



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

Erasmus Incoming Students INFORMATIVE MEETING

Academic Year 2022/23



Erasmus+

Arrival at Unibs

Documents required

Upload on personal page on Unibs.it

- ID/Passport
- Profile picture (passport-like)
- EU Health Insurance Card
- Visa for study & Private Health Insurance
(non EU students ONLY)

To be sent by email

- Arrival certificate (provided by your Home Institution)
beginning: start of the academic activities in Brescia (welcome day or beginning of classes)
- Learning Agreement (if not submitted before)
signed by both Universities

To be sent to:

erasmus.incoming@unibs.it

Fiscal Code

It is a number based on your personal details issued by the Tax Agency
Required for contracts (e.g. to rent an apartment, to buy an italian SIM, etc)

Unibs will request and provide your fiscal code **in a few weeks**
Once confirmed, you will receive an email from International Office

Check your ID on your personal page

If you need it urgently, please inform the International Office



REPUBLICCA ITALIANA
MINISTERO DELLE FINANZE

CODICE FISCALE RSSMRA95H08G224M

COGNOME ROSSI

NOME MARIO **SESSO** M

LUOGO DI NASCITA PADOVA

PROVINCIA PD **DATA DI NASCITA** 08.06.1995

Unibs Student Card

- student ID and debit card (optional).
- University services (canteen, printers/photocopiers, libraries)
- discounts in museums, cinemas, etc

Make sure you have uploaded a profile picture on your personal page!

Where:

At the International Student
Mobility DESK

When:

You will receive an email
when the card is ready



Free Transportation Pass

offered by Unibs in cooperation with the City Council

The Card will be available and active **starting from 1st October**. It can be used to travel on buses and underground in the city center.

Bike-sharing service can be added on request.

Make sure you have uploaded a profile picture on your personal page!

Where:

Ceremony at the
Transportation Company
headquarter

When:

You will receive an email
from the Int Office



Residence permit

Additional requirement for non-EU students

Our tutor will help you fill in the application forms

Cost for 6 up to 12 months: 100 EUR approx.

Our tutors at the desk will be available to assist you in filling in the request

Where:

Application forms can be found at any Post Office at «Sportello Amico»



Posteitaliane

When:

Application must be submitted within 8 working days from arrival

Study plan

based on your learning agreement

Deadline: 15th October

You will have to fill in your study plan, based on the courses selected for your learning agreement, on your **personal page** on Unibs.it

You will have to go to our desk, where our Tutors will help you with the process.

Showing the LA signed by all parts is required when you go to the desk.

If you need to make Changes to the LA you can fill in the study plan **AFTER** the changes.

If your study plan is not correctly uploaded in your personal page you will not be able to register for/take the exams!

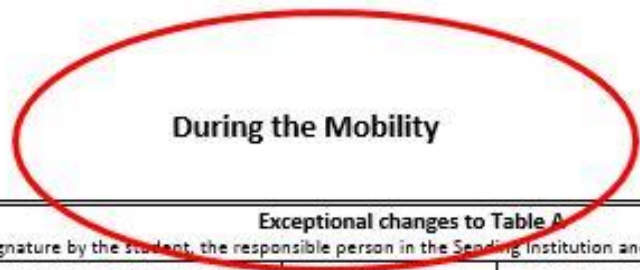
Changes to the Learning Agreement

6016-11-C-Annex IV-Erasmus+ HE Learning Agreement for students-2013



Higher Education Learning Agreement for Studies

Student's name
Academic Year 20.../20...



During the Mobility

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Changes to the Learning Agreement

Only once per semester

Max 1 month from the beginning of classes

Approved by sending and receiving Institution

How to do:

- Choose the courses in our offer
- Fill in the form and have it signed by your Home University coordinator
- Collect the signature of the Unibs coordinator
- Send the document to the International Office



Classes timetable

calendari.unibs.it/PortaleStudenti/

Technically you can start attending classes as soon as the semester begins.

The screenshot shows the 'Home page' of the student's Web Agenda. The header includes the UNIBS logo and the text 'UNIVERSITA' DEGLI STUDI DI BRESCIA UNIBS.it'. Below the header, a welcome message reads 'Welcome to the student's Web Agenda of the University of Brescia'. The main content area contains five service tiles:

- Classes schedule**: Consult your timetable. This tile is circled in red.
- Rooms occupation**: Consult the rooms daily planning.
- Reserve your seat**: Reserve and manage your classroom seat.
- Search bookings**: Search bookings.
- APP UNIBS Calendari**: Download the mobile application. This tile is circled in red.

Check your schedule and start attending.

Each professor will inform you about the online platform (moodle) where to download any study materials.

Taking exams at Unibs

Booking the exams is **mandatory!**
(30 days up to 5 days before the exam date)

You can find the [available calls](#) on our website/personal page.

