 6 26123 Oldenburg
www.jugendherberge.de/jugendherbergen/oldenburg-770/portraet/
\\ Boardinghaus OL, Lindenstr. 7, 2 6123 Oldenburg www.boardinghouse-oldenburg.de
\\ B&B Hotel, Alexanderstr. 1, 26121 Oldenburg
Email: oldenburg@hotelbb.com www.hotelbb.de/en/oldenburg

Health Insurance

Insurance is granted for all EMMIR students. The insurance is specifically designed for EMJM students (see eacea.ec.europa.eu/sites/eacea-site/files/2017_emjmd_-_annex_ix.pdf). The arrangements meet the minimum EMJM programme requirements for insurance coverage in all respects, for example a 24 hours multi-language emergency call centre, covering all costs for treatments necessary or medically appropriate medical evacuation in case of illness, pregnancy/childbirth and accident without retention (see eacea.ec.europa.eu/sites/eacea-site/files/2017_emjmd_-_annex_ix.pdf).

The health insurance is – apart from short family visits – not valid in your home country/country of permanent residence. In all other countries, the health insurance cover is valid without

further notice. Insurance will automatically be in place from your first day of travel to Germany, costs are covered by EMMIR. UOL will close a contract for you and provide you with an insurance certificate and all necessary information regarding the cover and claim procedures.

If you have any preexisting medical conditions please make sure to bring along your medication and the respective medical prescription(s). We recommend you bring along medicines that you consider important for you, along with their respective prescriptions.

Travelling to Oldenburg

Please note: the university is located in Oldenburg (Oldb) – pronounced “Oldenburg in Oldenburg” in Lower Saxony (not to be confused with Oldenburg/Holstein).

The three nearest international airports close to Oldenburg: Bremen (50 km), Hamburg (160 km), & Hannover (170 km). Busses and trains connect these and all other airports with Oldenburg.

Upon arrival at Bremen Airport, the cheapest way is to buy a ticket to Oldenburg at the vending machines of the trams you will find right outside the airport or in the internet. If you arrive in August, you might want to buy the ‘9 Euro ticket’ (link [here](#)) which is valid for unlimited local transport (bus, tram, underground) and all slow trains (not IC, not ICE trains) in all of Germany until the end of the month. You can also buy this ticket in the internet (link [here](#)). If you arrive in September, you will have to pay 9,10 Euro for the ticket including the tram to the station, the train to Oldenburg (including IC train) and bus in Oldenburg. To get to Oldenburg is by taking the tram (no. 6, about 15 minutes) to Bremen central station and from there a local train to Oldenburg (30 minutes). Please check timetables and prices at deutschebahn.com/en/. Another very cheap option is FlixBus (link [here](#)), which sells bus tickets to Oldenburg from various major cities for as low as 5€.

If you will be staying in a private flat, you should arrange your time of arrival with your landlord. If you have a place in one of the halls of residence, you need to arrive on Campus during the Student Service’s office hours.

The following busses run between the central station and the university:

// 306 direction “Universität”,
// 310 direction “Wehnen” or “Familia”, // 324 direction “Infanterieweg” or
// 350 direction “Westerstede”.

All buses leave about four times an hour from the central bus station ZOB (on the back side of the train station “Ausgang Nord”). Get off the bus at the stop Universität/Campus Haarentor and walk straight past the Combi supermarket and turn right at the building V03 of the University. You can find a campus map on the next page.

Enrolment

You will receive a provisional enrolment prior to your arrival – so that you have access to the internet while on campus, your new e-mail and to the learning platform studip.

Enrolment procedures at UOL need to be finalised in person after your arrival. You will need to present the original documents mentioned in your admission letter (original of your university degree and passport). You will be enrolled as a student at UOL for the entire duration of EMMIR. While studying at other partner institutions, you will be on leave as a student at UOL.

Residence Permit

Within one week after your arrival in Oldenburg you will have to register with the local authorities, the Bürgeramt/Einwohnermeldeamt, Pferdemarkt 14 (link [here](#)). This applies to all students – no matter which citizenship.

