



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

Erasmus Incoming Students INFORMATIVE MEETING

Spring semester 2022-23
08/02/2023



Erasmus+

Arrival at Unibs

Documents required

Upload on personal page on Unibs.it

- ID/Passport (ID front and back)
- Photo (passport-like)
- EU Health Insurance Card
- Visa for study & Private Health Insurance
(non-EU students ONLY)

To be sent by email to erasmus.incoming@unibs.it

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

Tax Code (Codice fiscale)

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 card, etc)

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

Upload your ID on your personal page (front/back)

If you need it urgently, please inform the International Office

Unibs Student Card

- Student ID and debit card (optional).
- It gives access to all university services (canteen, printers/photocopiers, libraries)
- discounts in museums, cinemas, etc

Make sure you have uploaded a passport-like photo 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 March**. It can be used to travel on buses and underground in Zona 1.

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 tutors will help you fill in the application form

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 in Italy**

Study plan

based on your learning agreement

Deadline: 15th March

In order to access MOODLE platform and shared documents AND to take exams, you need to have your study plan registered online.

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

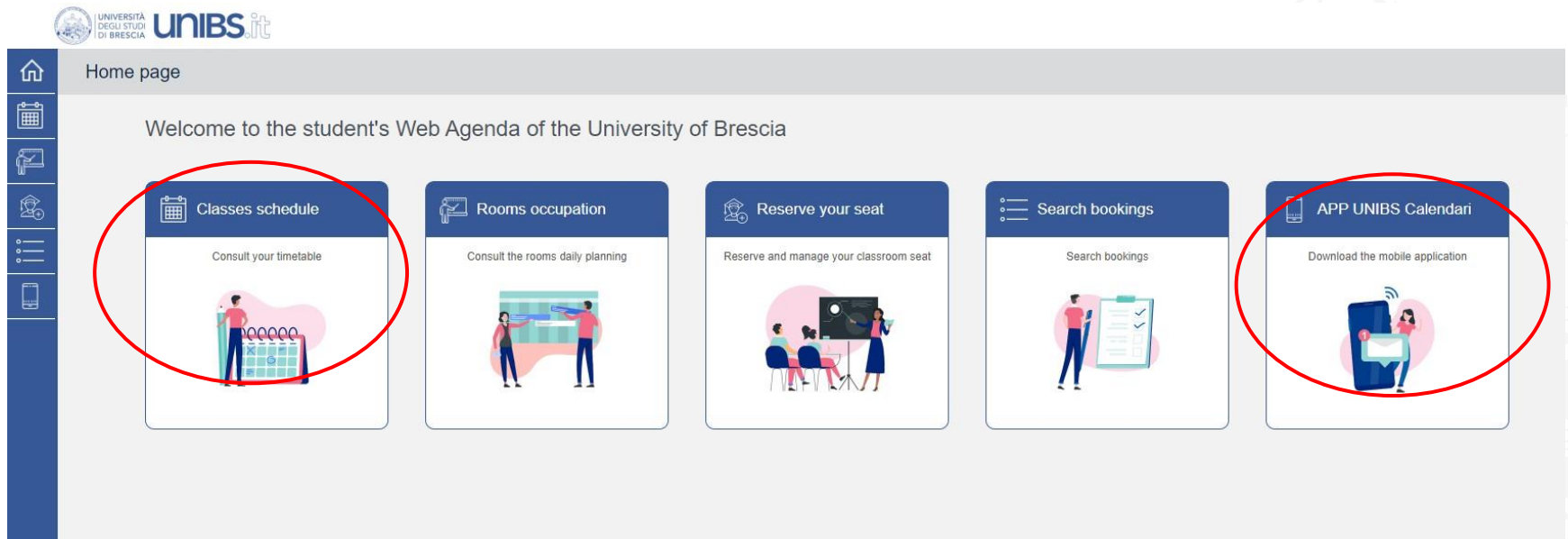
How to do:

- Choose the courses in [our offer](#)
- Fill in the form and have it signed by your 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.



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!**
(20 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

If you want to ask to take a written exam in English please
contact the professor 2 weeks BEFORE.

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



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DI BRESCIA



INFOSTUDENTE
CALL CENTER

800 66 34 23
(anche da cellulare) servizio gratuito



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

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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 [REDACTED] (Registration no. [REDACTED])

Welcome to your Reserved Area

Personal Data

Visualizza dettagli

Student Status

Visualizza dettagli

Control Panel

Nascondi

Nascondi dettagli

Procedure	Status	To do
Taxes	● Your status is regular	

Logout

Change Password

Moodle

Exams

Exam sessions

Partial exams

Booking notice board

Results notice board

Home InfoStudente Email di ateneo



UNIVERSITÀ
DEGLI STUDI
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Your Unibs email address

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



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA



INFODUDENTE
CALL CENTER

800 66 34 23
(anche da cellulare) servizio gratuito



MENU

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

Welcome [redacted] (Registration no. [redacted])

Welcome to your Reserved Area

Personal Data

Visualizza dettagli ▶

Control Panel

Nascondi dettagli ▼

Procedure	Status	To do
Taxes	✔ Your status is regular	

Student Status

Visualizza dettagli ▶

Messages

Nascondi dettagli ▼

Personal Messages

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

[Others...](#)

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Reserved Area

Logout

Change Password

Moodle

Home

Registrar's Office

Study Plan

Career

Exams

Degree / Post-Graduate Diploma

Internship / Stage

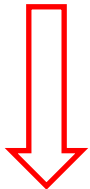
International mobility

Questionnaires

University information

Student Information

Elezioni Studentesche



Home InfoStudente **Email di ateneo**

Italian Language Course

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

- **Information** is 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

Fill in the online form that the International Office will send you 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 every 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.

Every Department also has a [tutor desk](#) if you need assistance related to academic issues.

If you need assistance

Departmental coordinators

- ECONOMICS & MANAGEMENT DEPARTMENT

Prof. Maria Ruth Dominguez Martin - ruth.dominguez@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

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

Dual degree with Universidad de Almeria Prof. Antonio Visioli - antonio.visioli@unibs.it

Dual degree with Sorbonne University Prof. Giovanni Legnani – giovanni.legnani@unibs.it

- MEDICINE AREA

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

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

Sports Prof. Arianna Gnutti – arianna.gnutti@unibs.it

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

Next appointment

WELCOME DAY

22nd February Aula Magna San Faustino

- At 3.00 PM - Institutional Meeting

Welcome speech by our Rector and the Erasmus Departmental Coordinators

Italian Language course presentation

ESN Erasmus Student Network

- At 4.30 PM - Guided tour in the city center

(google form to fill in in order to participate)



Erasmus+

Enriching lives, opening minds.

Enjoy your stay!

