

Erasmus Mundus Joint Master Programme

SPOT

**Social Psychology of Transformation –
Understanding and Mastering Social Change**

Student Services Guide

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Joint Master Programme offered by

International Psychoanalytic University Berlin, Germany

ISCTE – University Institute of Lisbon, Portugal

University of Padua, Italy

Tallinn University, Estonia

University of Nis, Serbia

University of Banja Luka, Bosnia and Herzegovina: Republika Sprska

University of Sarajevo, Bosnia and Herzegovina: Federation

Dear SPOT Student,

Welcome to your European journey with the SPOT team!

As you progress through your studies, you will experience academic life at a range of institutions across Europe, spanning north and south, east and west, and both public and private higher education systems. The International Psychoanalytic University Berlin (Germany), ISCTE – University Institute of Lisbon (Portugal), the University of Padua (Italy), Tallinn University (Estonia), the University of Niš (Serbia), the University of Banja Luka (Bosnia and Herzegovina: Republika Srpska), and the University of Sarajevo (Bosnia and Herzegovina: Federation of Bosnia and Herzegovina) will each become part of your SPOT journey.

This **Student Services Guide** provides essential information to support you throughout the programme, including visa and residence regulations, accommodation, budgeting, peer support, orientation activities, and the academic calendar. Please take the time to review it carefully.

Throughout your studies, you will also receive additional information and guidance from the partner universities. While this guide provides a general overview of key aspects of student life and mobility within SPOT, partner-specific information packages contain important details relevant to your stay at each institution.

Should you have any questions, the SPOT Administrative Consortium Coordinator and the Local Administrative Coordinators at each partner university are here to support you.

We look forward to welcoming you to each institution and supporting you as you develop into a truly European learner and future agent of social transformation.

Welcome aboard!

The SPOT Consortium

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Your Student Journey: Overview

The European and transnational character of the SPOT programme is reflected in a carefully structured mobility pathway designed to deepen your understanding of social psychology and social transformation through exposure to diverse academic, cultural, and professional environments. Throughout the programme, you will experience different educational systems, teaching approaches, and societal contexts while studying alongside an international cohort.

Each student cohort progresses together through the first three semesters, moving from Berlin to Lisbon and then to Padua, before dividing into smaller groups for internship placements in the Western Balkans. This section of the Student Services Guide is intended to support you throughout your journey and help you prepare for each stage of your studies and mobility experience.

Your SPOT experience begins even **before you set foot abroad**. Prior to the start of the programme, you will participate in a series of online information sessions and virtual meetings that provide an opportunity to meet your fellow students, become familiar with the structure of the programme, and prepare for the transitions between partner universities.

Your studies begin in **Berlin** at the International Psychoanalytic University Berlin (IPU), where you will be introduced to the foundations of social psychology, social transformation, and critical and reflexive perspectives on work, society, and the environment.

In the second semester, you will continue your studies at ISCTE – University Institute of **Lisbon**, where the focus shifts towards social-environmental conflicts, the forces shaping social change, and approaches to transformation and intervention.

Between the second and third semesters, you will participate in the online or hybrid **Summer School** “Digital Transformation and Sustainability”. Organised largely by students themselves, this innovative format provides an opportunity to deepen your understanding of transformative leadership.

The third semester takes you to the University of **Padua** (UNIPD), where particular emphasis is placed on cross-cultural perspectives and the integration of the programme's core thematic areas.

During the third and fourth semesters, you will have the opportunity to complete a supervised **internship** in **Serbia** or **Bosnia and Herzegovina**. These placements, which typically last approximately two months on a full-time basis, provide valuable opportunities to apply the theoretical knowledge and practical skills of transformative leadership and social psychology in practical settings under supervision of a licensed psychologist.

The fourth semester is dedicated to the completion of your **Master's thesis**. Depending on your research interests and career aspirations, the thesis may be conducted under the supervision of staff at IPU Berlin, Tallinn University (TLU), ISCTE, the University of Padua, the University of Niš (UniNiš), the University of Banja Luka (UNIBL), or the University of Sarajevo (UNSA). Students working remotely are required to complete two mandatory research stays at the institution of their first supervisor.

A detailed overview of the programme schedule can be found in the Academic Calendar. Please note that individual dates may be subject to change. Any modifications will be communicated to students in a timely manner.

Visa and Residence Requirements

This section outlines the legal and administrative requirements associated with studying and living in Europe during the SPOT programme, including visa procedures, residence permits, and local registration requirements.

As Germany is the first study destination of the programme, most students requiring a visa will need to obtain a German student visa before arrival. Following enrolment, non-EU students will generally apply for a German residence permit, which remains valid throughout the duration of their studies and facilitates mobility within the European Union. Additional requirements may apply during internship placements in Bosnia and Herzegovina, depending on nationality and length of stay.

Step 1: Entering Germany and the EU Students with EU citizenship

Students who are citizens of an EU Member State, as well as citizens of Iceland, Liechtenstein, and Norway, do not require a visa to study in Germany or other EU countries. Upon arrival, they must comply with local registration requirements and other applicable administrative regulations.

Student with non-EU citizenship

Most non-EU students require a student visa in order to begin their studies in Germany. However, citizens of certain countries, including Australia, Brazil, Canada, Great Britain, Israel, Japan, New Zealand, South Korea, the United States, and several others, may enter Germany without a visa and apply for a residence permit after arrival.

As visa regulations vary depending on nationality, students should consult the official guidance provided by the German Academic Exchange Service (DAAD; <https://www.daad.de/en/studying-in-germany/living-in-germany/visa/>) and the relevant German diplomatic mission in their country of residence.

German student visa application

Once admitted to the programme, the SPOT administrative team will promptly provide the documentation required for your visa application.

Students requiring a visa must apply for a German National Visa (Category D). Following arrival in Germany, this visa will normally be converted into a residence permit for study purposes.

Important: As Berlin is the first study destination and the institution of enrolment for the duration of the programme, students should not apply for student visas through Portugal, Italy, or any other consortium country.

Applicants are strongly encouraged to contact the relevant German embassy or consulate immediately after admission, as visa processing may take several weeks or, in some cases, several months.

Required documentation may include:

- Letter of admission (detailing your study programme and dates);
- Proof of financial means (e.g. scholarship confirmation, blocked account, or financial guarantee);
- Valid passport;
- Secondary school and/or university degree certificates;
- Criminal record certificate (where required);
- Passport photographs;
- Visa application fee;
- Proof of health insurance.

Students should always consult the official website of the German Federal Foreign Office for the most up-to-date visa regulations:

<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>.

Step 2: Visa and Residence Requirements in Germany and the EU

Students with EU citizenship

EU citizens do not require a residence permit in Germany. However, they must register their place of residence and comply with all applicable local regulations.

Students with non-EU citizenship

Non-EU students are generally required to obtain a residence permit covering the full duration of the programme. This permit allows students to reside in Germany, engage in limited employment, and undertake study mobility within the European Union without obtaining additional study visas for Portugal, Italy, or Estonia.

Before applying for a residence permit, students are normally required to

1. secure accommodation in Berlin and obtain confirmation from the landlord;
2. register their address with the local registration authority;
3. complete enrolment at IPU Berlin.

Following enrolment, the application process is coordinated by the IPU Berlin Welcome Centre. Students should not submit applications independently unless explicitly instructed to do so.

Required documents typically include:

- Completed application form (filled out at the Welcome Centre IPU upon enrolment);
- Colour copies of the relevant passport pages (photograph and personal data, entry stamp);
- Proof of valid health insurance;

- Proof of residence in Berlin (Registration certificate (Meldebescheinigung) or confirmation of residence (Wohnungsgeberbestätigung);
- Proof of sufficient financial means (e.g. scholarship confirmation, blocked account, or financial guarantee). For blocked accounts, a monthly amount of 992.00 € must be available, i.e. 11,904.00 € per year (as of 2026);
- Certificate of enrolment or admission letter.

Registration with local authorities

All students, regardless of nationality, are required to register their residence in each destination city in accordance with local regulations.

Registration procedures differ slightly between countries but generally require students to provide

- a valid passport or identity document;
- a completed registration form;
- proof of accommodation;
- additional documentation requested by local authorities.

Students should also note that deregistration from a previous address may be required when moving between cities or countries.

