

LAWGID Program Partnership Agreement

Excerpts from the Annex 5: LAWGID Program Organizational Management and Student Services

STUDENT SERVICES

Student services will be provided to all LAWGID students in accordance with the LAWGID Program Partnership Agreement (LPPA) and the LAWGID Program Student Agreement (LPSA):

- LAWGID Consortium Management Board (LCMB) and LAWGID Administrative Management team (LAMt) are obliged to provide to the LAWGID students all necessary common services, including assistance for accommodation and providing relevant information about administrative obligations and other details of interest in each new country and each new partner university; assistance with travel arrangements, visa support, issues of social insurance and health care systems, etc.
- Organizational costs like full insurance coverage for the LAWGID scholarship holders and financial support to LAWGID students with individual needs in case they are not covered by the top-up mechanism, shall be covered from EMJM grant institutional costs, encompassed by overall coordination.
- The set of services are to be made available to the LAWGID students by all partner universities through which the mobility track passes, particularly with regard to administrative support from International Offices, academic tutoring/mentoring mechanisms, local language courses and access to on-site and online learning facilities.
- LCMB and LAMt assist and support students in regards to all segments of the LAWGID program, including students' applications, admission and selection, students' accommodation to the educational, administrative and financial performance of the LAWGID program, students' preparing of examination, students' accommodation to the life and work conditions, as well as to a social and cultural context at each partner university, and in regards of a psychological support for students to feel comfortable in the mobility circumstances.
- LCMB and LAMt, as well as all members of LAWGID academic staff, will help to the LAWGID students to remove barriers to learning, improving access to the high quality and innovation-driven LAWGID program and making it easier for them to move between countries.



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- LCMB and LAMt will make efforts so that the LAWGID students match their societal needs, i.e. to enhance the quality of existent social bonds and create the new ones within each partner university and in their inter-connection, and beyond. They will stimulate them to enhance networking and communication capacities. They will especially assist the LAWGID students in fulfilling their labor market needs, i.e. improving their employability.
- LAWGID students can engage in consultations about relevant for them issues with the members of LCMB, as well as with all the academic and administrative staff of the LAWGID program. LCMB and LAWGID academic staff shall have an open door approach for the LAWGID students, and will demonstrate a constant readiness to meet students and respond to their questions and needs even outside of office hours.
- Partner universities are obliged to provide the specific support measures for facilitating equal and inclusive access to the LAWGID program for all students who have individual needs linked to the long-term physical, mental, intellectual or sensory impairments, by means of helping them to acquire special items or services (e.g. assistance from third parties, adaptation of the work environment, additional travel/transportation costs, and assistance for social inclusion).

LCMB and LAMt from each respective partner university shall organize monthly meetings with students in order to communicate their needs, requirements, critical remarks related to all aspects of their work and life at particular partner university. The aim is to enrich and improve the services offered to the LAWGID students.

STUDENT SERVICES AT THE UNIVERSITY OF BELGRADE

The first semester of the LAWGID program will be held at the University of Belgrade – Faculty of Law (UB FL). Informations related to assistance for foreign students is available at <https://www.bg.ac.rs/practical-information/>. This includes advice for entry visas (although many foreign passports holders do not need an entry visa), authorization of temporary stay (residence permit, which is mandatory for all stays exceeding 90 days).

The Erasmus Student Network ESN BelUPgrade (<https://activities.esn.org/organisation/esn-belupgrade>) supports and helps foreign and exchange students in Belgrade. The ESN BelUPgrade can help with finding accommodation, international roommates and getting around.

Accommodation



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The two most common types of accommodation used by foreign students and visitors to the University of Belgrade are renting a room at the Students' Centre Belgrade (student dormitory or one of their two hostels) or renting private housing.

Students' Centre Belgrade

Student dormitories in Belgrade are run and managed by the Students' Centre Belgrade (www.sc.rs). Within their offer they also have two hostels available for individuals or groups.

SC Student Dormitory

“Rifat Burdžović” Student Dormitory has been partly designated for accommodating foreign students and is mainly occupied by students from Western Europe, Asia and North America. All rooms for foreign students are like small apartments. Free accommodation in “Rifat Burdžović” for incoming exchange students can be offered if there is a reciprocal Agreement of Cooperation between the student's home institution and the UB.

Hostel “Studentski grad” – For Student Mobility

Hostel “Studentski grad” in Student town in New Belgrade offers accommodation in completely renovated and modern-equipped rooms with single, double and three-bedded rooms with a private bathroom and kitchen.

