



Erasmus+

EXCHANGE STUDENT HANDBOOK  
MOBILITY FOR STUDY  
A.Y. 2022-2023



UNIVERSITÀ  
DI PARMA



[www.unipr.it](http://www.unipr.it)

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## INDEX

<b>YOUR EXCHANGE MOBILITY EXPERIENCE AT THE UNIVERSITY OF PARMA.....</b>	<b>5</b>
THE ACADEMIC YEAR AT THE UNIVERSITY OF PARMA.....	5
MOBILITY FOR STUDY EXCHANGE FRAMEWORKS .....	5
HOW TO CARRY OUT YOUR STUDY PERIOD.....	6
SOME USEFUL PRELIMINARY INFORMATION.....	6
<b>THE SERVICES FOR EXCHANGE STUDENTS AVAILABLE AT THE UNIVERSITY OF PARMA.....</b>	<b>7</b>
ACCOMMODATION .....	7
WEBINARS AND WELCOME DAY .....	7
THE ERASMUS STUDENT NETWORK – ESN ASSI PARMA.....	7
INTENSIVE AND EXTENSIVE COURSES OF ITALIAN LANGUAGE .....	8
MOBILITY TUTORS .....	8
AMBASSADOR IN PARMA PROJECT .....	8
SPORTS AND RECREATION AT THE UNIVERSITY OF PARMA .....	8
THE UNIVERSITY OF PARMA AND SUSTAINABILITY.....	8
UNIPR STUDENT CARD .....	8
<b>BEFORE YOUR ARRIVAL .....</b>	<b>9</b>
<b>HAVE YOU BEEN SELECTED FOR A STUDY PERIOD IN PARMA?.....</b>	<b>10</b>
HAVE YOU BEEN NOMINATED BY YOUR HOME UNIVERSITY?.....	10
COMING TO ITALY AS AN EU CITIZEN OR NATIONAL.....	10
COMING TO ITALY AS A NON-EU CITIZEN OR NATIONAL – VISA OR NOT? .....	10
INSURANCE.....	12
SARS-COV2 RESTRICTIONS.....	12
<b>APPLICATION DEADLINES AND PROCEDURES .....</b>	<b>13</b>
HOW AND WHEN TO APPLY .....	13
<b>THE LEARNING AGREEMENT FOR STUDY .....</b>	<b>16</b>
THE LEARNING AGREEMENT FOR ERASMUS+ STUDENTS.....	16
THE LEARNING AGREEMENT FOR ERASMUS+ ICM AND NON-ERASMUS+ STUDENTS.....	16
EXPLAINING THE LEARNING AGREEMENT FOR STUDIES.....	16
HOW TO FIND THE COURSE UNITS TO BE ADDED TO YOUR LEARNING AGREEMENT FOR STUDIES.....	16
USEFUL STEP-BY-STEP GUIDES TO FILL IN YOUR LEARNING AGREEMENT FOR STUDIES (LAS).....	17
CHANGES TO YOUR LEARNING AGREEMENT – THE “DURING THE MOBILITY” SECTION.....	18
REGISTERING YOUR LEARNING AGREEMENT FOR STUDIES IN THE UNIVERSITY SYSTEM .....	18
LEARNING AGREEMENT TIPS AND TRICKS .....	18
<b>PREPARING YOUR ARRIVAL AT THE UNIVERSITY OF PARMA .....</b>	<b>19</b>
ARRIVAL AT PARMA AND COURSES STARTING DATE .....	19
GRANT AGREEMENT .....	20
ACCOMMODATION SUPPORT.....	<b>ERRORE. IL SEGNAIBRO NON È DEFINITO.</b>
BOOK AN APPOINTMENT WITH THE ERASMUS AND INTERNATIONAL HOME STAFF .....	20
CHECKLIST .....	20
<b>DURING YOUR STAY .....</b>	<b>21</b>
<b>AT THE START OF YOUR MOBILITY.....</b>	<b>22</b>





YOUR FIRST MEETING WITH THE ERASMUS AND INTERNATIONAL HOME STAFF .....	22
BLENDED MOBILITY .....	22
COMPLY WITH RUNNING SARS-COV2 SAFETY PROCEDURES .....	22
MEDICAL ASSISTANCE .....	22
EU STUDENTS – TEMPORARY REGISTRATION AT THE TOWN REGISTRY .....	23
NON-EU VISA STUDENTS – THE RESIDENCE PERMIT .....	23
INTRODUCING THE UNIVERSITY DEPARTMENTS .....	23
THE UNIVERSITY OF PARMA E-TOOLS .....	24
<b>DURING YOUR MOBILITY .....</b>	<b>26</b>
ACCESSING CLASSROOMS .....	26
REGISTERING FOR AN EXAM .....	26
CHECKING YOUR RESULTS .....	26
EXTENDING YOUR EXCHANGE PERIOD AT UNIPR .....	26
REDUCING YOUR EXCHANGE PERIOD AT UNIPR .....	27
BLENDED MOBILITY .....	27
<b>AT THE END OF YOUR STAY .....</b>	<b>27</b>
<b>BACK HOME.....</b>	<b>29</b>
ONCE BACK AT YOUR HOME UNIVERSITY .....	30
RECOGNITION OF RESULTS AND GRADE CONVERSION.....	30





This Handbook is aimed for **Exchange Students** who carry out Student Mobility for Study at the University of Parma. Information for **Degree-Seeking Students** [is available here](#).

