



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



REPUBLICA 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 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»



Posteitaliane

When:

Application must be
submitted within 8
working days from arrival

Classes timetable

calendari.unibs.it/PortaleStudenti/

UNIVERSITÀ DEGLI STUDI DI BRESCIA **unibs.it**

Home page

Il servizio è stato aggiornato: per visualizzare correttamente la pagina ricaricala cancellando i dati di navigazione (tasti CTRL+R o III | +R da PC o cancella i dati di navigazione

Welcome to the student's Web Agenda of the University of Brescia

Lessons timetable

- By degree
- By teacher
- By course

Rooms occupation

Reserve your seat

- New reservation
- My reservations
- Manage your profile

Bookings

Information about mobile app UNIBS Calendar

You can get more information about events (mapes, professor contact information, event list, etc) by clicking on each cell.

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

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



Erasmus+

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 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
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



Erasmus+

Enriching lives, opening minds.

Enjoy your stay!

