#### Università degli Studi di Trieste

#### International Students Technical Meeting 2015-2016 – 1st semester Monday, 21<sup>st</sup> September 2015

Edited by the International Mobility Staff

#### Useful documents

You can find all useful documents on the International Mobility website:

http://www2.units.it/internationalia/

#### Before the arrival

- On-line registration to ESSE3
- Learning agreement first version

## Upon arrival

- Show up at the International mobility office
- Get your certificate of arrival
- Go to ARDISS (Student card)
- Meet your Italian coordinator
- Learning agreement: 1 month time

# During the exchange

- Learning Agreement & Changes
- Attend lessons!
- Attend the Italian language course
- Register on line for the exams
- Is an extension needed?

## Before leaving

- Have the certificate of Departure signed by your Italian coordinator
- Show up at the International mobility office
- NB: all exams must have been completed then!

# After the exchange

- Transcript of records
- Full recognition of the performed activities (if included in the Learning Agreement!)

#### The Arrival

- Arrival document issued by the Intl
   Mobility Office
- ...Foreign Universities documents?
  - WILL BE SIGNED BY ITALIAN COORDINATOR
  - The International Mobility Staff is NOT qualified to sign

#### Statement of Arrival



Area dei servizi istituzionali Settore servizi agli studenti e alla didattica Ufficio per la mobilità internazionale

#### **ERASMUS+ STUDY PROGRAMME 2015/2016**

#### ARRIVAL

To the International Office of the 
«NAME\_OF\_THE\_SENDING\_UNIV 
ERSITY» 
«SENDING\_FACULTY\_OR\_DEPAR 
TMENT» 
«CONTACT\_PERSON\_IN\_THE\_SE 
NDING\_UNIVERSITY» 
«CONTACT\_PERSONS\_POSTAL\_A 
DDRESS»

We confirm that the student «NAME\_OF\_THE\_STUDENT» «SURNAME\_OF\_THE\_STUDENT» from the «NAME\_OF\_THE\_SENDING\_UNIVERSITY» («ERASMUS\_CODE\_OF\_THE\_SENDING\_UNIVERSITY») has started his/her ERASMUS+ mobility at the University of Trieste – I TRIESTE01 on \_\_\_\_\_ for a period of \_\_\_\_\_ months in the academic Year 2015/2016.

Signature and office seal

## Learning Agreement

- 1 MONTH TIME
- Changes? .....1 MONTH TIME
- Credits will be validated ONLY for courses included in LA/Changes
- It enables your registration to courses
  - WE register you to the included courses!
- Always take it with you to exams

## Learning Agreement

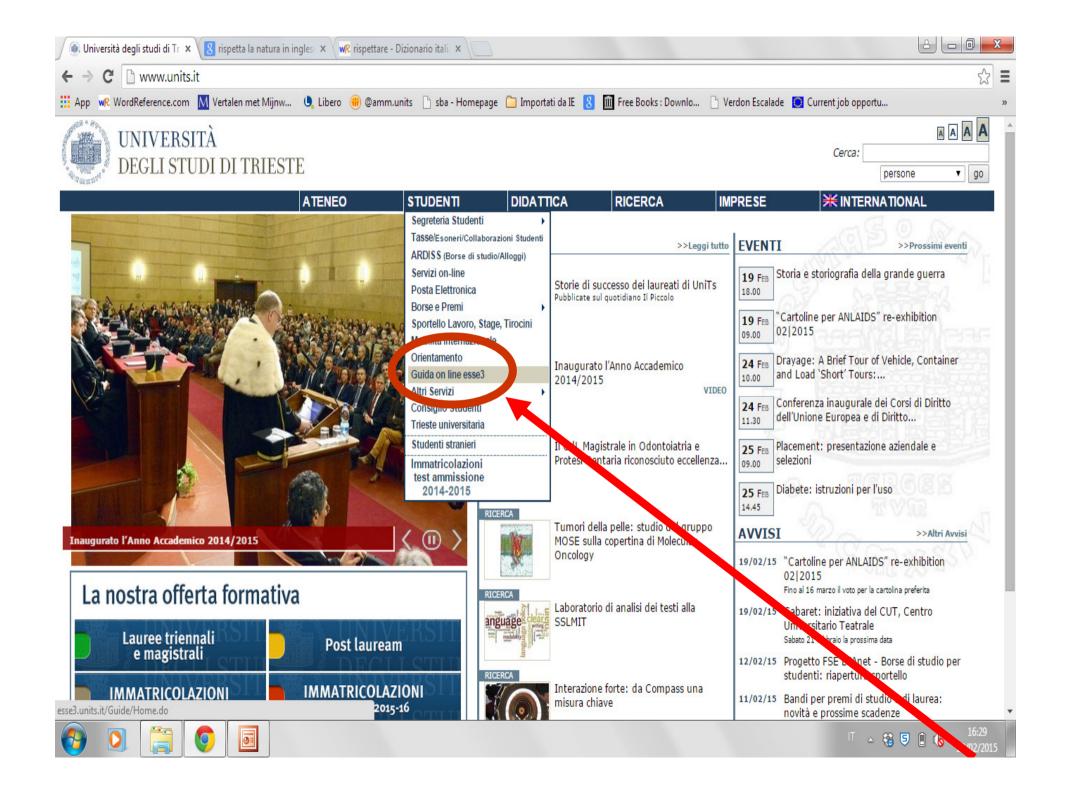
- NB: CONTACT PERSON =
- = RESPONSIBLE PERSON
- = ITALIAN COORDINATOR
- **#** Staff of the International Mobility Office