Rented Accommodation

Students can also rent their own accommodation. There are numerous online resources for finding and renting accommodation including BelUPgrade.

Serbian language

The Center for Serbian as a Foreign Language at the UB – Faculty of Philology offers intensive courses in the Serbian language for international learners. The Center offers an intensive three-week summer course and certification in Serbian as a foreign language, based on CEFR levels (www.learnserbian.fil.bg.ac.rs/).

Student healthcare

Institute for Students' Healthcare offers medical services related to dentistry, physical medicine and rehabilitation, psychiatry, ophthalmology, dermatology, and otorhinolaryngology.

Support for students with disabilities

The University Office for Students with Disabilities provides support to students with disabilities offering equal opportunities for a quality higher education, which refers to:

- the development and improvement of the conditions for studying for students with disabilities;



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- providing support for reading, scanning and transforming the textbooks into audio and electronic formats for students with disabilities;
- providing support for translation into sign language;
- providing information for students with disabilities on the conditions for studying and ways of support at their home faculties, helping them when choosing a future faculty, providing them with information on the employment possibilities upon graduation;
- organizing seminars, public panels, and media coverage to motivate students with disabilities to enroll in studies, as well as to raise public awareness in Serbia of the issues and challenges that students with disabilities face on a daily basis;
- cooperating with the relevant institutions to make the position of disabled students better and more visible.
- In addition, the building of the UB FL is equipped to provide access and study facilities to students with disabilities.

Student services at the UB – FL

These include:

- administrative support from the offices for students' affairs and international cooperation;
- issuance of various types of certificates with regard to access to students' rights (accommodation, visas, public transportation, discounts possibilities, etc.);
- access to students' computer laboratory;
- free access to library and online journals and other publications;
- access to all relevant information regarding studies through webpages and direct contact with administrative officers;
- contact with representatives of Students' Parliament.

Orientation Program

The LAWGID semester at UB starts with the arrival days in the first semester and lasts until LAWGID students move to the second semester at LUMSA. LAMt members from UB, UB FL Student Parliament representatives, and ESN BelUPgrade will be at the disposal of incoming LAWGID students during their stay at UB. LAMt will assist LAWGID students regarding their registration and enrolment, social insurance and other necessary needs.

A two-day orientation program (OP) will be organized when all the LAWGID students arrive, designed to offer them all relevant information and to make the adjustment of the LAWGID



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students to the semester at UB as smooth as possible. During the OP, LAMt representatives will introduce the LAWGID students to the UB FL building, classrooms, library, as well as covering all relevant rules and details on studying at UB FL.

The first day of the OP will be devoted to a meeting with the LAWGID academic staff team, where the Coordinator will explain the Curriculum structure, course schedule, and work schedules for all courses. Thereafter, all UB LAWGID academic staff members will introduce themselves and will explain their particular courses with regard to content, learning materials, exam instructions, etc. This will be followed by a welcome party.

The second day OP will include sessions about cultural life in Belgrade, sports and entertainment activities, as well as information regarding travelling in Serbia. City tours and/or a boat tour on the Danube and Sava rivers will be organized at the end of the second day of the OP.

STUDENT SERVICES AT LUMSA UNIVERSITY

The Palermo campus of LUMSA is where programmes in law, economics and social sciences are delivered. Located in the city center, the building was constructed in 1897 and became the local LUMSA center in 1999.

UniLUMSA App

Using the easily downloadable, multilingual UniLUMSA app, students of LUMSA can consult and manage their university career, check lesson times and exam sessions, accessing digital services through the same credentials as the Mi@LUMSA web platform, without the need to create additional profiles.

Accommodation

LUMSA offers off-site students the possibility of using various platforms to search for temporary accommodation (such as Erasmus, Housing Anywhere, Spotahome, Erasmus Play). LUMSA also has several agreements with real estate agencies and private owners, granting discounts to students. A team of International buddies will support the LAWGID students in finding accommodation in advance of their arrival.

Language courses

The purpose of the International Language and Certification Centre – CLIC (Centro Linguistico Internazionale e Certificazioni) is to coordinate and develop LUMSA's language offering, with a structured teaching system delivered alongside other programs to provide access to language courses for both internal and external learners.



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The General Courses in French, Spanish, English, Chinese and Arabic are group courses usually held twice a week and lasting 2 hours per session.

These courses aim at a gradual improvement of all language skills (reading - writing - listening - speaking) and are very suitable for basic preparation for the main language certificates (Cambridge exams, IELTS, TOEFL, DELE, DELF, Goethe, etc.).