The registration with the Bürgeramt is a prerequisite to apply within 90 days for a residence permit that enables you to travel within the Schengen area (including all four European EMMIR partner universities). This application is done at the Ausländerbüro/Hochschulservice (link [here](#)), Oldenburg University's International Student Office (ISO) will provide support for this in early September.

This permit entitles you to travel to Norway (see below) and apply for a residence permit there; it also allows re-entry to Germany at a later stage. Please note: If your mobility path might include an absence of more than 6 months from Germany, make sure you apply for a permit supplement at the Foreign Residents' Office in order to re-enter (the residency expires otherwise automatically).

Students from EU states will only have to register with the local authorities.

Mandatory documents for residence permit application:

1. Current confirmation of health insurance (will be provided by EMMIR)
2. Proof of funding (for scholarship holders provided by EMMIR, see Student Visa)
3. Copy of your passport and your passport
4. Confirmation of enrolment (will be issued by the university)
5. A fee of 100€
6. Biometric passport photograph (can be taken at the booth outside the Ausländerbüro/Hochschulservice)

Still have questions or are confused? Try reaching out to EMMIR alumni or students from previous cohorts. Email addresses can be found on eConsort, or you can look up people on LinkedIn by searching for EMMIR, or ask questions within the inter-cohort Facebook group.

Registration in Norway

Citizens from non EU/EEA countries need a valid Schengen residence permit (issued in Oldenburg in September) to enter Norway.

During your first days in Norway, you need to apply for a study permit. You do this online. Having been granted a study permit, you will also be able to work for up to 20 hours a week while you are studying and full-time during holidays. If you wish to spend part of semesters 3 and 4 in Norway as well, you are advised to make a decision in this matter prior to applying for

the student permit, as the permit is normally valid for one year and it is costly to reapply. The permit processing fee is currently NOK 5 900 (approx. 600 Euro).

Citizens from EU/EEA countries do not need a visa to enter Norway, but you are required to arrange your study permit at the local immigration office at the Stavanger Police Station within three months after your arrival in Norway.

Exemption from applying for a study permit:

// Citizens from Nordic countries (Sweden, Finland, Denmark, Iceland)

// Citizens from EU/EEA countries who plan to stay in Norway for a period shorter than 90 days.

Student Accounts

As an EMMIR student you have access to two different student platforms and systems – and you are required to make use of both of them. Most management and communication processes are done via the web platform eConsort (see below); in addition you need to make use of the services (email, cloud storage, Stud.IP) offered by the University of Oldenburg. Please note that it is mandatory for you to regularly update your student website on the web platform eConsort with the latest information and to use the email address provided by the University of Oldenburg for all communication with EMMIR, and our partner universities. Via studip you will also have access to your transcripts – these are not provided via any other channel.

eConsort

EMMIR uses the online platform eConsort for most management and communication purposes. You have access to your individual EMMIR e-consort profile, a tool that helps you to organise your courses, upload assignments, communicate with the EMMIR team, and keep your student profile up to date.

Administration

If you have questions regarding eConsort or experience difficulties please contact emmir@uol.de.

Logging in

You will be provided with a password by the administrators of this website. This password will be emailed to you. Navigate your browser to econsort.ugent.be/student_file.asp. To log in, enter your email address and password. This password is case sensitive, so be sure to enter it correctly. If you enter your credentials correctly, the system will take you to your EMMIR Student Page. Please note: If you enter the password incorrectly three times, you will be redirected to www.ugent.be. In this case, you will have to contact the administrators of the website. They will provide you with a new password and reset your account.

Once you are logged in, the system will take you to your main student page. Use the links on the left hand side to navigate through the page.

// Home (opens upon login)

Here you will find all news regarding your studies, updated course syllabi, additional readings, materials, and information on events you may find interesting. You should check this section on a regular basis, in case of important news you will receive an email asking you to check your site.

// Reset password

In this section you will be able to reset your password to a more convenient one. Please do bear in mind a good password consists of alphanumeric data, and has a length of at least 8 characters. Please note that you first have to enter your original password, then enter your new password twice, and press the "Set password" button to complete this operation.

// Overview of students

In this section, you will find a list of all current EMMIR students. This list shows the names and email addresses of your fellow students. Click on the envelope icon on the right hand side to send an email directly from your standard email application. eConsort does not provide instant messaging.