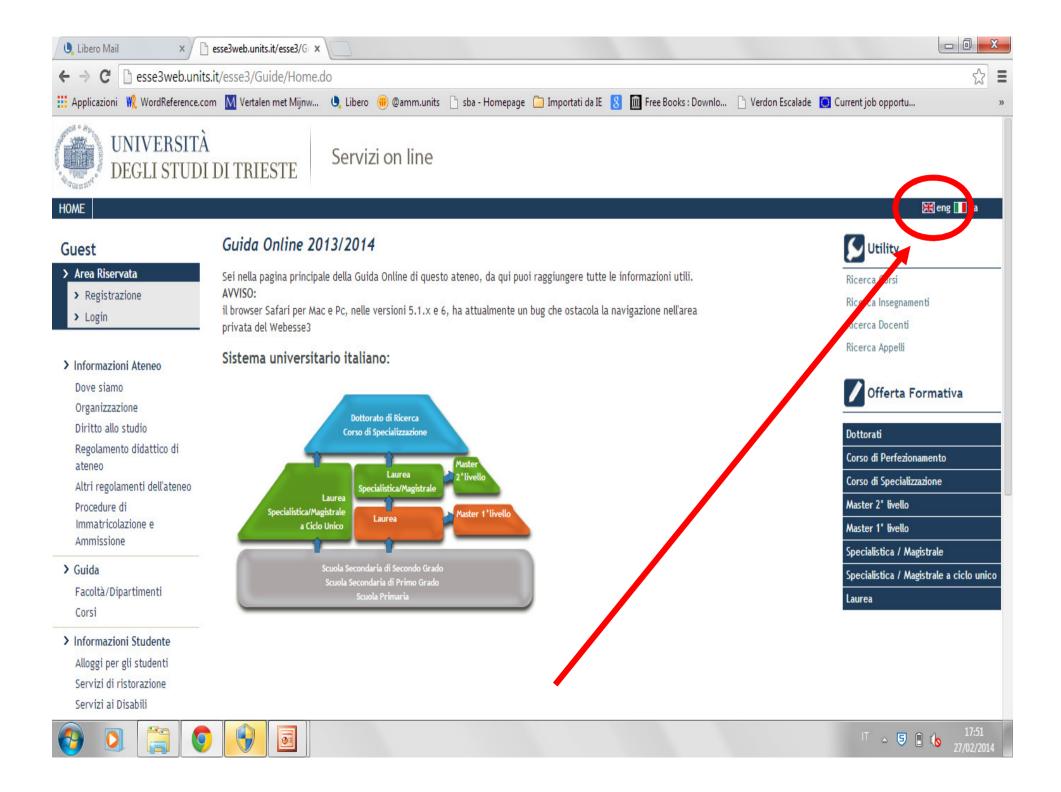
# How to fill out your Learning Agreement

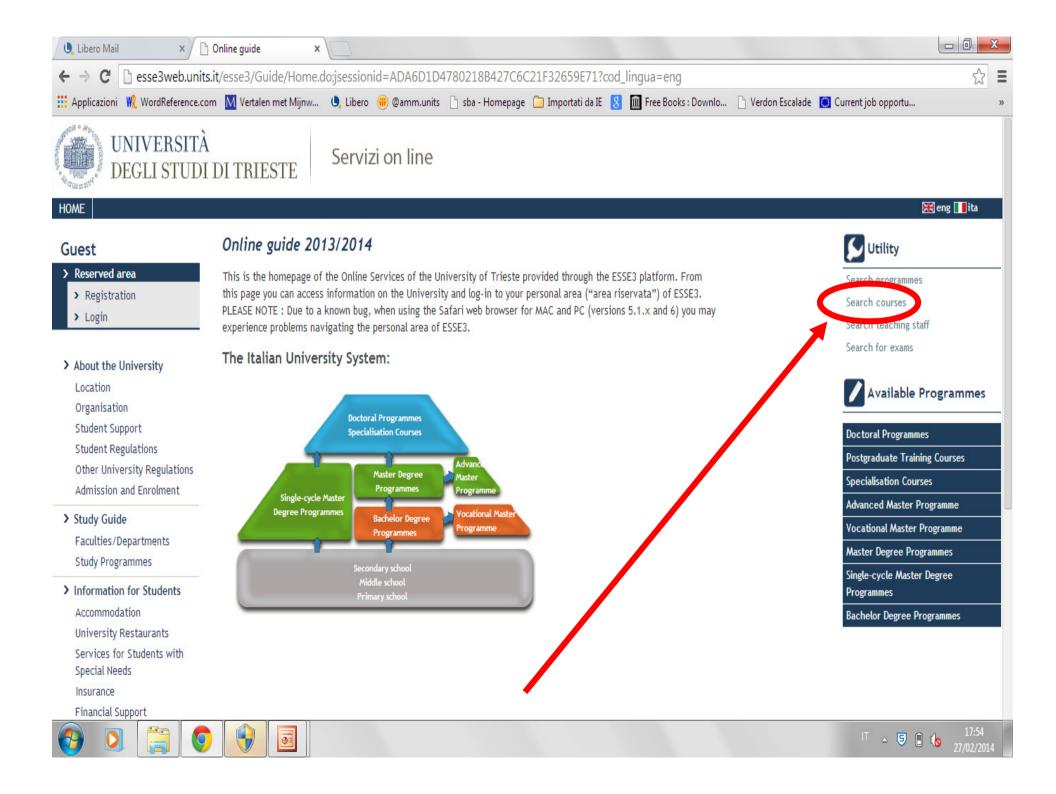
- Each course must have:
  - Component code
  - Component title in Italian
  - Number of CFU/ECTS credits