4 

Dear Exchange Student,

Congratulations on your mobility at the University of Parma. We are looking forward to having you as our Exchange Student!

The aim of this document is to provide you with guidance for the duration of the entire exchange period, starting with the Application procedures up to the Recognition of activities that you will carry out during your mobility at the University of Parma.

Here are some initial pointers:

- The staff operating at the International Relations Division of the University of Parma is in charge for dealing with any **administrative tasks**. The relevant staff may be contacted at one of the following e-mail addresses:

Student Mobility for Study: [incoming@unipr.it](mailto:incoming@unipr.it)

Student Mobility for Traineeship: [internship@unipr.it](mailto:internship@unipr.it)

- The [Departments' International Committees](#) are responsible for any **academic and didactic tasks**. Further support may be received by our Mobility Tutors, students like yourself who can give you practical information. To get in touch with a Mobility Tutor, please contact us via [email](#).
- **ERASMUS+ Mobility Students** can download [the ERASMUS+ App](#). The ERASMUS+ App provides support to ERASMUS+ mobile students participating in Higher Education studies, Higher Education traineeships, Erasmus Mundus, Vocational Education and Training and Youth exchanges before, during and after the experience.

This handbook offers you all the necessary information to apply at the University of Parma for the next 2022/2023 Academic year. The handbook contains hyperlinks to all the relevant pages and services. Read it on your laptop and simply click where you are asked to.

Enjoy your exchange period at the University of Parma!

The Incoming Mobility Staff



## YOUR EXCHANGE MOBILITY EXPERIENCE AT THE UNIVERSITY OF PARMA

Information on the University of Parma, the **general services** offered to our students, the City of Parma in terms of day-to-day living etc. is available in our [University of Parma - Brief Guide](#).

### The Academic Year at the University of Parma

Lectures normally begin in September/October and end in June. The academic year is structured in semesters and lectures are distributed over the two semesters. Each semester includes a teaching period (when classes take place) and then an evaluation period (when exams are held). Generally, each exam is held once, twice or three times per exam session, and students can sign up for the date they prefer.

The semesters are organized as follows:

- 1st Semester (September/October – January)
- 2nd Semester (February/March – June)

Detailed information specific for each Department is available on the [specific Departments websites](#), under the section “Teaching”/“Didattica”.

### Mobility for Study exchange frameworks

Your mobility to the University of Parma for study purposes may happen in one (one more than one) frameworks:

- **Mobility for Study under the ERASMUS+ Programme (SMS)** has a duration between 2 and 12 months. The Mobility Period may be complemented with a traineeship period. In the case of blended mobility, the minimum physical mobility duration period is 2 months. Short mobilities are allowed after consulting both home and host institutions.
- **Blended Intensive Programmes (BIP)** are a new opportunity offered under the ERASMUS+ Programme, including a virtual and a physical mobility period. The programme is jointly run by at least three universities from three ERASMUS+ eligible Countries, where learners come together. Learners can be either students or staff who go on a training activity.
- **International Credit Mobility (ICM) for Studies under the ERASMUS+ Programme** allows Partner Countries students to carry out Mobility Periods at the University of Parma. ICM mobility is active only in presence of collaborative projects between the EU and the non-EU partner institution(s). The details on this type of mobility may vary based on the Academic Year and the precise provisions of each partnership
- **Mobility for Study under the Overworld Programme** (exchange students from non-EU partner institutions). Students enrolled at non-EU partner institutions having a bilateral (non-ERASMUS+) agreement with the University of Parma may spend an exchange period at the University of Parma. Mobility may have a duration between 3 and 12 months.
- **Double Degree Mobility:** participating in a Double Degree programme is a high-grade study opportunity. Upon successful completion of the agreed study plans, the selected students will be awarded both the degree issued by their Home University and the corresponding degree issued by the University of Parma. The attendance of Double Degree programmes may happen in the framework of both the ERASMUS+ SMS and the Overworld programmes.