Further information regarding residence registration in Berlin can be found on the official website of the State of Berlin: <https://www.berlin.de/en/life/new-in-berlin/744279-8206946-moving-to-berlin-registration-offices.en.html>.

Important: A German residence permit issued in Berlin generally remains valid for study periods in Portugal, Italy, and Estonia. **No additional study visas are required.** Students must nevertheless comply with any registration or notification procedures required by local authorities in the host country.

Please note that, for entering Portugal, non-EU students with residence permit in Germany, must communicate their entrance to the Agency for Integration, Migration and Asylum (AIMA), at least, 30 days before their arrival.

This communication is done via email: comunicacao.mobilidade.ue@aima.gov.pt, followed by the documents:

- Form Template 6: ([click here](#));
- A copy of the residence permit issued by the Member State that granted the residence authorisation, with the entry 'type of permit' stating 'Higher Education Student', and with a validity period covering the entire duration of the study programme in Portugal;
- A copy of a valid passport (all pages containing entries: personal details and other relevant information such as stamps and visas);
- Proof of admission to a higher education institution under a European Union or multilateral programme involving mobility schemes, or under an agreement between two or more higher education institutions;

- An authenticated criminal record from the applicant's country of nationality or an authenticated criminal record from the country where they resided for more than one year prior to residing in Portugal ([how to authenticate this document](#))
- Proof of sufficient means of subsistence not derived from benefits under the Social Security System's Social Protection Scheme;
- Proof of health insurance cover.
- Proof of payment of the required fee, amounting to 29.80 euros, made by bank transfer to the IBAN (IGCP) PT50 0781 0112 0112 0014 4001 1

More information [here](#)

Step 3: Visa and Residence Requirements in the Western Balkans

During the fourth semester, students may undertake an internship placement in the Western Balkans under the academic supervision of the University of Niš (Serbia), the University of Banja Luka, or the University of Sarajevo (Bosnia and Herzegovina).

As these countries are not members of the European Union, visa and residence requirements may differ from those applicable within the EU. Students are therefore responsible for checking the entry and residence requirements applicable to their nationality before travelling.

Stay for internship only

Many foreign nationals, including citizens of EU Member States and a number of other countries, may enter and remain in Serbia and Bosnia and Herzegovina without a visa for up to 90 days. In most cases, this period is sufficient to cover the duration of the internship placement. Students who are eligible for visa-free entry generally require only a valid passport. Students who require a visa must apply in advance through the relevant embassy or consulate.

Required documentation may include:

- Valid passport;
- Proof of the purpose of stay;
- Proof of accommodation;
- Return or onward travel arrangements;
- Proof of sufficient financial means;
- Recent passport photograph.

As visa regulations may vary according to nationality and may change over time, students are strongly advised to consult the relevant Serbian or Bosnian and Herzegovinian diplomatic mission well in advance of their planned travel.

Stay for internship and Master's thesis

Students who intend to remain in Serbia or Bosnia and Herzegovina beyond the internship period in order to conduct Master's thesis research at a partner university may be required to obtain a student visa and/or residence permit, depending on their nationality and the planned duration of stay.

Applications must be submitted through the relevant embassy or consulate and should be initiated well in advance, as processing times may vary.

Students are encouraged to consult the relevant international office and review the most recent immigration regulations before making travel arrangements.

STEP 3.1 Visa and Residence Requirements in Serbia

Residence registration (White Card)

All international students are required to register their residence with the Serbian authorities within 24 hours of arrival in the country.

Students staying in private accommodation must complete this registration at the Office for Foreigners of the Ministry of the Interior:

Odeljenje granične policije za strance

Bulevar 12. februar 89

Niš, Serbia

Registration must normally be completed in the presence of the landlord or property owner. If the owner is unable to attend, an authorised representative may complete the procedure on their behalf, provided appropriate legal authorisation has been granted.

To facilitate the process and avoid potential language barriers, students are encouraged to attend the registration appointment together with a local student volunteer (buddy).

The following documents are typically required:

- Valid passport;
- Certificate of enrolment or an appropriate certificate issued by the University of Niš.

Upon registration, students receive a residence registration certificate commonly known as a **"White Card"**. This document allows the holder to remain in Serbia for up to 90 days.

Students must submit a copy of their White Card immediately after issuance to either

- the International Relations Office of the University of Niš; or
- the relevant faculty administration.

Students who leave Serbia and subsequently re-enter the country without having obtained a temporary residence permit must repeat the registration procedure within 24 hours of each new arrival.

Any change of residential address within Serbia must likewise be reported to the authorities within 24 hours.

Temporary residence permit

Students who have been issued a White Card and wish to remain in Serbia for more than 90 days are required to apply for a temporary residence permit before the expiry of their initial period of stay.

Students are strongly encouraged to begin the application process as early as possible, ideally immediately after obtaining their White Card. Early application helps to avoid potential difficulties should additional documentation be required during the processing of the application.

The following documents are typically required:

- Valid passport (and visa, where applicable);
- Copy of the White Card;
- Proof of admission or certificate of enrolment issued by the University of Niš;
- Proof of valid health insurance;
- Proof of sufficient financial means;
- Proof of accommodation (e.g. rental agreement);
- Two photographs (passport size)
- Three completed copies of the application form (*Application for Issuance of Approval for Temporary Stay*), available from the police authorities.

Upon submission of the application, students will receive a confirmation slip acknowledging receipt of the documentation. A copy of this confirmation should be submitted to either the International Relations Office of the University of Niš (Univerzitetski trg 2) or the relevant faculty administration.

Once approved, the temporary residence permit is issued in the form of a residence sticker placed in the student's passport. Students must submit a copy of the relevant passport page containing the residence permit to the International Relations Office or the relevant faculty immediately after receiving it.

Applications for the extension of a temporary residence permit should be submitted no later than 30 days before the permit expires. Depending on the applicable regulations, temporary residence may be extended beyond the duration of studies, practical training, or specialisation programmes.

Students who fail to apply for a temporary residence permit within the permitted period may be considered to be residing in Serbia unlawfully and may become subject to the procedures and sanctions provided for under Serbian law.

At the beginning of each academic year, the University of Niš provides the relevant authorities with information regarding enrolled international students, including the type of scholarship awarded and the duration of the study programme.

For questions regarding residence registration or temporary residence permits, students may contact:

Nevena Mitić

International Relations Office (IRO)

nevena.mitic@elfak.ni.ac.rs

Further information is available at:

<https://www.ite.gov.rs/tekst/en/12/euprava-portal.php#>

<https://www.mup.gov.rs/wps/portal/en/information>

<https://www.mfa.gov.rs/en/>

<https://arhiva.ni.ac.rs/en/studies-and-admission/enrolment/enrolment-exchange-programmes>

STEP 3.2 Visa and Residence Requirements in Bosnia and Herzegovina

Residence registration (White Card)

All international students are required to register their stay in Bosnia and Herzegovina upon arrival by obtaining a **White Card**, which serves as official proof of residence registration. This requirement applies regardless of nationality or the planned duration of stay.

The White Card must be obtained within 48 hours of entering Bosnia and Herzegovina. Students should ensure that their passport is stamped upon entry, as the entry stamp serves as proof of the date of arrival.

Students staying in private accommodation are generally required to provide proof of accommodation and are advised to visit the Service for Foreigners' Affairs together with their landlord. The White Card is usually issued immediately once all required documentation has been submitted.

The following documents are typically required:

- Valid passport;
- Proof of accommodation;
- Proof of payment of the applicable administrative fee.

Failure to obtain a White Card may result in administrative penalties and may prevent students from applying for a temporary residence permit.

Temporary residence permit

Students intending to remain in Bosnia and Herzegovina for **more than 90 days** are required to apply for a temporary residence permit for educational purposes. The permit is issued by the Service for Foreigners' Affairs and is recorded in the student's passport.

Students are strongly advised to begin the application process as soon as possible after arrival, preferably within the first month of their stay.

The following documents are typically required:

- Valid passport;
- White Card;
- Certificate of enrolment issued by the host institution;
- Proof of participation in a student exchange or mobility programme (where applicable);
- Proof of sufficient financial means;
- Proof of accommodation;
- Valid health insurance;
- Medical certificate issued in Bosnia and Herzegovina;
- Criminal record certificate issued by the competent authority in the student's country of nationality within the previous six months and, where required, legalised or apostilled;
- Passport photographs;
- Proof of payment of the applicable administrative fee;
- Any additional documentation requested by the competent authority.