# How to fill out your Learning Agreement

- www.units.it
  - Studenti
    - Guida on line ESSE3
      - Search courses / Ricerca insegnamenti



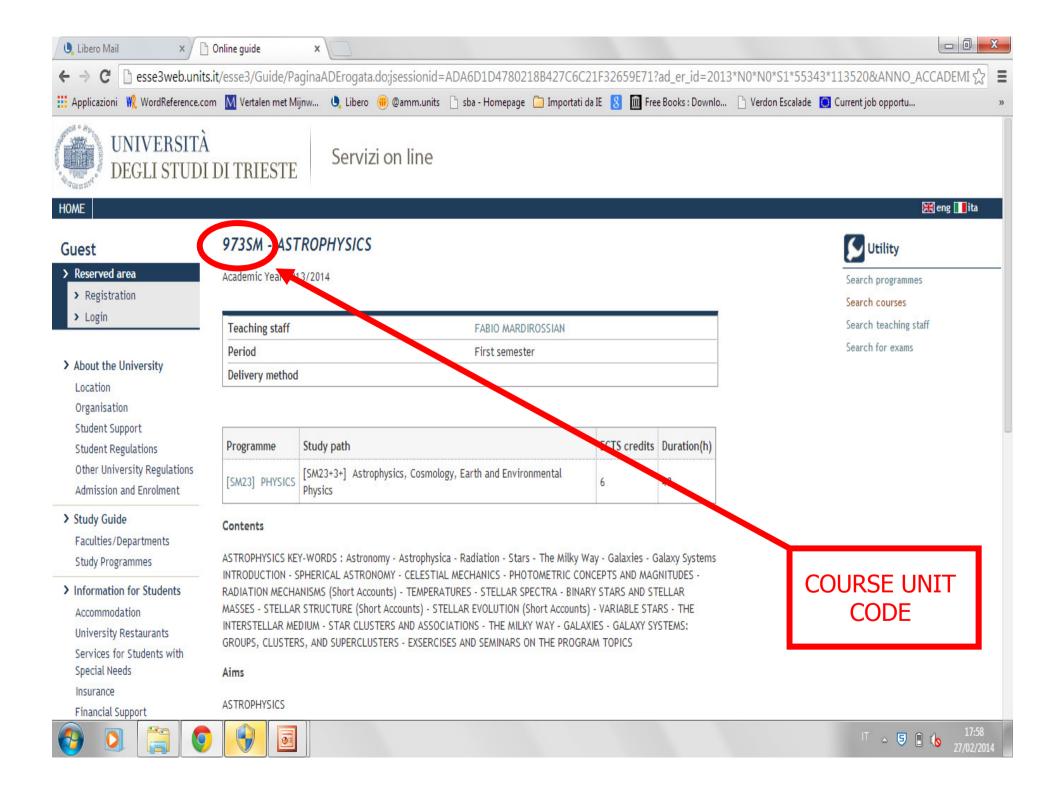


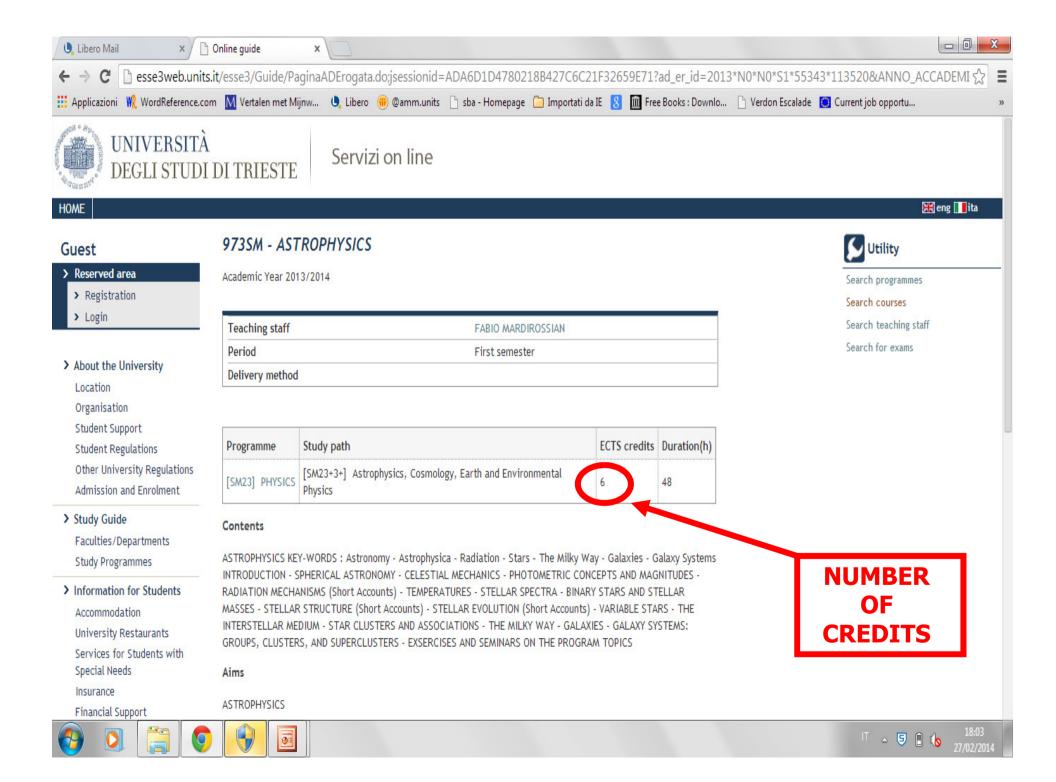


#### Search courses

Courses running during the selected academic year

Enter one or more search criteria and click on the "Search" button. The same course may be held by different lecturers and will be displayed several times according to the number of lecturers. In order to refine your search insert the name of the course and the lecturer (full or partial).					
Academic year:	2013/2014 ▼				
Faculty / department:	All faculties / departments ▼				
Programme	All programmes ▼				
Teaching staff:	Enter the name (full or partial) of the teaching staff you are searching for  Enter the name (full or partial) of the course you are searching for				
Course:					
Search					