// Course Selector

In this section, you will be able to select courses that compose your individual study plan. In the selector, you will find the course titles, ECTS and boxes to check/uncheck according to your choice (Courses with a lock icon in front of the title are compulsory courses and cannot be unchecked). Course details can be found in the syllabi. You are only able to submit your course selector if you selected the adequate amount of ECTS. After submitting your choice, the relevant courses appear under My courses. Changes to your choice can only be made by the administrators.

// My courses

In this section, you will find an overview of the courses you selected. You can either view your courses for a specific semester or for the full study period. Next to the course title, you find the ECTS assigned to the course.

// Communication forms

At the bottom of the navigation bar, you will find a number of communication forms such as Banking details and Contact details. These sections should be used to provide the administrators with up to date information on your banking and contact details. At your first visit to these pages, try to fill in as much as possible, so your file is completed for the record; please make sure to update these forms as soon as any of these details change.

Scholarship holders should note that a payment of the grant is only possible after they provided the coordinators with their banking information.

// Assignments

We also use eConsort for the submission of assignments. With very few exceptions you are requested to make use of the respective upload forms in order to submit all your paper work.

// Transcript

This section provides you with an overview of finished courses/modules and your grades. Please note that this is for your information only – you access the official transcript in Stud.IP only. In cases your Stud.IP transcript should not be up to date please contact the EMMIR Academic Coordinator.

// Mobility path

The decision about your EMMIR mobility path will be done during your second semester – not before, but as early as possible during semester 2. The decision is linked to consultations with the coordinators and EMMIR partners and takes into account your personal profile and career aims, but also the possibilities and limitations of the programme and the situation in the various countries and universities.

You will have to use the various upload and feedback forms published here to provide your teachers with the requested assignments and your tentative and final choice for your second EMMIR year.

In the course of study, further forms may be published by the coordinators. In this case, you will be informed by email. Please make yourself familiar with the functions of your EMMIR Student Page; you are requested to use it and keep it updated.

UOL Student Account

In order to activate your University of Oldenburg student account, go to pw.uni-oldenburg.de and enter your username and the preliminary password, both indicated in your enrolment documents. Here, you have to do 2 things:

1. Define a security question and answer (Sicherheitsabfrage für Passwort > Frage = Question; Antwort = Answer; > Senden = Submit)
2. Change your password (Passwort ändern > Altes Passwort = old/ preliminary password; Neues Passwort = new password; Passwort wiederholen = repeat new password > Senden = Submit)

Please note: the new password has to fulfil the following minimum requirements:

// minimum 8 characters long,

// including at least 4 letters and 1 digit; // it cannot be the old password, nor your name, family name or registration number

Annual renewal of your password

You will be asked once a year to renew the password for your account. Four weeks before your password expires, you will receive an email (in German language) from servicedesk@uol.de with the subject “Die Gültigkeit Ihres Passworts läuft in vier Wochen ab” (“The validity of your password expires in 4 weeks”). Once you receive the message, you have to go to pw.uni-oldenburg.de and change your password within four weeks. Please note that if you do not change your password when it is requested, your account will be temporarily blocked.

Did you know? Many European universities use the eduroam system which means that you can login with your UOL credentials, for example also at the University of Stavanger. To be able to do so, just log-in and add “@uol.de” after your username.

Internet Access

With your student account, you have access to the WIFI on the University of Oldenburg campus. In order to connect to the WIFI, you have to select the network ‘eduroam’, click on “connect”, and enter your username@uol.de and password. Then you will be automatically connected to the WIFI. If this does not work, you might have to download an eduroam installation programme. You find a link on the website of the IT service uol.de/itdienste/services/netzzugang/ (in German language).

You also have access to the internet via public computers you find, for example, in the university library. To login you usually have to hit the following three keys: STRG (CTRL) / ALT / ENTF (DELETE) and enter your username and password.

If you face problems with your access, please consult the IT-Service-Desk in the UOL library (link [here](#))

Email Account

The username and password of your UOL student account also gives you access to your university email account (firstname.lastname@uol.de) at w.uol.de. Please make sure to activate your account and regularly check your pw.uni-oldenburg.de/IDMProv/ jsps/login/Login.jsp;jsessionId=i- fOxkLE7kV3nfyEZ3QBpCA__ emails. For example, the email reminding you to renew the password of your student account (see UOL Student Account) will be send to this address.

