Erasmus Incoming Students
WELCOME DAY
Academic Year 2021/22
Arrival at Unibs

Personal documents (uploaded on personal page on unibs.it)
• ID/Passport
• passport-sized picture

Personal documents (sent by email)
• EU Health Insurance Card
• Visa for study & Private Health Insurance (non EU students ONLY)

Erasmus documents (sent by email)
• Arrival certificate (provided by your Home Institution) beginning: date of the welcome day
• Learning Agreement (if not submitted before) signed by both Universities
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)

Check your address in your personal page – RESIDENZA!

Unibs will request and provide your fiscal code in a few weeks
Once confirmed, you will find it on your personal page on unibs.it
Unibs Student Card

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

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

Where:
At the bank Crédit Agricole
by appointment
(mandatory)

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 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:**
The card can be collected at the Infopoint in via Trieste, 1 (city center)

**When:**
We will inform you when the cards are ready
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.
Make an online appointment with our tutors
or go to the desk in san Faustino

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

When:
Application must be submitted within 8 working days from arrival
Classes timetable

calendari.unibs.it/PortaleStudenti/
Study plan

You will have to fill in your study plan, based on the courses selected for your learning agreement, in 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

During the Mobility

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<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
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Exceptional changes to Table B (if applicable)

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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 coordinator
• Collect the signature of the Unibs coordinator
• Send the document to the International Office
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.

How to register:

• login to your personal page on unibs.it
• open the section «exams»
• fill in the questionnaire
• give privacy consent
• 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.
Before leaving

• Attendance Certificate (provided by your Home Institution) to be signed and stamped by the International Student Mobility Office at check-out
• Final questionnaire (on the Erasmus experience at Unibs) to be filled in on your personal page
• 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. Michael Donadelli - michael.donadelli@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
  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
Enjoy your stay!