# How to fill out your Learning Agreement

- Any change to the standard number of credits must be explicitly motivated by the Italian coordinator of the exchange
- Number of credits = ITALIAN credits

# Changes to the LA

°¤	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)X					
Table•A2¶ During•the• mobility¤	Component∙ code∙⊷ (if-any)¤	Component-title-at-the-Receiving- Institution (as-indicated-in-the-course-catalogue)-X	Deleted∙ component•- [tick-if-applicable]¤	Added• component•- [tick-if-applicable]¤	Reason-for-change 12 x	Number·of· ECTS··credits· (or·equivalent)¤
°¤	Ħ,	°t .	Ω¤	ΠŘ	Choose an item.	°¤
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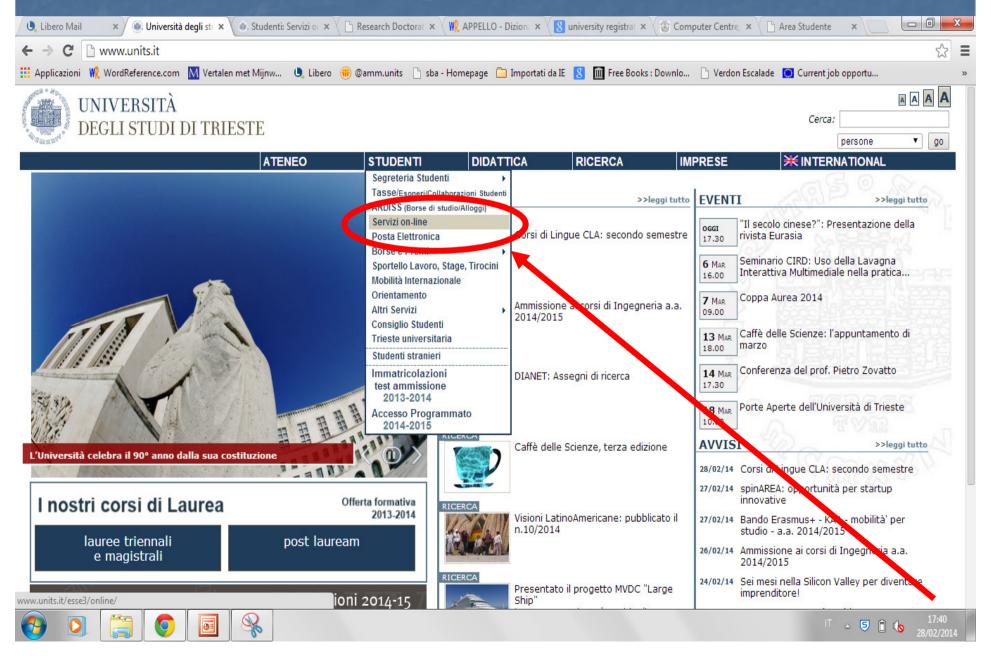
# Changes to the LA

NB: The space for signatures in the «Changes» form is missing. But the signatures by your home university coordinator, by your Italian coordinator and by you are needed anyway. The requested signatures can be placed on any blank space on the form.