Cloud Storage Service

With your student account you can also use the university’s cloud storage service at cloudstorage.uni-oldenburg.de/. Before you can use the cloud storage, you have to activate your account. To do so, visit: then enter your password, and click on “ich stimme zu” (“I agree”). With the activation, you agree that your university email address will be public within the cloud storage service. This means that other users can search for your email address, for example to share a file with you. You cannot use the cloud storage without agreeing to this.

Learning Platform Stud.IP

The learning platform Stud.IP (campus management system of UOL) is available with your student account as well. To use Stud.IP, visit elearning.uni-oldenburg.de/ and login with your username and password. You can switch the language to English by clicking on the little British flag in the upper right corner. Please note that not all texts in Stud.IP are translated so far – so you might see some German terms, though you have selected the English language version.

EMMIR, so far, makes use of Stud.IP only to a limited degree – it provides some useful tools you may wish to make yourself familiar with, in addition to access to important documents. All EMMIR courses are visible in Stud.IP, which enables you to use the calendar function for example. Also, you can generate and print automatically generated enrolment certificates and transcripts of records via Stud.IP.

But please be aware that individual lecturers might require you to use more elements of Stud.IP, e.g. for the download of texts and other files, communication about the schedule/location or for online sessions via BigBlueButton (BBB).

For your enrolment certificate:

- // go to the tab “Degree programme”
- // select the sub-tab “My studies”
- // select “My studies” in the navigation menu on the left
- // click on “Studienbescheinigungen” (“study certificates”)
- // select the semester and click on “Immatrikulationsbescheinigung” (“enrolment certificates”)
- // you can download a pdf with your enrolment certificate

For your transcripts of records:

- // go to the tab “Degree programme”
- // select the sub-tab “My studies”
- // select “My grades” in the navigation menu on the left
- // select “Grade certificate” in the actions menu on the left side
- // click on “Generiere Bescheinigung” (“generate certificate”)
- // you can download a pdf with your transcript of records

An online help tool for Stud.IP can be found at <https://uol.de/medaf/e-learning/nutzung-studip>

Student Card

Your student card integrates all the key functions you need on campus, it is very important you become familiar with its functions. Please refer to the University of Oldenburg website for all the details: <https://uol.de/en/students/campuscard/>. Please read thoroughly every section.

Upload the photo via StudIP portal as indicated in the link above.

You will receive this card after by post after your official enrolment at your registered address. Some of the card functions include:

- Student ID
- Library card (see details in library) –
- Studentenwerk payment feature –
- Locking functionality for lockers and wardrobes

Rundfunkbeitrag (broadcast licence fee)

The Rundfunkbeitrag is a mandatory fee (17.50€/month) that has to be paid for each household in Germany. Approx. one week after you registered with the local authorities, you will get a letter informing you about this fee. There are two options:

\\ One, you live in a shared flat and someone already pays this fee. In this case, you just have to let the Beitragsservice, who is responsible for collecting the fee, know and provide them with the registration number.

\\ Two, you live alone or in a flat in which the fee is not paid yet. In this case you have to register (e.g. [online at www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html)) and pay the fee.

Drop Out

In case you want to discontinue your studies, you must give a written notice to the EMMIR Consortium Committee via the local Course Director without delay. Please note that the participation costs will not be refunded for the semester during which you discontinue your studies. For further information on discontinuing or interrupting your studies (for example in case of pregnancy), please check §2 of the Student Contract.

You will be excluded from EMMIR:

// in the case of repeated non-attendance of a course (lectures, practical sessions, field trips, informative and official meetings) which you cannot justify with medical certificates or for which advance permission has not been granted by the module coordinator responsible,

// if you fail to validate a year of study,

// if you are the subject of disciplinary measures leading to your exclusion from one of the EMMIR Partner Universities,

// if you are the subject of legal prosecutions that prevent you from attending the EMMIR programme

Please check §5 of the Student Contract for further information on exclusion from EMMIR and the consequences for funding and fees.