CLIC also offers afternoon and evening Italian courses with a twice-weekly frequency (2 hours per lesson) for a total average duration of 40/50 hours per module (depending on the level).

The courses aim at a gradual improvement of all language skills (reading - writing - oral production – comprehension) and are highly recommended for basic preparation for the CELI language certification issued by the University of Perugia, a partner of LUMSA.

They are open to LAWGID students who wish to learn or improve their knowledge of Italian.

Courses for A1 levels are semi-intensive with daily classes.

The fee for each semester course is 450€. Courses are free for LUMSA students and alumni belonging to the Alumni network, reserved conditions are dedicated to Erasmus students.

Healthcare

LAWGID students enrolled in LUMSA courses can benefit from discounted rates for health services offered by medical centers, specialist practices, pharmacies and hospitals with which LUMSA has agreements. To take advantage of the discounts, it is necessary to present a LUMSA badge or other document proving membership of LUMSA.

The Palermo campus offers an “Ecopsychodynamic counselling” service for well-being and learning, a free student support service curated and managed by the faculty of the department with multiple professionalism offering psychologists, pedagogists, social workers and psychotherapists. It is available to any students of the degree courses at LUMSA in Palermo who find difficulties in environmental adaptation, human growth, planning, organization and management of their study activities.

LUMSA offers psychological support (also in English) to students who are going through difficult periods, with particular reference to manifestations of excessive anxiety, social and relational discomfort, difficulties in stress management, doubts about one’s study project and family problems.

The Service is free of charge and provides up to five psychological counselling meetings.

Disabilities

In order to guarantee the right to study and to promote inclusion in university life, LUMSA provides certain services for students with disabilities and/or with a diagnosis of Specific Learning



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Disorders (DSA). For further information and the delivery of documents, the student must request an appointment in person with the dedicated service. LUMSA offers enrolled students the possibility of contacting a senior student who can provide assistance in supporting the study method for students with DSA.

A dedicated office provides support to students with disabilities offering equal opportunities for a quality higher education regarding:

- the development and improvement of the conditions for studying for students with disabilities;
- cooperating with the relevant institutions to make the position of disabled students better and more visible.

The building is equipped to provide access and studying to students with disabilities.

Student services

These include:

- administrative support from the office for students' affairs and international cooperation;
- issuance of various types of certificates with regard to access to students' rights (accommodation, visas, public transportation, discounts possibilities, etc.);
- access to students' computer laboratory;
- free access to library and online journals and other publications;
- access to all relevant information regarding studies through webpages and direct contact with administrative officers;
- contact with representatives of Students' Parliament.

Orientation Program

The Welcome Office and the LAWGID academic staff will explain the structure and content of degree programs and talk about life in the LUMSA community.

During the orientation period, a variety of activities is offered, all designed to make the adjustment for the LAWGID semester at LUMSA as smooth as possible. Support is provided by the International buddies, a team of LUMSA students who have formerly participated in the Erasmus program and are Palermo-based. Their experience and the challenges they faced are of great importance for newcomers.

The practical and academical activities, organized by LUMSA, will teach LAWGID students about the academic study system at LAWGID program, including lectures on how exams work,



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academic writing and other relevant issues related to the LAWGID program, and also the lecture about Italy in general. The tour based on the Palermo “map of wonders” has been designed and provided to the LAWGID students.

STUDENT SERVICES AT ÖREBRO UNIVERSITY

ORU has a range of support functions that apply to LAWGID students.

Accommodation

LAWGID students are guaranteed housing at Campus Örebro on the condition that the application for accommodation is submitted correctly and received on time (<https://www.oru.se/english/study/master-students/student-accommodation/>).

Student housing is offered at:

- **Brick Lane:** corridor-style living, room with own bathroom
- **The Oak:** co-housing, own room, shared kitchen and bathroom
- **The Pine:** own apartment
- **Forskaren:** own apartment

The allocation of accommodation is based on the following criteria:

- The Housing Office endeavors to create a friendly, international atmosphere, by mixing exchange students of different nationalities.
- The Housing Office strives to distribute housing in order to use the student rooms in the most effective way.

Special housing requirements due to disabilities can be arranged for LAWGID students if they provide a certificate both from a medical doctor and the home university.

Swedish language course

English is spoken widely in Sweden and will suffice in most instances such as shops, restaurants, and bank and government contacts. On campus, English is very widely used and spoken, and all academic, support and restaurant staffs speak English.