Students who submit incomplete applications may be requested to provide supplementary documentation. It is therefore advisable to prepare all required documents well in advance.

Students requiring an entry visa before arrival

Students who require a visa to enter Bosnia and Herzegovina should begin the visa application process as early as possible.

Before applying, students should verify the applicable visa requirements through the Ministry of Foreign Affairs of Bosnia and Herzegovina or the nearest Embassy or Consulate of Bosnia and Herzegovina.

Where an entry visa is required, the academic coordinator at the University of Sarajevo will initiate the procedure for obtaining an official invitation letter from the Service for Foreigners' Affairs. Students will also receive an official acceptance letter from the host institution.

To initiate this process, students are usually required to submit a copy of their passport to the host faculty. As the preparation of the invitation letter may take up to 60 days, early preparation is strongly recommended.

Once the invitation letter and acceptance letter have been issued, students should arrange an appointment with the competent Embassy or Consulate of Bosnia and Herzegovina and submit their visa application.

Documents to prepare before arrival

Students planning an extended stay in Bosnia and Herzegovina should obtain a criminal record certificate before travelling.

The certificate must

- be issued within the previous six months;
- be issued by the competent authority in the student's country of nationality;
- contain an apostille where required under international agreements;
- be legalised where an apostille is not applicable.

Students should bring the original document with them, as it will be required during the residence permit application process.

After arrival

Upon arrival, students should

1. ensure that their passport is stamped upon entry;
2. obtain a White Card within 48 hours;
3. arrange proof of accommodation if staying in private housing;
4. contact their faculty coordinator and the International Relations Office for guidance regarding residence procedures;
5. initiate the temporary residence permit application as soon as possible if their stay exceeds 90 days.

Useful links

University of Sarajevo – International Relations Office:

<https://international.unsa.ba/regulating-your-stay-in-bosnia-and-herzegovina/>

International student information:

<https://international.unsa.ba/international-student/>

Guidance for regulating your residence in Bosnia and Herzegovina:

https://international.unsa.ba/wp-content/uploads/2025/03/GUIDANCE-FOR-REGULATING-YOUR-RESIDENCE-IN-B-H_compressed.pdf

Ministry of Foreign Affairs of Bosnia and Herzegovina:

<https://www.mvp.gov.ba>

Service for Foreigners' Affairs of Bosnia and Herzegovina:

<https://sps.gov.ba>

Health Insurance

All students enrolled in the SPOT programme receive comprehensive insurance coverage, which is essential both for enrolment in the programme and for ensuring students' safety and well-being throughout their international study journey.

To support students during their studies, the SPOT consortium has established a partnership with **Dr. Walter**, an insurance provider specialising in coverage for Erasmus Mundus Joint Master's students and other internationally mobile learners.

Further information is available at:

<https://www.erasmus-plus-versicherung.de/>

Insurance coverage

Your SPOT insurance provides coverage throughout all programme destinations and includes:

- **Health insurance:** Coverage for medical treatment, accidents, and illness.
- **Third-party liability insurance:** Coverage for damage caused by the insured person to third parties.
- **Travel insurance:** Coverage for costs and losses associated with travel, including trip cancellations, medical emergencies, lost luggage, and other unforeseen incidents that may occur during programme-related travel.

Duration and validity of coverage

Insurance coverage begins upon the commencement of the SPOT programme and remains valid throughout its duration in all SPOT programme countries.

The insurance provided by Dr. Walter also covers a period of up to two months prior to the official start of the programme, enabling students to travel to Berlin in preparation for their studies. Please note that private travel unrelated to the commencement of the programme during this period is not covered by the insurance policy.

Welcome to the SPOT Community

SPOT Buddy Programme

To support students in settling into each new study destination, the SPOT programme is developing a Buddy Programme that pairs incoming SPOT students with students from the regular degree programmes at the respective partner universities.

Buddies provide valuable practical and social support during the first weeks of a student's stay. They help new arrivals navigate the campus, become familiar with local services and facilities, and adjust to their new academic and cultural environment. Upon arrival, students will be introduced to their buddies, who will provide a warm welcome and a personal introduction to university and city life.

Buddy pairs are typically introduced during the Welcome Week or Welcome Day organised at each study destination.

Throughout the mobility period, buddies remain an important point of contact, offering insights into academic life, sharing local knowledge, and helping students connect with social activities and networks.

Participation in the Buddy Programme benefits both incoming students and local volunteers by fostering intercultural exchange, international friendships, and valuable interpersonal skills.

SPOT Welcome Week

The SPOT journey begins in Berlin with a dedicated Welcome Week for all incoming students.

During this initial orientation period, students receive a comprehensive introduction to the programme, including information on academic requirements, mobility arrangements, recognition of study achievements, examination regulations, internship requirements, Master's thesis procedures, and graduation requirements.

Academic and administrative representatives from across the consortium are invited to participate in the Welcome Week through Erasmus+ staff mobility, allowing students to meet key contacts from all partner institutions at the very beginning of their studies.

The Welcome Week also provides an opportunity to get to know fellow students, become familiar with the programme structure, and prepare for the international learning journey ahead.

Local Welcome Activities

As students move between partner universities during the programme, they will also have the opportunity to participate in local orientation and welcome activities organised by each host institution.

These activities are designed to help students become familiar with their new academic environment, administrative procedures, campus facilities, and local community.

Students are encouraged to follow the information and schedules provided by the respective SPOT Local Academic Coordinator.

Study Mobility Journey

Your Berlin chapter

IPU - Accommodation

Finding affordable accommodation in Berlin requires both time and patience. Students are therefore strongly encouraged to begin their housing search as early as possible.

Rental prices in Berlin are comparable to those in many major European cities. Depending on the size, location, and type of accommodation, a range of options is available. One of the most popular and affordable choices is shared accommodation (*Wohngemeinschaften* or WGs), where several tenants share an apartment.

The following websites may be helpful when searching for accommodation:

- <https://www.wg-gesucht.de/> (German only)
- <https://www.berlinovo.de/en/apartments/search>
- <https://www.housinganywhere.com>
- <https://www.kleinanzeigen.de/s-auf-zeit-wg/berlin/c19913331> (German only)
- <https://www.immobilienscout24.de/wohnen/wg-zimmer.html> (German only)
- <https://www.immowelt.de/suche/wg> (German only)

Once you have found suitable accommodation, it is strongly recommended that you sign a written tenancy agreement (*Mietvertrag*). Under German law, the rental deposit (*Kaution*) may not exceed three months' basic rent.

Please be aware of potential scams and do not transfer money before a written tenancy agreement has been signed by all parties.

IPU Berlin is centrally located, with the nearest public transport stations being **Turmstraße** and **Bellevue**. The campus can therefore be reached easily from most parts of the city.

IPU - Transportation

Berlin has an extensive public transport network consisting of suburban trains (*S-Bahn*), underground trains (*U-Bahn*), buses, trams, ferries, and regional trains.

Further information can be found at:

<https://www.bvg.de/en/connections/network-maps-and-routes>

After enrolment and payment of the semester fee, students receive a student ID card that includes a semester ticket. At present (winter semester 2026/27), this ticket is issued as a **Deutschlandsemesterticket**, allowing unlimited travel on local and regional public transport throughout Germany. Please note that long-distance services such as IC and ICE trains are not included.

The semester fee is separate from tuition fees and is currently approximately €250–300 per semester. It includes public transport access for the duration of the semester.

During mobility periods outside Germany (Lisbon, Padua, and the Western Balkans), students are exempt from paying the semester fee and are therefore not eligible for the semester ticket. Consequently, IPU Berlin cannot issue an optional Deutschlandsemesterticket during these periods. Please note that ticket arrangements are subject to changes in agreements between IPU Berlin and the regional transport authorities.

IPU - Cost of living

Compared with many major European capitals, Berlin remains a relatively affordable city for students. While living costs have increased in recent years, students can still find reasonably priced options for accommodation, food, and leisure activities. In addition, many cultural institutions offer reduced admission fees for students.

The table below provides an approximate overview of monthly living expenses (in €):

Rent	400-700
Phone	10-20
Broadcasting fee (TV and radio)	30
Groceries	200-250
Public transport	(Included in semester fee)
Leisure activities	210
Total:	850-1,210

As an IPU student, you may also access selected facilities at other Berlin universities, including libraries and university sports programmes:

<https://www.tu-sport.de/information-in-english/>

<https://www.hochschulsport.hu-berlin.de/en/sport-and-recreation-at-humboldt-universitaet-zu-berlin>

In addition, all IPU students are members of **Studierendenwerk Berlin**, which offers a wide range of services, including counselling, cultural activities, financial support services, and access to university cafeterias (*Mensen*) providing affordable meals.

