International Students Technical Meeting
2015-2016 – 1st semester
Monday, 21st 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

UNIVERSITÀ DEGLI STUDI DI TRIESTE
Area dei servizi istituzionali
Sottore 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_UNIVERSITY»
«SENDING_FACULTY_OR_DEPARTMENT»
«CONTACT_PERSON_IN_THE_SENDING_UNIVERSITY»
«CONTACT_PERSONS_POSTAL_ADDRESS»

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
Guida Online 2013/2014

Sistemi universitari italiani:

1. Corso di Specializzazione
2. Master 2° livello
3. Master 1° livello
4. Specialistica / Magistrale
5. Corso di Specializzazione
6. Altre opportunità di apprendimento
7. Sviluppo personale e professionale
8. Servizi per gli studenti
9. Servizi di ristorazione
10. Servizi ai disabili
Online guide 2013/2014

This is the homepage of the Online Services of the University of Trieste provided through the ESSE3 platform. From this page you can access information on the University and log-in to your personal area (“area riservata”) of ESSE3.

PLEASE NOTE: Due to a known bug, when using the Safari web browser for MAC and PC (versions 5.x.x and 6) you may experience problems navigating the personal area of ESSE3.

The Italian University System:
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

Enter the name (full or partial) of the teaching staff you are searching for

Teaching staff:

Enter the name (full or partial) of the course you are searching for

Course:

Search
COURSE UNIT CODE

**973SM - ASTROPHYSICS**

**Academic Year:** 13/2014

<table>
<thead>
<tr>
<th>Teaching staff</th>
<th>FABIO MARCROSSIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>First semester</td>
</tr>
<tr>
<td>Delivery method</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme</th>
<th>Study path</th>
<th>ECTS credits</th>
<th>Duration(h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SM23]</td>
<td>PHYSICS</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>

**Contents**


**Aims**

ASTROPHYSICS
NUMBER OF CREDITS

973SM - ASTROPHYSICS
Academic Year 2013/2014

Teaching staff: FABIO MARDIROSSIAN
Period: First semester
Delivery method:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Study path</th>
<th>ECTS credits</th>
<th>Duration (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SM2] PHYSICS</td>
<td>Astrophysics, Cosmology, Earth and Environmental Physics</td>
<td>6</td>
<td>48</td>
</tr>
</tbody>
</table>

Contents

ASTROPHYSICS KEY-WORDS: Astronomy - Astrophysica - Radiation - Stars - The Milky Way - Galaxies - Galaxy Systems
INTRODUCTION - SPHERICAL ASTRONOMY - CELESTIAL MECHANICS - PHOTOMETRIC CONCEPTS AND MAGNITUDES - RADIATION MECHANISMS (Short Accounts) - TEMPERATURES - STELLAR SPECTRA - BINARY STARS AND STELLAR PROPERTIES - STELLAR STRUCTURE (Short Accounts) - STELLAR EVOLUTION (Short Accounts) - VARIABLE STARS - THE INTERSTELLAR MEDIUM - STAR CLUSTERS AND ASSOCIATIONS - THE MILKY WAY - GALAXIES - GALAXY SYSTEMS: GROUPS, CLUSTERS, AND SUPERCLUSTERS - EXERCISES AND SEMINARS ON THE PROGRAM TOPICS

Aims

ASTROPHYSICS
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

<table>
<thead>
<tr>
<th>Table A2</th>
<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Choose an item.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Choose an item.</td>
<td></td>
</tr>
</tbody>
</table>
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

Per accedere:

**HAI le credenziali**

- Login

**NON HAI le credenziali**

- Registrazione

**PROBLEMI con le credenziali?**

Per problemi di credenziali (dimenticate, perso la password, ecc) consultate le pagine:

- www.units.it/credenziali

**Attenzione!**

Il sistema potrebbe non essere disponibile il mercoledì pomeriggio dalle ore 14:00 alle ore 17:00 circa per attività di manutenzione.

Potete inviare osservazioni e suggerimenti a: Helpdesk Esse3

©2008 University of Trieste

Informazioni aggiornate all'19.11.2013 alle ore 14:00

Plazze Europe 1 34127 Trieste, Italia - Tel. +39 040.558.7111 - P.IVA 00211350328 - C.F. 60613900324 - P.E.U. eterno@pec.units.it

28/02/2014
Guida Online 2013/2014

Sì, nella pagina principale della Guida Online di questo ateneo, da qui puoi raggiungere tutte le informazioni utili.

AVVISO:
Il browser Safari per Mac e PC, nelle versioni 5.x.x e 6, ha attualmente un bug che ostacola la navigazione nell'area privata del Websides.

Sistema universitario italiano:
Guest

Online guide 2013/2014

This is the homepage of the Online Services of the University of Trieste provided through the ESSE3 platform. From this page you can access information on the University and log in to your personal area ("area riservata") of ESSE3.

PLEASE NOTE: Due to a known bug, when using the Safari web browser for MAC and PC (versions 5.1.x and 6) you may experience problems navigating the personal area of ESSE3.