How to register from your personal page:

- open the section «exams»
- fill in the questionnaire
- give privacy consent (*consensi privacy* in the menu on page)
- book the exam

You won't be allowed to take exams without registration.
Late registration is also not allowed.

The International Mobility Office can't book the exam for you

Taking exams at Unibs

Exams (oral and written) are in presence.

Exception for online exams is made only for students who cannot attend due to Covid related reasons.

Official request to be sent to the Course Council at least one week in advance:

- Economics area servizi.didattici.economia@unibs.it
- Law area servizididattici.digi@unibs.it
- Medical area didattica-ciclounico-med@unibs.it
- Engineering area didattica-dicatam-dii-dimi@unibs.it

Taking exams at Unibs

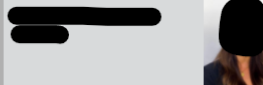


800 66 34 23
(anche da cellulare) servizio gratuito



attivo dal lunedì al venerdì dalle 8:00 alle 18:00

ita eng



Reserved Area
Logout
Change Password

Moodle

- Home >
- Registrar's Office >
- Study Plan >
- Career >
- Exams >**
- Degree / Post-Graduate Diploma >
- Internship / Stage >
- International mobility >
- Questionnaires >
- University information >
- Student Information >
- Elezioni Studentesche

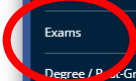
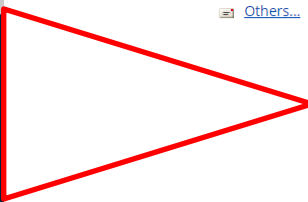
Welcome (Name) (Registration no. (Number))

Welcome to your Reserved Area

Personal Data Visualizza dettagli		
Control Panel Nascondi		
Procedure	Status	To do
Taxes	● Your status is regular	

Student Status Visualizza dettagli	
Logout	
Change Password	
Moodle	
male	Date
	17/12/2021
Others...	

- Logout
- Change Password
- Moodle
- Exams**
- Exam sessions
- Partial exams
- Booking notice board
- Results notice board



Your Unibs email address

Please use your Unibs email address to get in touch with Unibs professors/Offices



Welcome (Name) (Registration no. 9999)

Welcome to your Reserved Area

Personal Data Visualizza dettagli ▶

Student Status Visualizza dettagli ▶

Control Panel Nascondi dettagli ▼

Messages Nascondi dettagli ▼

Procedure	Status	To do
Taxes	✔ Your status is regular	

Personal Messages

Sender	Title	Date
Servizi Didattici Economia	Appelli d'esame sessione invernale	17/12/2021

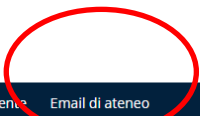
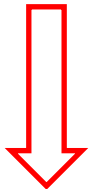
[Others...](#)

ita eng

Reserved Area
Logout
Change Password

Moodle

- Home >
- Registrar's Office >
- Study Plan >
- Career >
- Exams >
- Degree / Post-Graduate Diploma >
- Internship / Stage >
- International mobility >
- Questionnaires >
- University information >
- Student Information >
- Elezioni Studentesche



Italian Language Course

The Italian Language Course is managed by the Language Teaching Centre (CLA).

- If you are interested in taking the course, you can **enroll from your personal page** by clicking on: *Registrar's Office > Initiatives*
- **Deadline:** 14th September 2022
- Two **levels** are available:
ELEMENTARY ITALIAN
INTERMEDIATE ITALIAN
- **Calendars** are available on the [page](#) of the Language Teaching Centre
- **Attendance** of > 80% of the classes is required to obtain an [Open badge](#).

For additional information: cla@unibs.it

Before leaving

Send to the International Office the

- Attendance Certificate (provided by your Home Institution) to be signed and stamped by the International Student Mobility Office at check-out

And inform the Office that you have completed the following requirements:

- Final questionnaire (on the Erasmus experience at Unibs) to be filled in on your personal page
Questionari generici>*Questionario Erasmus* in the menu on page
- Confirmation that any book you have borrowed from the University Libraries has been returned
- Transcript of records delivered from Unibs to your Home Institution within 5 weeks from your departure

If you need assistance

International Student Mobility Office Tutor Desk (students)

Tutors are students that can help you with classes/timetables/practical information on university life.