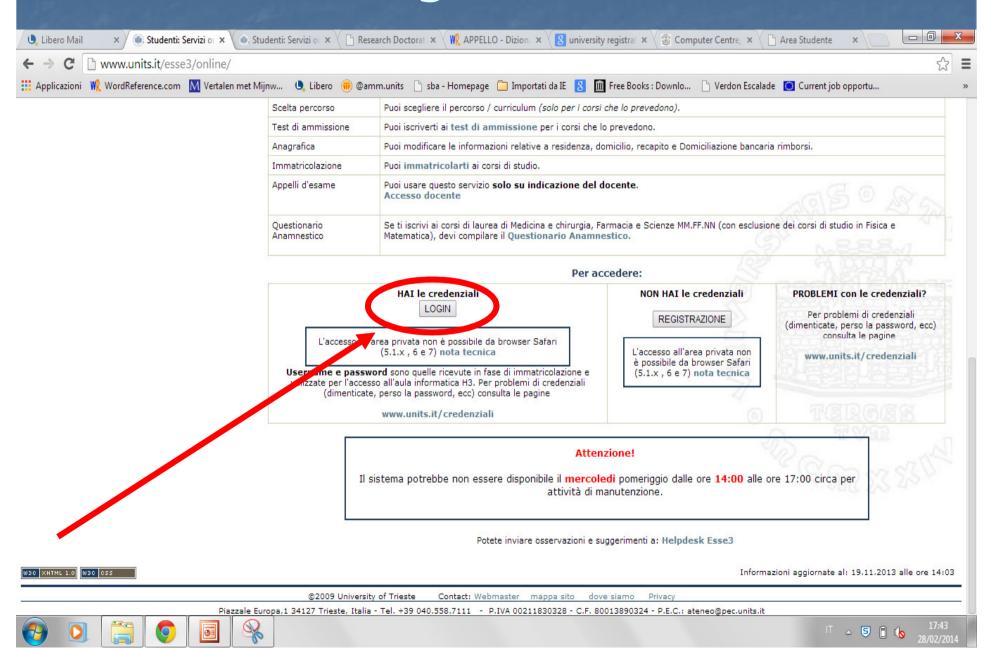
#### Exams registration

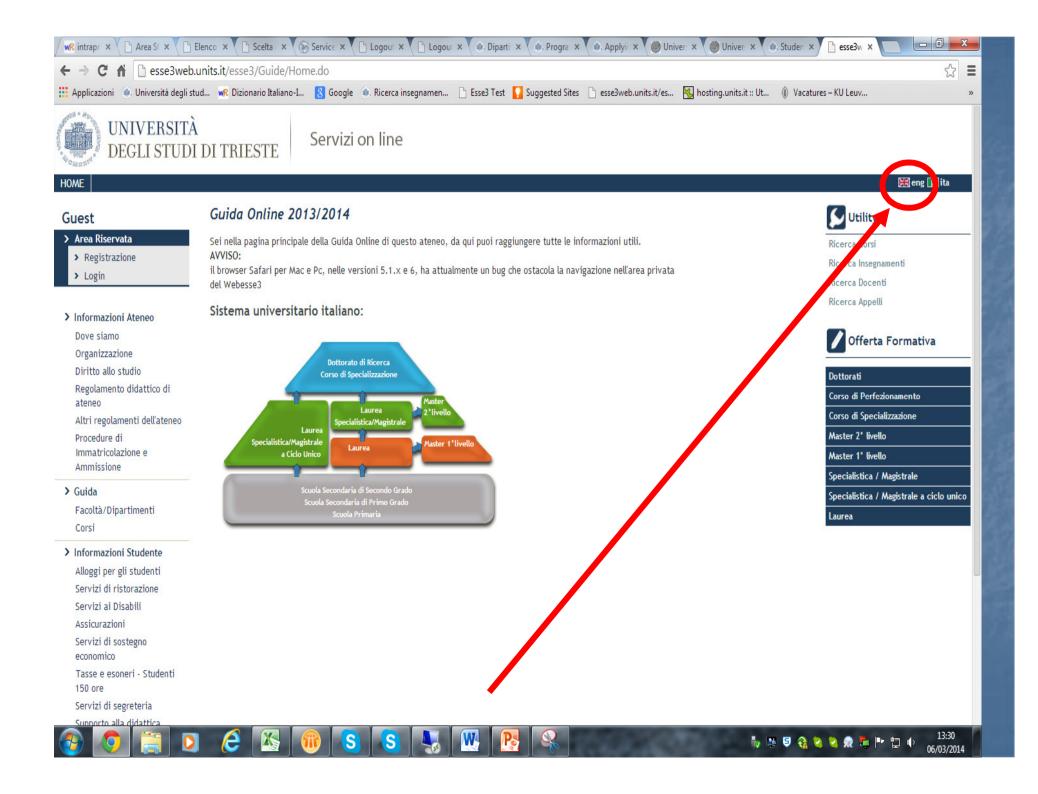
- Whenever you want to take an exam, you must register on-line
- No "booklets" ("Libretto")
- All the exam procedures, from "booking" a date to marks confirmation, are completed on-line