The School of Humanities, Education and Social Sciences offers a credited course *Swedish Culture and Language I* for incoming exchange students. In the course, students are trained in understanding, speaking, and writing simple Swedish. The emphasis is on the ability to express oneself orally. During the course, the student practices obtaining information by asking correct



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questions, initiating, conducting, and concluding a conversation and also describing simpler events. The course also includes an overview of Swedish history, and Swedish customs and traditions.

Student Healthcare

The Student Health Center offers private, supportive counselling for students whose mental health is affected by study-related issues and promotes preventive mental health care. Students are welcome to book an appointment with one of our counsellors. The Student Health Center also offers student activities, lectures and workshops to help them to discover different methods and practices for self-help towards preventive mental health care. Special workshops are offered for international students such as lectures on how to cope with the darkness during wintertime or workshops on cultural adjustments.

Disability support

Disability study support may be offered to students experiencing barriers in their study situation due to a documented disability, which is not temporary or passing in nature.

To receive support, LAWGID students need to apply through *Nais*

(<https://www.oru.se/english/study/student-services/support-during-your-studies/studying-with-disabilities/>) and will then be requested to book an appointment with one of the disability coordinators. After the meeting, students will receive a decision via *Nais* with recommended adaptations.

Pastoral care

At ORU, the University chaplaincy is available for everyone at ORU regardless of faith or ideology and is willing to help students find a congregation or fellowship in Örebro of the faith they belong to. The ordinary staff consists of a priest, a deacon and a pastor. The staff is bound to secrecy, do not keep records and the counselling is free of charge.

At ORU, the University Church invites students to take part in a silent retreat once every semester with the aim of withdrawing, getting away for a while to rest and gathering new strength. It is designed and based on the Christian faith and its tradition of prayer times, Bible meditations and silence. There is a small fee.

Orientation Program

A typical orientation program is described on <https://www.oru.se/english/study/exchange-studies/arrival-and-orientation/orientation-programme/>. Before LAWGID students arrive at ORU, they will be asked to read the following website, which will answer the majority of their questions –<https://www.oru.se/english/study/master-students/practical-information/>.



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The LAWGID program third semester at ORU starts with arrival days and continues with a one-of-a-kind 3-5 week-long orientation program (OP). During the arrival days, LAWGID students will be greeted on campus by staff involved with the LAWGID program, the International Office and *Nexus*, the international student section at ORU. Keys to accommodation will be supplied at this time by ORU housing office and each LAWGID student will be guided to their accommodation by an assigned “buddy”. Early or late arrival can also be accommodated after prior agreement.

During the OP, there are a variety of activities, all designed to make the adjustment for LAWGID students as smooth as possible. The OP is collaboration between ORU (including local LAWGID staff) and the university’s international student section *Nexus*. The aim is to integrate LAWGID students into the student life on campus, in Örebro city and Sweden, and consists of three kinds of activities: academic, practical, and social.

LAMt members from ORU will introduce the LAWGID students to the teaching/learning facilities, location of various campus buildings, classrooms, library, restaurants, as well as covering all relevant regulations. LAWGID students will meet the LAWGID academic staff who will explain the curriculum structure, course and work schedules, and what is expected of the LAWGID students during the study period and how the exam system works. Thereafter, there will be a social event.

The non-academic introduction continues with a trip to IKEA and a guided tour of Örebro castle. The OP also includes many *social* activities organized by *Nexus* including pub visits, different themed-parties, international dinner, hiking trips and city tours among (many) others. There is a small participation fee.

Örebro Student Union and Nexus

Nexus is a newly established student section within the Örebro student union, replacing the former student organization *ESN Örebro*, whose aim is to welcome new international students on campus and in Örebro city. After the OP, *Nexus* continues to organize events and activities throughout the semester, with the goal of having something for everyone to enjoy during their stay on campus. This also includes trips to neighboring countries and other parts of Sweden, such as Norway and the Baltic countries, Lapland and Gotland.

The *Nexus Educational Supervisor* offers support to all international students throughout their stay, covering areas such as academic issues or matters related to rights and responsibilities as a student of ORU.



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Social activities during the semester

In addition to the events organized by *Nexus*, the ORU International Office also offers different kinds of activities after the OP, in order to make the experience of at ORU as unique and inclusive as possible. This entails everything from useful workshops to holiday-themed get-togethers during Christmas and Easter, as well as hand-outs of cinnamon buns during cinnamon bun-day, *semlor* during *Fettisdagen*, *kladdkaka* (chocolate cake) during *Kladdkakans* day and so on.



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