The Italian University System:
How to register for exams
<table>
<thead>
<tr>
<th>Attività didattica</th>
<th>Appello</th>
<th>Iscrizione</th>
<th>Descrizione</th>
<th>Sessioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILOLOGIA ROMANZA</td>
<td>10/06/2014</td>
<td>01/05/2014</td>
<td>prova unica</td>
<td>2013/2014</td>
</tr>
<tr>
<td>FILOLOGIA ROMANZA</td>
<td>08/07/2014</td>
<td>01/05/2014</td>
<td>prova unica</td>
<td>2013/2014</td>
</tr>
<tr>
<td>FILOLOGIA ROMANZA</td>
<td>02/09/2014</td>
<td>01/06/2014</td>
<td>prova unica</td>
<td>2013/2014</td>
</tr>
<tr>
<td>FILOLOGIA ROMANZA</td>
<td>23/09/2014</td>
<td>01/06/2014</td>
<td>prova unica</td>
<td>2013/2014</td>
</tr>
<tr>
<td>FILOLOGIA ROMANZA</td>
<td>13/01/2015</td>
<td>01/12/2014</td>
<td>prova unica</td>
<td>2013/2014</td>
</tr>
<tr>
<td>STORIA DEL LIBRO</td>
<td>19/03/2014</td>
<td>15/01/2014</td>
<td>Esame</td>
<td>2012/2013</td>
</tr>
<tr>
<td>STORIA DEL LIBRO</td>
<td>21/05/2014</td>
<td>01/04/2014</td>
<td>Esame</td>
<td>2013/2014</td>
</tr>
<tr>
<td>STORIA DEL LIBRO</td>
<td>25/06/2014</td>
<td>02/06/2014</td>
<td>Esame</td>
<td>2013/2014</td>
</tr>
<tr>
<td>STORIA DEL LIBRO</td>
<td>25/09/2014</td>
<td>01/07/2014</td>
<td>Esame</td>
<td>2013/2014</td>
</tr>
</tbody>
</table>
Registration exam date - Details of selected exam date

Teaching Activity: 403LM - STORIA DEL LIBRO
(available in degree programme Italian studies[LE60])

Exam date: Esame 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 for the lecturer:

Exam calendar

<table>
<thead>
<tr>
<th>Date - Time</th>
<th>Building and room</th>
<th># Reg.</th>
<th>Teaching staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/03/2014 10:00 - Esame</td>
<td>-</td>
<td>2</td>
<td>NUOVO ANGELA MARIA</td>
</tr>
</tbody>
</table>

Register for exam date >>
### Ambiente di test

#### UNIVERSITÀ DEGLI STUDI DI TRIESTE

#### Servizi on line

---

**Select evaluation questionnaire**

Evaluation questionnaires per 070FA - TOSSICOLOGIA DELLE SOSTANZE NATURALI

<table>
<thead>
<tr>
<th>Teaching Unit</th>
<th>Lecturer</th>
<th>Type of activity</th>
<th>Grouping</th>
<th>ECTS-credits</th>
<th>CFU</th>
<th>Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td>070FA: TOSSICOLOGIA DELLE SOSTANZE NATURALI</td>
<td>AURELIA TUBARO</td>
<td>Lezione</td>
<td>Nessun partizionamento</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Reserved area*
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!
Qualora si verifichino malfunzionamenti può trattarsi di un problema di compatibilità di browser e/o sistema operativo consulta prima il prospetto di logon e per sapere di più leggi le note tecniche.

<table>
<thead>
<tr>
<th>Informazioni sullo studente</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tipo di corso: Dottorato</td>
</tr>
<tr>
<td>Profilo studente: Studente Standard</td>
</tr>
<tr>
<td>Anno di Corso: 3</td>
</tr>
<tr>
<td>Data immatricolazione: 19/03/2010</td>
</tr>
<tr>
<td>Corso di studio: [9100] - POLITICHE TRANSFRONTALIERE PER LA VITA QUOTIDIANA</td>
</tr>
<tr>
<td>Ordinamento: [9100-25] - TRANSFRONTIER POLICIES FOR DAILY LIFE-POL.TRANSFRONTALIERE PER LA VITA QUOTIDIANA</td>
</tr>
<tr>
<td>Percorso di studio: [F50-2009] - comune</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Situazione iscrizioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anno accademico</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>2009/2010</td>
</tr>
</tbody>
</table>

**Nota:** Il documento sembra essere un screenshot di un sistema online della Università degli Studi di Trieste, riferito ad un utente con il codice MAT. 910025010. Le informazioni specifiche come tipo di corso, profilo studente, anno di corso, data di immatricolazione, corso di studio e ordinamento sono elencate. La tabella riporta also le situazioni di iscrizione con dettagli di anno accademico, corso di studio, anno, data, tipo di iscrizione e condizioni.
CLA – Courses of Italian

- FREE!! Courses of Italian
  - A2, B1, B2
- Placement test: Friday, 2nd 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
DEPARTURE

To the International Office of the
<NAMESPACE>NAME_OF_THE_SENDING_UNIVERSITY</NAMESPACE>
<NAMESPACE>SENDING_FACULTY_OR_DEPARTMENT</NAMESPACE>
<NAMESPACE>CONTACT_PERSON_IN_THE_SENDING_UNIVERSITY</NAMESPACE>
<NAMESPACE>CONTACT_PERSONS_POSTAL_ADDRESS</NAMESPACE>

I, undersigned ____________________________, declare that the student <NAMESPACE>NAME_OF_THE_STUDENT</NAMESPACE> <NAMESPACE>SURNAME_OF_THE_STUDENT</NAMESPACE> has regularly attended courses at the University of Trieste, according to the approved Learning Agreement, within the ERASMUS+ Study Programme in the academic year 2015/2016.

Trieste, ______________

Italian coordinator’s signature
and department seal

We confirm that the student <NAMESPACE>NAME_OF_THE_STUDENT</NAMESPACE> <NAMESPACE>SURNAME_OF_THE_STUDENT</NAMESPACE> 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 online 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. **Ticket**: 2,45-3,45
- Tuesday-Thursday: 9- a.m. **Ticket**: 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!!
Enjoy your exchange!