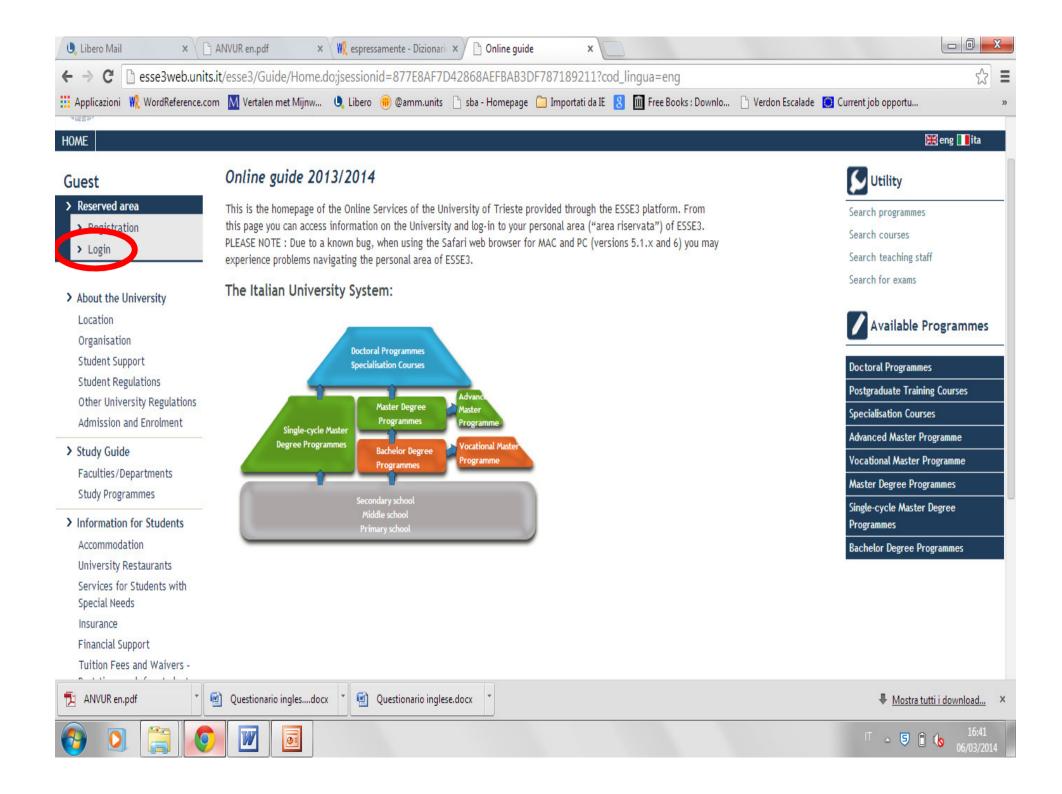
#### How to register for exams



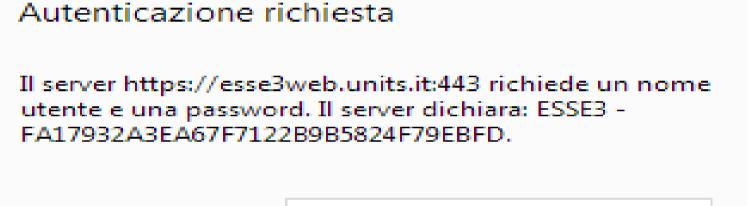
#### How to register for exams







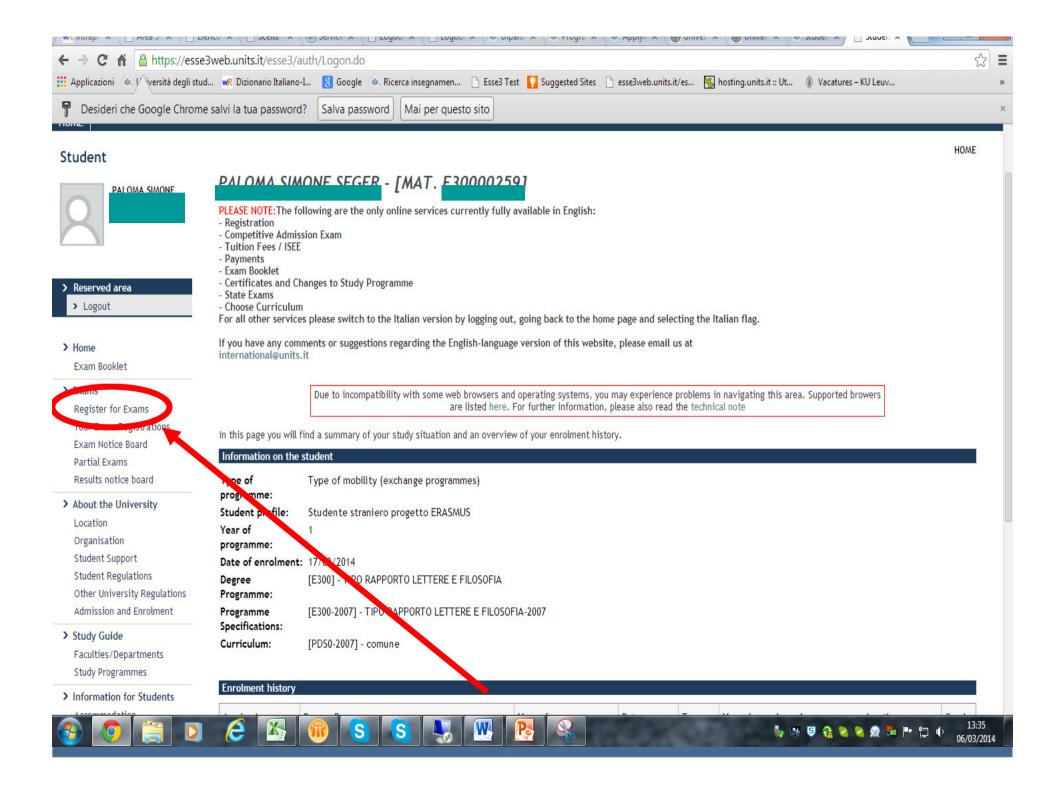
# How to register for exams



Nome utente: s190729

Password: \*\*\*\*\*\*

Accedi Annulla



#### Appelli disponibili per insegnamenti del proprio libretto

	Attività didattica	Appello	Iscrizione	Descrizione	Sessioni
0	FILOLOGIA ROMANZA	10/06/2014	01/05/2014 07/06/2014	prova unica	2013/2014
9	FILOLOGIA ROMANZA	08/07/2014	01/05/2014 05/07/2014	prova unica	2013/2014
9	FILOLOGIA ROMANZA	02/09/2014	01/06/2014 30/08/2014	prova unica	2013/2014
9	FILOLOGIA ROMANZA	23/09/2014	01/06/2014 20/09/2014	prova unica	2013/2014
9	FILOLOGIA ROMANZA	13/01/2015	01/12/2014 10/01/2015	prova unica	2013/2014
2	STORIA DEL LIBRO	19/03/2014	15/01/2014 16/03/2014	Esame	2012/2013 2013/2014