Further information: <https://www.stw.berlin/en/>.

IPU - Campus & student life

IPU Berlin is located in central Berlin, close to landmarks such as the **Siegessäule**, **Schloss Bellevue**, and the **Tiergarten**. The campus is easily accessible by public transport from all parts of the city.

Campus life is enriched by student initiatives and student self-governance bodies, which provide opportunities to engage in academic, cultural, and social activities alongside fellow students.

Further information: [Student initiatives at the IPU Berlin](#)

IPU – Digital tools

A range of digital platforms supports academic work and communication at IPU Berlin:

- **Outlook email:** Your official university email account. All important university communications are sent to this address, and students are expected to check it regularly.
<http://webmail.ipu-berlin.de>
- **CampusNet:** The central platform for course registration, timetables, examination schedules, academic records, and administrative processes.
<https://cn.ipu-berlin.de/>
- **Moodle:** The university's learning management system. Depending on the lecturer, course materials may be provided through Moodle or CampusNet.
<https://elearning.ipu-berlin.de/?lang=en>
- **IPU Connect:** A platform for student networking, alumni engagement, career services information, and university announcements.
<https://connect.ipu-berlin.de/?lang=us>
- **IT support:** Provides assistance with university IT services, including email setup, campus Wi-Fi, printing services, and access to digital platforms.
<https://www.ipu-berlin.de/en/mycampus/it-support/>

Access to most digital services requires your university credentials, which you will receive during orientation. Detailed guidance on the use of these tools and platforms is available on the university's IT Services website. Students are encouraged to familiarise themselves with these resources.

IPU – Health services

Although IPU Berlin does not operate an on-campus medical service, a wide range of healthcare providers and specialists are located near the university.

Students covered by the programme's health insurance may generally choose healthcare providers freely in accordance with the terms of their insurance policy.

IPU – Special-needs support

IPU Berlin is committed to fostering an inclusive and accessible learning environment for all students.

The university's Diversity Representatives support initiatives that promote equal opportunities, accessibility, diversity, and inclusion across the university community. Their work is guided by the IPU [Diversity Mission Statement](#) and the [Gender Equality Plan](#) and includes participation in university committees, appointment procedures, and ongoing diversity-related initiatives.

The aim is to ensure that all students have equitable access to academic study, university services, and opportunities for personal and professional development.

Students are welcome to contact the Diversity Representatives at diversity@ipu-berlin.de.

Your Lisbon chapter

ISCTE - Accommodation

Lisbon is a highly popular destination for both international students and tourists, resulting in strong demand for accommodation. Students are therefore strongly advised to arrange housing well in advance of their arrival.

When selecting accommodation, factors such as proximity to ISCTE, access to public transport, and availability of everyday amenities should be taken into consideration. Accommodation options include both private housing and university-managed residences.

ISCTE operates a university residence - Mosteiro de Odivelas University Residence. Located near the metro station "Odivelas" (yellow line), it offers accommodation for 204 students. As the residence offers only a limited number of places, students are encouraged to explore alternative accommodation options as early as possible.

Off-campus accommodation

Most students live in privately rented flats, shared apartments, or student residences throughout the city. The following platforms may be useful when searching for accommodation:

www.erasmuslifehousing.com

www.uniplaces.com

www.inlifeportugal.com

<https://www.spotahome.com>

<https://www.bquarto.pt/>

<https://www.ondacity.com/>

<https://www.coolivin.com/>

As with any housing search, students should exercise caution and verify accommodation offers carefully before making payments or signing contracts.

ISCTE- Transportation

Lisbon has an extensive and reliable public transport network consisting of metro lines, buses, trams, and funicular railways.

The **Lisbon Metro** is generally the fastest way to travel across the city. It operates four lines connecting most major districts and areas of interest.

- Metro: <https://www.metrolisboa.pt/en>
(Operating hours: approximately 06:30-01:00)

Bus, tram, and funicular services are operated by **Carris**:

- Carris: <https://www.carris.pt/en/>

For late-night travel, a network of night buses operates throughout the city:

- Night buses: <https://www.carris.pt/en/travel/carreiras>

ISCTE- Cost of living

Lisbon offers a high quality of life, a vibrant cultural scene, and excellent public transport connections.

Accommodation costs vary considerably depending on location and housing type. Areas outside the city centre are often more affordable while remaining well connected by public transport.

The following table provides an approximate overview of monthly living expenses (in €):

Rent (room)	400-700
Phone	30
Groceries	400
Public transport	30-40
Leisure activities	200
Total:	800-1,000

ISCTE - Orientation

Upon arrival in Lisbon, SPOT students participate in an orientation programme organised by the ISCTE team.

The orientation introduces students to both academic life at ISCTE and everyday life in Lisbon. Participants receive practical information regarding university services, administrative procedures, academic expectations, and student support resources. The programme also provides an opportunity to meet fellow students and become familiar with the campus and surrounding area.

ISCTE - Campus & student life

The ISCTE campus is located approximately 15 minutes from Lisbon's city centre and is exceptionally well connected by public transport.

The nearest metro station is **Entrecampos** on the Yellow Line, while several bus routes also serve the campus.

Places to eat on campus

Building II:

2nd Floor

- Cafeteria and snack bar
- Salads
- Pizzas

- Lasagne

3rd Floor

- Student social menu (approximately €3,5)

Library

Location: Building II, 4th floor

Opening hours: Monday–Friday: 09:30–21:00; Saturday: 09:30–13:30

Study spaces

ISCTE offers several study areas for individual and group work:

- Study room, Building I, Ground Floor
- Library study areas
- Cafeteria spaces (outside meal times)

These spaces provide suitable facilities for individual study and collaborative project work.

Sports facilities

Approximately ten minutes on foot from campus, students can access the **University Stadium of Lisbon**, a large sports complex situated within a 40-hectare green area offering facilities for a wide range of sports and recreational activities.

AEISCTE – students’ union

The **students’ union of ISCTE (AEISCTE)** was established in 1988 and represents more than 10,000 students.

AEISCTE organises a wide range of academic, cultural, social, and recreational activities throughout the year and plays an active role in supporting student life and representing student interests within the university.

ISCTE – Digital tools

Fénix+:

Fénix+ serves as ISCTE’s central academic management platform. Students use the system for enrolment, course registration, academic records, schedules, and other administrative procedures.

Students will receive instructions regarding access and registration upon arrival.

Moodle:

Moodle is the university's virtual learning environment. It provides access to:

- Course materials
- Reading lists
- Assignments
- Announcements
- Learning resources supplied by lecturers

Students are encouraged to check Moodle regularly throughout the semester.

University email

Once enrolled, students receive a ISCTE email account (xxx@iscte-iul.pt), which provides access to university services and platforms

Eduroam

The University participates in the Eduroam network, allowing students to access wireless internet services across campus and at participating institutions worldwide. Students who have already activated Eduroam at another institution may continue using their existing credentials.

ISCTE - Health services

Portugal maintains high standards of public health and hygiene, and healthcare services are readily available throughout Lisbon.

Students should always carry proof of their health insurance coverage and, where applicable, their European Health Insurance Card (EHIC).

On-campus health services

A healthcare clinic operated by **SAMS** is located on the ISCTE campus near the Central Courtyard.

Services include:

- Medical consultations
- Health screenings
- Laboratory analyses

Opening hours

- Monday–Friday: 08:00–20:00

Telephone: +351 210 416 370

Nearby healthcare facilities

Public Healthcare

- Hospital de Santa Maria
- Alvalade Health Centre

Private Healthcare

- Hospital da Luz – Torres de Lisboa
- Hospital dos Lusíadas

ISCTE – Special-needs support

ISCTE is committed to ensuring equal access to higher education and providing an inclusive learning environment for all students.

The university's **Office for Students with Special Educational Needs (SEN)** supports students throughout their academic journey and facilitates access to appropriate accommodations and support services.

The office works closely with students, academic staff, and university services to promote successful participation in all aspects of university life.