Opening hours:

Monday 1.30 pm - 4.30 pm

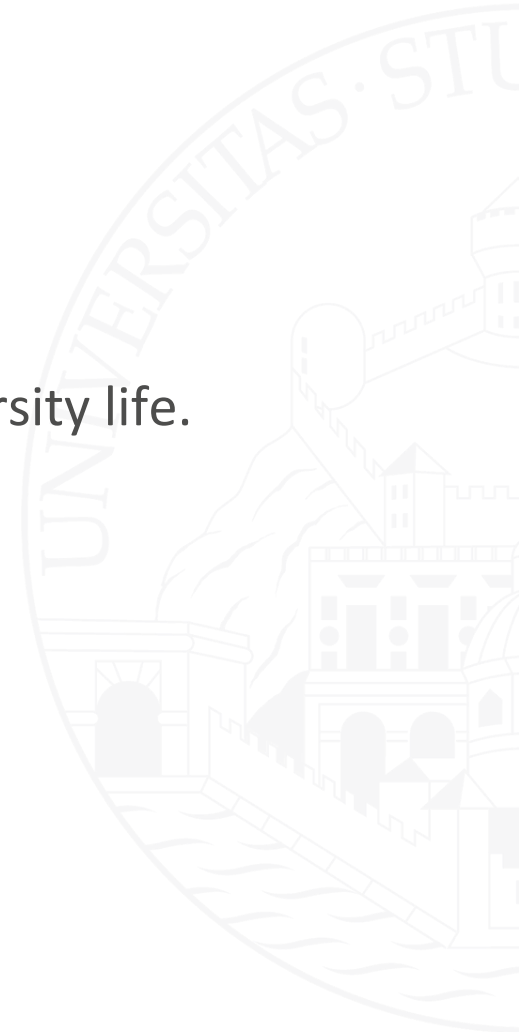
Tuesday 1.30 pm - 4.30 pm

Wednesday 1.30 pm - 4.30 pm

Thursday 9.30 am – 12.30 pm

Online (by appointment):

Friday 9.30 am - 12.30 pm.



If you need assistance

Departmental coordinators

- ECONOMICS & MANAGEMENT DEPARTMENT

Prof. Mattia Guerini – mattia.guerini@unibs.it

- LAW DEPARTMENT

Prof. Luca Passanante - luca.passanante@unibs.it

- ENGINEERING AREA

Civil Engineering, Architecture, Environment & Maths Prof. Roberto Ranzi - roberto.ranzi@unibs.it
Mechanical & Industrial Engineering

Prof. Stefano Rebay - stefano.rebay@unibs.it

Prof. Antonio Visioli - antonio.visioli@unibs.it (for dual degree with Universidad de Almeria)

Prof. Giovanni Legnani – giovanni.legnani@unibs.it (for dual degree with Sorbonne University)

Information Engineering Prof. Gringoli Francesco - francesco.gringoli@unibs.it

- MEDICINE AREA

Medicine and Dentistry Prof. Corrado Paganelli - corrado.paganelli@unibs.it

Physiotherapy Prof. Luca Falciati - luca.falciati@unibs.it

Sports Prof. Alessandro Fanzani - alessandro.fanzani@unibs.it

Biotechnologies Prof. Giuseppe Borsani – giuseppe.borsani@unibs.it

Next appointment

WELCOME DAY

23rd September 2022 | Aula Magna San Faustino

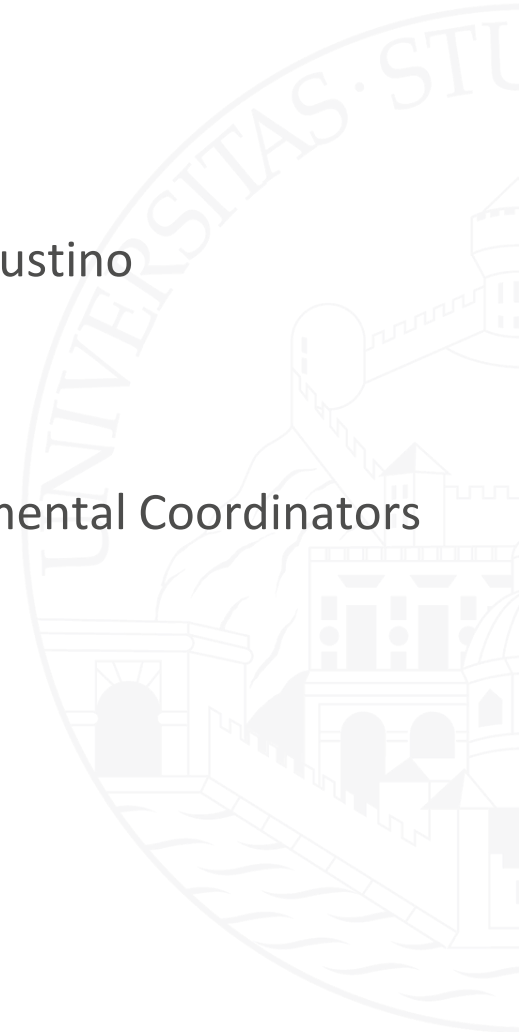
- At 3.30 pm - Institutional Meeting

Welcome speech by our Rector and the Erasmus Departmental Coordinators

Italian Language course presentation

ESN Erasmus Student Network

- At 5.30 pm - Guided tour in the city center
(google form to fill in in order to participate)





Erasmus+

Enriching lives, opening minds.

Enjoy your stay!