9	STORIA DEL LIBRO	21/05/2014	01/04/2014 16/05/2014	Esame	2013/2014
9	STORIA DEL LIBRO	25/06/2014	02/06/2014 20/06/2014	Esame	2013/2014
9	STORIA DEL LIBRO	25/09/2014	01/07/2014 19/09/2014	Esame	2013/2014
	···		········ <del>[</del>		

#### Registration exam date - Details of selected exam date

Teaching Activity: 403LM - STORIA DEL LIBRO

(available in degree programme Italian studies[LE60])

**Exam date:** Fsame del 19/03/2014

Exam sessions: Cds LE60 - Anno 2012, Cds LE60 - Anno 2013

Type of exam: Oral

Teaching staff: ANGELA MARIA NUOVO ( Presidente )

Annotations for

this exam date : presso lo studio della docente, Dipartimento di studi umanistici, Università di Udine

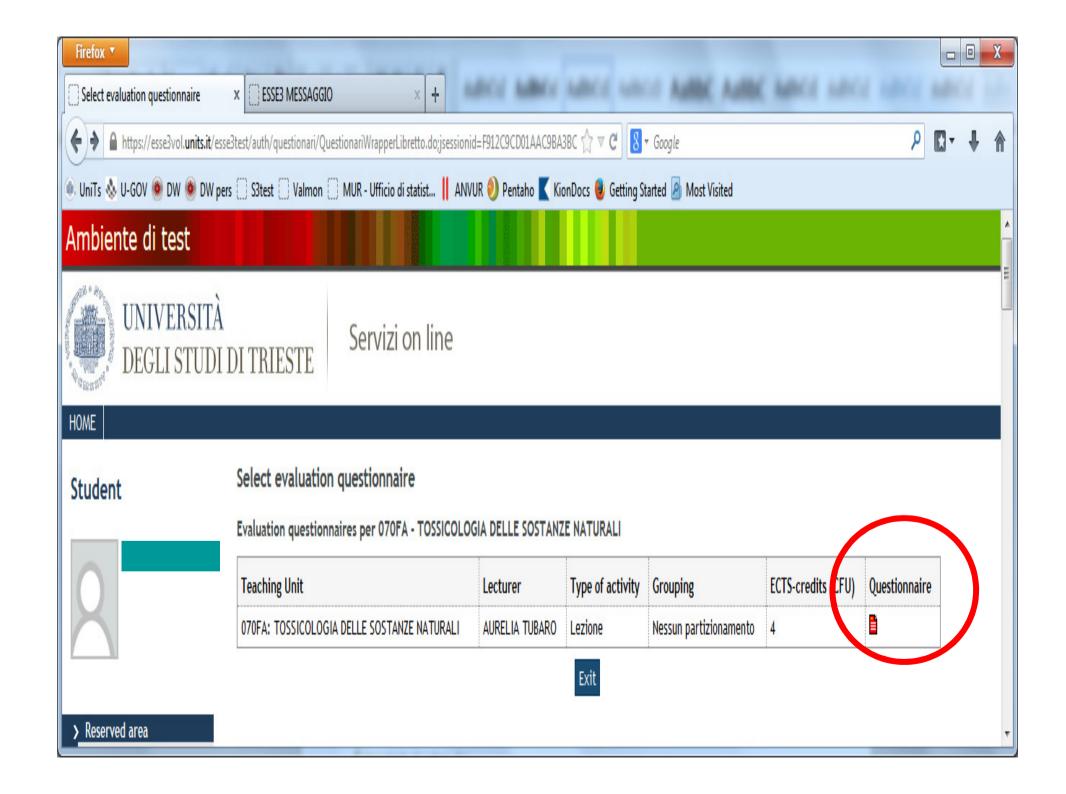
Annotations f	or t	he
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lecturer:

#### Exam calendar

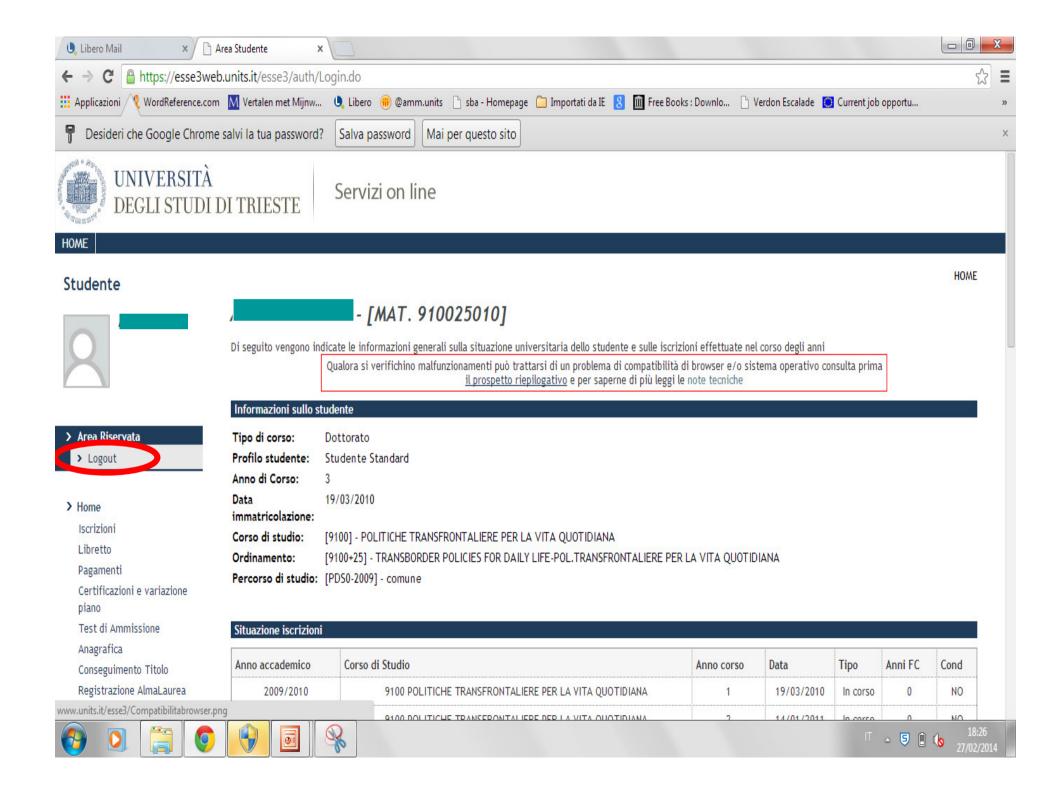
Date - Time	Building and room	# Reg.	Teaching staff
19/03/2014 10:00 - Esame	-	2	NUOVO ANGELA MARIA

Register for exam date >>



#### Questionnaires

- Multiple choice questions about your agreement of different aspects of each course
- Answers are processed ONLY for a statistical evaluation of the course and the lecturer
- Answers processing respects students' privacy
- **BE SINCERE!**



#### CLA – Courses of Italian

- FREE!! Courses of Italian
  - A2, B1, B2
- Placement test: Friday, 2<sup>nd</sup> October, h 10,30 a.m. via Filzi 14, room F1 (First floor)
- Credits are valid ONLY if the course is included in your Learning Agreement!
- A certificate is issued to all students who pass the final exam and attend a minimum of 36 hours

#### Extension

- Must be asked for BEFORE the normal expiration of the exchange
- Must be confirmed by the student's home university
- Lacking a request of extension, all the exams given after the exchange normal expiration SHALL NOT BE VALIDATED

#### Statement of Departure

DEPARTURE To the International Office of the «NAME OF THE SENDING UNIVER SITY\*«SENDING FACULTY OR DEPARTM ENT≫ «CONTACT PERSON IN THE SEND ING UNIVERSITY» «CONTACT PERSONS POSTAL AD **DRESS**» undersianed that the student «NAME OF THE STUDENT» «SURNAME OF THE STUDENT» has regularly attended courses at the University of Trieste, according to the approved Learning Agreement, within the ERASMUS+ Study Programme in the academic vear 2015/2016. Trieste, \_\_\_\_\_ Italian coordinator's signature and department seal

We confirm that the student «NAME\_OF\_THE\_STUDENT» 
«SURNAME\_OF\_THE\_STUDENT» has finished his/her ERASMUS+ mobility at the 
University of Trieste - I TRIESTE01 on \_\_\_\_\_\_\_ for a period of 
\_\_\_\_\_ months, \_\_\_\_\_ days in the academic year 2015/2016.

Signature and office seal

#### The Departure

- Departure document issued by the Intl Mobility
   Office will be signed
  - By the Italian coordinator AND
  - By the International Mobility Staff
- ...Foreign Universities documents?

#### WILL BE SIGNED BY THE ITALIAN COORDINATOR

The International Mobility Staff is NOT qualified to sign

#### The Departure

- When you hand in your Statement of Departure to the Intl Mobility Office, your on line profile will be frozen!
- No exams will be valid after that date
  - ⇒Be careful! Hand the Statement of Departure to the Office only AFTER completing all your exams!!

#### Contacts

- Monday: 3- p.m. <u>Ticket</u>: 2,45-3,45
- Tuesday-Thursday: 9- a.m. <u>Ticket</u>: 8,30-10,30
- Friday: closed
- Phone: Monday-Thursday 12-13
- Skype: international.exchange.units
- E-mail: mobilita.incoming@amm.units

#### Contacts

Please,

# KEEP TO THE OFFICE HOURS!!