For further information, students may contact:

Email: sas.nee@iscte-iul.pt

Your Padua chapter

UNIPD - Accommodation

The Mobility Unit of the University of Padua collaborates with the Regional Agency for the Right to University Education (ESU) and manages a limited number of places reserved for incoming students in university residence halls.

Several residence halls are available for international students, including three halls that are close to the School of Psychology. Residence halls generally offer a range of services and facilities, including study rooms, common areas, Wi-Fi, laundry facilities, shared kitchens, and, in some cases, gyms and recreation rooms.

All SPOT students (except for Italian citizens residing in Italy) will receive an email from the Mobility Unit inviting them to complete an Accommodation Form to request a place in university accommodation.

As the number of available places is limited, accommodation cannot be guaranteed for all students. Priority is generally given to non-EU students. Nevertheless, the Mobility Unit will make every effort to support students in finding suitable accommodation and will provide a comprehensive and regularly updated guide to private housing options, including useful links, information on rental contracts, practical advice, and support through the Tutor Buddy programme.

Further information: [Accommodation for Joint/Double degree students](#)

UNIPD - Transportation

Buses and coaches

Urban buses and regional coach services are operated by Busitalia Veneto, which provides public transport throughout the provinces of Padua and Rovigo.

Further information: <https://www.fsbusitalia.it>

Tram

Padua's tram line provides a convenient way to travel across the city. The line runs from north to south, connecting Pontevigodarzere in the north with Guizza in the south via the central railway station. Many of Padua's main landmarks can be reached within minutes using the tram system. A second line that connects the western and eastern areas of Padua will be delivered in 2027. A third line is also under construction, which will connect the train station to the Voltabarozzo area (south-east).

Bicycle sharing

Padua is a bicycle-friendly city. Students may use the Ridemovi bike-sharing service by downloading the Ridemovi app from the Apple App Store or Google Play Store. Bicycles can be rented and returned throughout the city, with the exception of designated restricted areas.

Scooters, cars and taxis

Dott and Bit e-scooters are available in the city area. Helmet is required by the Italian law. Additional information on local mobility services can be found at:

<https://www.unipd.it/en/getting-around-padua>

UNIPD - Cost of living

Living costs in Padua depend largely on accommodation choices, personal lifestyle, and spending habits. The figures below provide a general indication of average monthly expenses.

Accommodation

University residence halls

- €290–420 per month
- Booking deposit: approximately €380

Private accommodation

- Single room: €400–600 per month plus utilities
- Double room: €250–400 per month plus utilities
- Entire flat: from €600 per month plus utilities

Residence permit (non-EU students)

- Approximately €100 (one-time cost)

Food

- Weekly grocery shopping: approximately €120
- Breakfast in a café (cappuccino and croissant): approximately €3.50
- Lunch at a university canteen: €2–8
- Lunch at a café (sandwich and drink): €8–12
- Meal at a pizzeria: approximately €25

Public transport

- Single bus/tram ticket (75 minutes): €1.70
- Bus/tram passes: €13 (weekly) to €528 (annual)
- Bike-sharing passes: €5 (weekly) to €55 (annual)

Leisure and sport

- Cinema: approximately €13
- Theatre: from €16
- Swimming pool: €6 per visit or approximately €70 for a monthly course
- Thermal pools: from €24
- Gym membership: approximately €35 per month

The table below provides an approximate overview of monthly living expenses (in €):

Rent & utilities	450
Groceries	480
Leisure activities	200
Total:	1,130

Further information: <https://www.unipd.it/en/studying-padua/funding-and-fees/living-costs>

UNIPD - Orientation

Preparing for your stay in Padua

Approximately six months before arrival, the Mobility Unit will provide detailed information regarding enrolment procedures, accommodation, immigration requirements (where applicable), and practical arrangements for studying in Padua.

All relevant procedures are also available online:

<https://www.unipd.it/en/studying-padova/international-joint-programmes/procedures-incoming-students-international-joint>

[Incoming students "Starter Kit"](#)

Welcome Days

The Mobility Unit, in collaboration with university departments and administrative services, organises a comprehensive "[Welcome Days](#)" programme for incoming international students.

The programme begins with online information sessions during the weeks preceding the semester and continues with in-person orientation and social activities following the official start of the semester.

These activities are designed to help students become familiar with the university, administrative procedures, academic expectations, and life in Padua.

ESN – Erasmus Student Network

Students are also introduced to the local chapter of the [ESN – Erasmus Student Network local chapter](#), which organises a wide range of social, cultural, and integration activities throughout the semester.

Language courses and cultural integration

The University of Padua offers several opportunities for students to learn Italian and become acquainted with Italian culture before and during their stay.

These include:

- Pre-departure virtual exchange programmes
- Online language tandems
- Intensive Italian language courses before the start of each semester
- Semester-long Italian language courses

Further information:

<https://arqus-alliance.eu/call/arqus-moves-virtual-exchanges/>

<https://cla.unipd.it/en/online-tandem/>

[Intensive Italian language course](#)

[Biannual Italian language course](#)

UNIPD – Campus & student life

The University of Padua operates as a city-based university, with faculties and departments distributed throughout Padua and the wider Veneto region.

SPOT students attend classes primarily at the [Cittadella di Psicologia](#), home to the University's three Departments of Psychology and an [ESU Hall for students](#).

<https://maps.app.goo.gl/9gWmWrwD7Lr8gSok7>

A city-based university

The University comprises eight [Schools](#) and 32 [Departments](#) located across the city. Additional teaching and research facilities are situated throughout the Veneto region, including Vicenza, Treviso, Rovigo, Chioggia, and Venice.

Facilities

[Libraries](#), [canteens](#), [study rooms](#), and other student facilities are conveniently located within walking or cycling distance of the main university buildings.

University Sports Centre (CUS)

The University Sports Centre (CUS) offers extensive sports facilities and discounted memberships for students.

Activities include:

- Athletics
- Dance
- Fencing
- Fitness
- Judo
- Rugby
- Skating
- Football
- Tennis
- Volleyball
- Wheelchair basketball

Students have free or discounted access to selected facilities and activities.

Further information: <https://www.cuspadova.it/>

UNIPD - Digital tools

University email

Once enrolled, students receive a University of Padua email account (name.surname@studenti.unipd.it), which provides access to university services and platforms, including Moodle and Uniweb.

Information on activation and use of the account is provided during the Welcome Days.

Uniweb

Uniweb is the University's online student administration system, through which students can manage their academic records, course enrolment, examinations, and other administrative procedures.

Moodle

Moodle serves as the University's virtual learning environment and provides access to course materials, assignments, announcements, and additional learning resources.

Eduroam

The University participates in the Eduroam network, allowing students to access wireless internet services across campus and at participating institutions worldwide.

Students who have already activated Eduroam at another institution may continue using their existing credentials.

Further information: <https://www.unipd.it/en/eduroam>

University apps

OrariUniPD

Allows students to manage lecture timetables, examination schedules, classroom locations, attendance records, and study-space availability.

MyUniPD

Provides mobile access to key academic services and university information via smartphone or tablet.

Further information:

<https://www.unipd.it/en/unipd-app-students>

UNIPD – Health services

The Mobility Unit supports students in accessing healthcare services and identifying appropriate medical assistance when required. A dedicated support email, managed by Tutor Buddy students, is also available.

In addition, the University of Padua offers a range of healthcare services for both Italian and international students.

These include:

- Psychological and psychiatric counselling through the University Clinical Psychological Services Centre (SCUP)
- Gynaecological care
- Andrological care

Specialist services may require a referral from a general practitioner.

Further information:

[Information on healthcare for **temporary stays** \(exchange and double degree students\)](#)

UNIPD – Special-needs support

The University of Padua is committed to ensuring equal opportunities and full participation for students with disabilities and specific learning difficulties.

The **Inclusion Office** provides support services, including:

- Academic accommodations
- Examination accommodations
- Accessibility assistance
- Escort services where required

Students are strongly encouraged to contact the Inclusion Office and submit any relevant documentation well before the start of their stay in Padua to allow sufficient time for arrangements to be made.

Email: inclusionone.studenti@unipd.it

Further information: <https://www.unipd.it/en/inclusion-international-mobility>

Internship Mobility – Western Balkans Your Sarajevo chapter

UNSA – Accommodation

Student dormitories

Nedžarići Student Dormitory

Located in the municipality of Novi Grad, the Nedžarići Student Dormitory accommodates approximately 960 students. The residence offers a range of facilities, including a restaurant, café-pizzeria, library, multimedia centre, park, and sports courts for football, basketball, and tennis. Residents may also participate in various cultural, educational, and sporting activities organised throughout the academic year.

