Erasmus Incoming Students
INFORMATIVE MEETING
Spring semester 2022-23
08/02/2023
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»

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

### During the Mobility

**Table A2**

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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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**Table B2**

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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 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
Your Unibs email address

Please use your Unibs email address to get in touch with Unibs professors/Offices
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)
Enjoy your stay!