Accommodation costs typically range between **150 and 170 BAM per month**, depending on room type and availability.

Bjelave Student Dormitory

Situated in the municipality of Centar, the Bjelave Student Dormitory accommodates approximately 1,000 students. Facilities include a restaurant, café, park, multimedia centre, programme room, and an outdoor amphitheatre. The residence also provides accommodation for participants attending summer schools and other academic events.

Accommodation costs generally range between **130 and 260 BAM per month**, depending on room type and occupancy.

Private accommodation

Many students choose to rent private accommodation. Rental prices vary depending on location, size, and quality of the property. Monthly rents typically start at approximately **500 BAM** for a private apartment or studio.

UNSA – Transportation

Public transport

Sarajevo has a well-developed public transport network consisting of trams, buses, and trolleybuses, providing convenient connections throughout the city.

- Monthly public transport pass: approximately **60 BAM**
- Single ticket: approximately **2.20 BAM**

Tickets may be purchased from the driver or at kiosks throughout the city.

The tram network serves the main east-west corridor through Sarajevo and is generally the easiest way to travel across the city. Most bus lines complement the tram network, while trolleybuses operate on selected routes. Trams typically run every **5–10 minutes**, while buses and trolleybuses generally operate every **15–20 minutes**. Real-time information for tram services is available via Google Maps. Many newer vehicles provide both audio and visual stop announcements, although some older vehicles do not offer these features.

Taxis

Taxis are readily available throughout Sarajevo.

- Starting fare: approximately **3.50 BAM**
- Additional charges apply per kilometre travelled.

Students are advised to use registered taxi companies and book taxis by telephone or mobile application whenever possible.

UNSA – Costs of living

Compared with many Western European cities, Sarajevo offers a relatively affordable cost of living.

Groceries

Monthly grocery expenses generally range between **300 and 500 BAM**, depending on personal preferences and lifestyle.

Eating Out

Sarajevo offers a wide variety of dining options, ranging from traditional Bosnian restaurants to international cuisine.

Examples of typical prices include:

- Ćevapi with flatbread: **5–10 BAM**
- Meal in a mid-range restaurant: **15–25 BAM**
- Coffee: **2–4 BAM**
- Local beer (0.5 l): **3–5 BAM**
- Fast food or casual dining: **7–15 BAM**
- Three-course meal in an upscale restaurant: **40–60 BAM**

Crvena Jabuka Gastro Market is a popular and affordable option offering a broad selection of food and beverages.

Leisure & entertainment

- Cinema ticket: 10–15 BAM
- Gym membership: 40–80 BAM per month

Sarajevo also offers a vibrant cultural and social scene, including numerous cafés, bars, restaurants, festivals, concerts, film screenings, and cultural events throughout the year.

Currency Note: As a general indication, 1 BAM (Bosnian Convertible Mark) corresponds to approximately €0.50, although exchange rates may vary.

UNSA – Orientation

Following common practice across European higher education institutions, the International Relations Office of the University of Sarajevo organises a Welcome Day for incoming international students.

The event is usually held during the week preceding the start of classes and provides practical and academic information to support students during their mobility period.

Topics covered include:

- Introduction to Sarajevo and Bosnian culture
- History and structure of the University of Sarajevo
- Administrative procedures upon arrival
- Registration requirements (White Card and residence permit)

- Enrolment and academic registration
- Academic calendar and key dates
- Student services and support structures

Academic coordinators from the host faculties also participate in the event and serve as students' primary academic contacts throughout their stay.

Students are additionally introduced to the local chapter of the [Erasmus Student Network Sarajevo](#), whose members help incoming students settle into life in Sarajevo and organise numerous social and cultural activities throughout the semester.

UNSA – Campus & student life

The University of Sarajevo offers a diverse academic and student environment spread across multiple campuses and faculties throughout the city.

Further information on student life, student organisations, and university activities can be found at [UNSA Student Life](#).

UNSA – Digital tools

Bosnia and Herzegovina is not part of the European Union or European Economic Area and therefore does not participate in EU roaming regulations.

Students are strongly advised to check their mobile provider's roaming rates before arrival, as charges may be significantly higher than within EU countries.

Purchasing a local SIM card is generally the most economical option. SIM cards are available at:

- Post offices
- Newsstands
- Grocery stores
- Petrol stations
- Convenience stores
- Sarajevo International Airport

Typical SIM card prices range between **4 and 5 BAM**.

Since July 2021, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia have formed a common roaming area. Students using SIM cards issued in these countries can generally roam within the Western Balkans without additional roaming charges.

SIM cards in Bosnia and Herzegovina do not currently require registration and can be purchased anonymously.

UNSA – Health services

The University of Sarajevo does not provide health or travel insurance for incoming students.

All SPOT students are covered through the programme-wide insurance scheme and should carry their insurance documentation at all times, including their **Dr. Walter insurance certificate**.

Important: For residence permit applications, students are required to provide proof of health insurance. The insurance certificate must be translated into one of the official languages of Bosnia and Herzegovina (Bosnian, Croatian, or Serbian).

UNSA – Special-needs support

The University of Sarajevo operates an **Office of Student Support (UPS)**, which promotes equal access to higher education and supports students throughout their studies.

Services include:

- Guidance on study programme selection
- Academic support and accessibility services
- Psychological counselling
- Legal advice
- Career counselling
- Support for students with disabilities
- Training and awareness activities
- Participation in the development of inclusive university policies

Departments within the Office of Student Support

- Legal Aid Department
- Psychological Counselling Department
- Department for Students with Disabilities
- Career Counselling Department

Assistive technology

The Office of Student Support provides access to a range of assistive technologies. Students wishing to use these resources must first register with the Office. Training and support can be arranged upon request.

Contact details

Office of Student Support (UPS)

Centre for Interdisciplinary Studies
University of Sarajevo Campus
Zmaja od Bosne 8
71000 Sarajevo
Bosnia and Herzegovina

Telephone: +387 33 668 251

Email: ured@unsa.ba

Further information: <https://international.unsa.ba>

Your Banja Luka chapter

UNIBL – Accommodation

To ensure that your stay in Banja Luka can be organised smoothly, please inform the University of Banja Luka of your planned arrival at least **one month in advance**. This enables the university to determine whether you require a visa for your internship or Master's thesis research and, where necessary, to assist you with the visa application procedure.

Citizens of many countries, including all EU Member States and numerous other countries, do not require a visa to enter Bosnia and Herzegovina. Up-to-date information on visa requirements is available from the [competent authorities](#).

The University of Banja Luka can also assist students in finding suitable accommodation.

Student residence

The University campus includes a student residence with a number of [rooms reserved for international students](#). Accommodation is provided in double or triple rooms equipped with private bathrooms, wardrobes and study desks.

Accommodation costs approximately **€125 per person per month**.

Private accommodation

Students who prefer greater privacy may choose private accommodation. Monthly rents for single apartments generally start at approximately **€400**, depending on location and size.

Useful accommodation platforms include:

- Airbnb
- Booking.com
- OLX.ba

UNIBL – Transportation

Travelling to Banja Luka

Banja Luka can be reached by air, bus or car.

Banja Luka International Airport is located approximately 30 minutes from the city centre. Transport from the airport costs approximately **€7.50**. Although relatively small, the airport is served by several low-cost airlines offering connections to a number of European destinations.

The city is also easily accessible from the international airports in Zagreb, Sarajevo and Belgrade, all of which offer regular bus connections to Banja Luka.

Thanks to its central location in the Western Balkans, Banja Luka also provides an excellent base for exploring neighbouring countries and destinations throughout the region.

Local transport

Although Banja Luka is the second-largest city in Bosnia and Herzegovina, it remains compact and easy to navigate.

The University campus is located less than **30 minutes on foot** or approximately **10 minutes by bicycle** from the city centre. Bicycles and electric scooters are readily available throughout the city.

Public transport is inexpensive:

- Single bus ticket: approximately **€1.30**
- Monthly student passes are available at reduced prices.

Taxis are also affordable, with many journeys within the city costing approximately **€5**.

UNIBL – Cost of living

Banja Luka is among the more affordable university cities in Europe. Students receive access to the university canteen, which offers subsidised meals.

Typical prices are:

- Breakfast: **€3**
- Lunch: **€4.50**
- Dinner: **€3.50**

Outside the university, students will find numerous affordable restaurants and cafés.

Typical prices are:

- Standard restaurant meal: **€7.50–10**
- Traditional pies (burek, sirnica, krompiruša, zeljanica): from **€3**
- Ćevapi and grilled dishes: from **€4**
- Slice of pizza: approximately **€2**

Current prices for accommodation, groceries and everyday expenses are generally well reflected on [Numbeo](#), an international cost-of-living database founded by a graduate of the University of Banja Luka.

The city is also well known for its café culture and long brewing tradition, with locally produced coffee and beverages remaining comparatively inexpensive.

UNIBL - Orientation

The International Relations Office and academic coordinators support incoming students throughout the mobility period, both before arrival and during their stay in Banja Luka.

Depending on the timing of arrival, students may also participate in free **Serbian language courses** organised by the Faculty of Philology.

The Department of Psychology operates a **peer mentoring programme**, through which each incoming student is paired with a student mentor. Peer mentors assist with practical matters, introduce students to campus life, and provide guidance on academic and social activities.

The University also offers a **Psychological Counselling Service**, available to both domestic and international students, providing support with academic, personal and intercultural adjustment.

UNIBL - Campus & student life

The University of Banja Luka is the largest public university in Republika Srpska and the second-largest university in Bosnia and Herzegovina, enrolling approximately **10,000 students** across **17 faculties**.

The Department of Psychology is part of the Faculty of Philosophy, located within the main university campus in a protected green area.

Campus facilities include:

- student residences;
- university cafeteria;
- sports facilities;
- medical services;
- study and recreational areas.

Immediately adjacent to the campus are a large public park and one of the country's largest shopping centres.

Banja Luka offers a vibrant student environment, combining cultural heritage with contemporary urban life. The city was a finalist for the European Capital of Culture 2024 competition among cities outside the European Union, reflecting its growing cultural profile.

The city's history is shaped by the coexistence of Orthodox Christianity, Islam and Catholicism, which is reflected in its historic landmarks and architectural heritage. Visitors will also notice the contrast between buildings dating from the socialist period and more recent urban development.

With a large student population, Banja Luka offers a wide range of cafés, restaurants, cultural events and nightlife throughout the year. The Academy of Arts of the University of Banja Luka contributes to the city's growing arts and cultural scene through exhibitions, concerts and public performances.

Beyond the city itself, the surrounding region offers excellent opportunities for outdoor recreation. Popular activities include hiking, rafting, kayaking, rock climbing, mountain biking and caving, making Banja Luka an attractive destination for students wishing to explore the natural landscape of the Western Balkans.

UNIBL – Digital tools

Mobile phones and SIM cards

Bosnia and Herzegovina is not part of the European Union or the European Economic Area. Consequently, EU roaming regulations do not apply.

Students are advised to purchase a local SIM card in order to avoid potentially high roaming charges.

SIM cards are available from:

- post offices;
- newsstands;
- petrol stations;
- convenience stores.

Typical prices range between **€2 and €2.50**.

Since July 2021, Bosnia and Herzegovina has been part of the common Western Balkans roaming area together with Albania, Kosovo, Montenegro, North Macedonia and Serbia. SIM cards issued in these countries may therefore be used throughout the region without additional roaming charges.

SIM cards do not currently require registration in Bosnia and Herzegovina.

UNIBL – Health services

The University of Banja Luka does not provide health or travel insurance for incoming students.

Before travelling, students should ensure that they have appropriate insurance coverage. This may be provided through:

- health insurance valid in Bosnia and Herzegovina;
- insurance included through a mobility programme such as Erasmus+;
- private travel and health insurance.

Insurance must remain valid for the entire duration of the stay.

Students requiring a residence permit must also provide an insurance certificate indicating the period of coverage. This document must be officially translated into one of the official languages of Bosnia and Herzegovina (Bosnian, Croatian or Serbian).

Healthcare facilities

Public healthcare

- **Kampus Clinic (Ambulanta Kampus)**
Student Campus, Pavilion 4
Opening hours: 08:00–15:00
- **Ambulanta Centar I**
Opening hours: 07:00–20:30
- **Emergency Medical Service**
Available outside regular clinic opening hours.

Emergency telephone: 124

Private medical practices and specialist clinics are also available throughout the city.

Psychological counselling

Students seeking psychological support may contact the **Psychological Counselling Centre** at the Faculty of Philosophy. Further information about the Psychological Counselling Centre is available via its Instagram page: [@psiholosko_savjetovalisteunibl](https://www.instagram.com/psiholosko_savjetovalisteunibl).

UNIBL – Special-needs support

The University of Banja Luka is committed to ensuring equal access to higher education for all students.

The [Center for Support to Students with Disabilities](#) provides advice, individual support and appropriate accommodations for students with disabilities and other special educational needs.

International students are encouraged to contact the Center before arrival in order to discuss individual requirements and arrange appropriate support in advance.

Your Nis chapter

UniNiš – Accommodation

International students may choose between private accommodation and short-term hostel accommodation upon arrival.

Hostels

Students who have not arranged accommodation before arriving in Niš are advised to stay temporarily in a hostel while searching for permanent accommodation. Numerous hostels are located in or near the city centre, with prices typically ranging from **€20 to €25 per bed per night**.

As the University of Niš does not have a central campus and its faculties are located throughout the city, students are encouraged to select accommodation that is conveniently located for their faculty or internship placement.

Useful websites include:

- www.hostels.com
- www.booking.com

Private accommodation

Private accommodation is the most common housing option for international students.

Typical monthly rental costs are:

- Studio apartment: approximately **€250**
- One-bedroom apartment: **€300–350**

Utilities (heating, electricity, water, internet, waste disposal, etc.) are usually not included in the rent and generally range between **€30 and €150 per month**, depending on the size of the property, the heating system and individual consumption.

Further information is available at:

<https://arhiva.ni.ac.rs/en/student-info/living-in-nis/accommodation>

Student residence halls

Unfortunately, student residence halls are currently not available for international students at the University of Niš.

UniNiš – Transportation

Niš has a reliable and affordable public transport system.

Bus

City buses provide convenient transport throughout Niš.

Useful information:

- <http://www.busevi.com/red-voznje/categoryevents/7-gradski-prevoz-ni>

A monthly public transport pass costs approximately **€15–20**.

Taxi

Typical fares are:

Service	Approximate Cost
Starting fare	€1.28
Per kilometre	€0.43
Waiting time (per hour)	€5.98

UniNiš – Cost of living

Niš offers a comparatively low cost of living. Current estimates of everyday expenses are available through [Numbeo](#).

Students may also purchase meal plans through the **Student Centre Niš**, which operates three student canteens. Meal coupons are available to both Serbian and international students. Three meals per day cost approximately **€4**, making university catering one of the most economical dining options.

Further information about living in Niš is available from the [Tourist Organisation of the City of Niš](#).

UniNiš – Orientation

The International Relations Office of the Faculty of Philosophy organises a **Welcome Day** for all incoming international students.

During the orientation programme, students receive practical information about studying and living in Niš and are introduced to university services and administrative procedures.

Each incoming SPOT student is also paired with a **SPOT Buddy**, who provides practical support during the first weeks of the mobility period.

UniNiš – Campus & student life

The University of Niš is not organised as a single campus. Instead, the Rectorate and individual faculties are located throughout the city.

A map of the university buildings is available [online](#).

Niš is one of Serbia's oldest cities and an important university centre, combining a rich historical heritage with an active student community. The Faculty of Philosophy is centrally located within walking distance of landmarks including **Niš Fortress**, **Skull Tower**, and **King Milan Square**.

Students can enjoy a wide range of cafés, restaurants, cultural venues and leisure activities throughout the city. Niš also hosts numerous festivals and public events, including the internationally recognised **Nišville Jazz Festival**. Parks such as **Čair Park** and the riverside promenade along the Nišava River provide attractive spaces for recreation and outdoor activities.

Academic resources are available across the University. Each faculty maintains its own library and study facilities, while the **University Central Library "Nikola Tesla"**, located in the Rectorate building, provides extensive collections of books, journals, dissertations and electronic resources. Students also benefit from access to electronic scientific literature through the **Consortium of Serbian Libraries for Joint Acquisition (KoBSON)**.

The local **Erasmus Student Network (ESN)** chapter supports incoming international students through social activities and intercultural events.

UniNiš – Digital tools

Students have access to several digital services throughout their studies.

University email – Official communication with the University and teaching staff.

Google Classroom – Primary learning management platform used by the Faculty of Philosophy.

e-Index – Platform for course registration, timetables, examinations and academic records.

Eduroam – Secure wireless internet access available throughout the University and at participating institutions worldwide.

Mobile phones and SIM cards

As Serbia is not part of the European Union or the European Economic Area, EU roaming regulations do not apply. Students are therefore advised to purchase a local SIM card in order to avoid high roaming charges. Since July 2021, Serbia has been part of the common Western Balkans roaming area together with Albania, Bosnia and Herzegovina, Kosovo, Montenegro and North Macedonia. SIM cards issued in these countries may therefore be used throughout the region without additional roaming charges. SIM cards are widely available at post offices, newsstands, supermarkets, petrol stations and convenience stores for approximately **€4–5 (500 RSD)**.

UniNiš – Health services

Student healthcare is provided by the University Student Health Service at:

- **Bulevar Zorana Đinđića 52a**
Tel.: +381(18) 423 4155

- **Katićeva 29**

Tel.: +381(18) 450 0056

Email:

studentskanis@gmail.com

A number of private medical clinics are also available throughout the city. Students should consult the terms of their health insurance to determine whether treatment costs are reimbursable and should retain all invoices where appropriate.

In the event of a medical emergency, students should follow the procedures specified by their insurance provider. Where necessary, SPOT Buddies can assist with practical arrangements and communication.

UniNiš – Special-needs support

The **Student Support Centre** at the University of Niš provides assistance to students with disabilities, students from underrepresented groups, and those facing financial, academic or personal challenges.

Services include:

- Academic and administrative guidance;
- Psychological counselling;
- Career guidance and professional orientation;
- Study-skills support;
- Coordination of student support services across the University.

In addition, the **Career Development and Student Support Office** at the Faculty of Philosophy offers individual consultations and guidance for all students.

Opening hours: **Monday–Friday, 08:00–15:00**

Office 18, Ground Floor, Faculty of Philosophy

For further information, please contact vesna.milutinovic@filfak.ni.ac.rs.

Master's Thesis Mobility

During the final semester, students may complete their Master's thesis in cooperation with any of the SPOT partner universities. Students may remain at their internship location in the Western Balkans while working in a hybrid format with supervisors from other consortium institutions. Alternatively, they may return to IPU Berlin, ISCTE – University Institute of Lisbon, or the University of Padua, or choose to complete their thesis at Tallinn University.

Subject to approval by the SPOT Governing Board and the appointed supervisors, students may also conduct their research remotely from another location, provided that they complete the two mandatory on-site research stays at the institution of their first supervisor.

Your Tallinn chapter

Students are welcome to prepare and defend their Master's thesis at **Tallinn University (TLU)**.

The Psychology Unit at Tallinn University offers expertise across a broad range of research areas and has extensive experience supervising international students.

Information on academic staff is available at:

<https://www.tlu.ee/en/lti/contact-us>

Research profiles can be found through the **Estonian Research Information System (ETIS)**:

<https://www.etis.ee>

Information on psychology research at Tallinn University is available at:

<https://www.tlu.ee/en/lti/research/research>

Students who require assistance in identifying a suitable supervisor are encouraged to contact the SPOT Academic Coordinator at Tallinn University, **Associate Professor Katrin Kullasepp**.

TLU – Accommodation

Students are responsible for arranging their own accommodation. Tallinn University provides guidance on available housing options and assists students in applying for accommodation in university residence halls where places are available.

Please note that submitting an application for university accommodation does not guarantee a room.

Further information is available at:

<https://www.tlu.ee/en/accommodation-0>

Many students also choose private accommodation or hostel accommodation:

<https://www.tlu.ee/en/private-room-or-flat>

Students completing their thesis at Tallinn University have access to study spaces, the Tallinn University Academic Library, electronic databases, and a university user account, including an institutional email address and cloud storage.

TLU – Transportation

Tallinn is easily accessible by air, sea and international coach services.

Lennart Meri Tallinn Airport is located approximately **4 km** from the city centre and is connected by public transport, taxis and airport shuttle services.

Regular ferry services connect Tallinn with Helsinki, while ferries to Stockholm operate several times each week. International coach companies such as **Lux Express** and **Ecolines** provide direct services to numerous European destinations.

Tallinn University is centrally located, adjacent to **Kadriorg Park** and Tallinn Bay, and is easily accessible by tram and bus.

The University also provides bicycle parking facilities, although cycling conditions may be less favourable during the winter months.

TLU – Cost of living

Estonia has a moderate cost of living, broadly comparable to many Central European countries.

Current estimates of living expenses are available through:

<https://www.numbeo.com/cost-of-living/>

Additional practical information is available at:

<https://www.tlu.ee/en/practical>

Information about banking in Estonia can be found at:

<https://www.tlu.ee/en/banking-estonia>

TLU – Campus & student life

Students completing their Master's thesis at Tallinn University are assigned a dedicated academic study counsellor within the Psychology Unit.

A virtual tour of the campus is available at:

<http://www.virtualtour.tlu.ee/>

International students are encouraged to participate in activities organised by the **Tallinn University Student Union** and the **Tallinn University International Club**. The University also offers opportunities to connect with Master's and Doctoral students in Psychology.

Tallinn University is committed to sustainable development and promotes environmentally responsible practices throughout the campus.

Campus facilities include:

- three cafeterias;
- modern sports facilities;
- student organisations;
- cultural and recreational activities.

Further information:

<https://www.tlu.ee/en/cafeterias>

<https://www.tlu.ee/en/sports-facilities>

Students may also participate in a range of extracurricular activities, including the Symphony Orchestra, Men's Choir, Women's Choir and the folk dance group *Soveldaja*.

TLU – Digital tools

Estonia is internationally recognised for its highly digital public administration, and many university services are provided electronically.

Students receive an official **Tallinn University email account**, which serves as the primary channel for university communication.

Additional digital services include:

- **Study Information System (SIS)**: Academic records, course registration, examination information and administrative requests.
- **ASIO**: Timetable database used throughout the University.
- **Eduroam**: Secure wireless internet available across the campus and at participating institutions worldwide.

Printing, copying and scanning facilities are available through self-service devices on campus.

Mobile phones and SIM cards

Several telecommunications providers, including **Elisa**, **Telia** and **Tele2**, offer prepaid SIM cards suitable for international students.

TLU – Health services

Estonia operates a national health insurance system that provides access to healthcare for insured persons.

Students from EU and EEA countries should obtain a **European Health Insurance Card (EHIC)** before travelling to Estonia. The EHIC entitles holders to medically necessary treatment under the same conditions as insured residents of Estonia.

Further information is available at:

<https://www.tlu.ee/en/healthcare>

<https://www.tlu.ee/en/health-care-and-insurance>

Tallinn University also offers **psychological counselling** and **career counselling** services for both domestic and international students.

TLU – Special-needs support

Tallinn University is committed to ensuring equal access to higher education for all students.

Students with long-term health conditions, disabilities or other special educational needs are encouraged to contact the **Special Needs Student Advisor** before or shortly after arrival in order to discuss appropriate accommodations.

Depending on individual needs, support may include academic adjustments, accessible study arrangements and additional services.

The City of Tallinn also provides a range of support services for people with disabilities, including accessible transport options and personal assistance services. Sign language interpretation and other accessibility services can be arranged where required.

Budget-planning Form

The following tables are intended to help you estimate your expected expenses throughout the SPOT programme. Costs will vary depending on your lifestyle, accommodation choices, and personal spending habits. Use the tables below to prepare a personal budget for each stage of your mobility.

One-time or initial costs

	Semester 1 (Germany)	Semester 2 (Portugal)	Semester 3 (Italy)	Semester 4 (Master's thesis)
Accommodation deposit				
Furniture or household items				
Visa/residence permit fees				
Travel costs				
Other mandatory payments				
Total				

Estimated monthly living expenses

	Semester 1 (Germany)	Semester 2 (Portugal)	Semester 3 (Italy)	Semester 4 (Master's thesis)
Rent				
Utilities				
Internet/phone				
Food and groceries				
Public transport				
Leisure/ cultural activities				
Total				