## How to carry out your study period

Both the study and traineeship exchange periods may be completed in different ways, according to personal, institutional, or circumstantial conditions. The University of Parma encourages, supports, and fosters the following mobility structures:

- **Physical Mobility:** physical presence at the University of Parma for the entire duration of the exchange period;
- **Online Mobility:** attendance of courses in virtual mode, without travelling from the Home Country to Parma;
- **Blended Mobility:** a mix between a Physical and Online Mobility; the student may choose to alternate between physical and online mobility, depending on personal preferences and possible mitigating factors.

Some limitations may be in place regarding the admissible types of mobility depending on the specific objectives of the exchange, as well as the provisions of the Mobility Programme under which the exchange is carried out.

## Some useful preliminary information

The first step when planning your mobility for study to Parma is to check the University of Parma's Course Catalogue and the Language Requirements to find the best fit for your academic career. Please follow the links below to our Information Sheets where you will find all the programmes available at our departments and the respective Language Requirements for each Department.

- [INFORMATION SHEET OF THE UNIVERSITY OF PARMA AND ITS DEPARTMENTS](#)

For details on the specific courses comprised in each Degree Programme, please follow the links below to consult the University of Parma's Course Catalogue.

- [FIRST AND SINGLE CYCLE DEGREE COURSES](#)
- [SECOND CYCLE DEGREE COURSES](#)

Bear in mind that each Course listed above comprises various Course Units; please note also that although the Course Unit titles are listed in Italian and English language, the language in which the course is taught is displayed at the top of the Course Unit description page.

[You can find further information and details on the University Website at this page](#), under the section dedicated to the Learning Agreement. Exchange Students may choose to attend courses from different Departments or Degree Courses, in accordance with their home university study plan and educational needs.





## THE SERVICES FOR EXCHANGE STUDENTS AVAILABLE AT THE UNIVERSITY OF PARMA

Of course, exchange students attending the University of Parma have the same rights (and duties) of regularly registered students. In force of this, the full list of all the services offered by the University of Parma is available in the University of Parma - Brief Guide (starting p.18) and at this link. Nonetheless, exchange students may have the need to take advantage from some services more than others. Therefore, please find below further information on useful services dedicated to Exchange Students:

### Accommodation

The [University of Parma's Center for Welcome and Inclusion](#) (Centro Accoglienza e Inclusione) supports students in finding accommodation by [providing free information on available housing opportunities](#). For any information or assistance requests, please contact [welcome@unipr.it](mailto:welcome@unipr.it).

The University of Parma is also partner of the [HousingAnywhere](#) network, the international student-to-student housing platform. The platform allows students to search and book rooms rented by outgoing students or verified private landlords in Parma.

### Webinars and Welcome Day

The Erasmus and International Office organizes a series of [online meetings](#) to help nominated students prepare for the exchange period in Parma. These events take place twice per year, before each semester: a summer iteration for the Full Year and 1<sup>st</sup> Semester Exchange Students, and a winter iteration for the 2<sup>nd</sup> Semester Exchange Students. Please find below the main topics that are covered:

- Introduction to UNIPR
- Application process and Learning Agreement
- Introduction to Departments and Departmental Coordinators
- Visa information
- Services and facilities (Accommodation, Italian Language Courses, Erasmus Student Network, etc.)

The specific calendar of events is also sent to the nominated students by e-mail.

A [Welcome Day](#) is organized at the beginning of each semester, as a great opportunity to meet in person (or online, depending on the current anti-COVID19 provisions). The University of Parma's International Office and its partners present some of the key aspects regarding the mobility in its administrative and practical aspects. The specifics are sent to the exchange students by e-mail.

### The Erasmus Student Network – ESN ASSI Parma

[ESN ASSI Parma](#) is a student association made up by volunteers who are mostly former Erasmus students. ESN offers welcoming activities, information, and support to exchange students in Parma, by fostering their integration, helping them with their university networking and encouraging a constant social and cultural exchange with Italian students. Through its collaborations at national and international level, ESN-ASSI Parma helps in terms of coordination with activities of other Universities associations in Italy and abroad.

For more information about ESN ASSI Parma, contact: [parma@esn.it](mailto:parma@esn.it);





## Intensive and extensive courses of Italian Language

A base knowledge of Italian language is strongly recommended (and required), especially if the course units you wish to attend are taught in Italian (please, refer to the [Info Sheet of each Department](#) to find the minimum level of Italian/English knowledge required). Improving your Italian language portfolio should start well before your arrival at Parma, but also while in Parma you can increase your knowledge of Italian. The University of Parma offers Italian Language courses at 3 different levels. Students must take an entry test at the beginning of each semester to understand their language level and allocate them to the adequate language course.

Information and instructions on the specifics and the technical detail of the test is sent to the exchange students by e-mail. Further information on the Italian Language Courses is [available at this link](#).

## Mobility Tutors

Mobility Tutors are students from each Department, available to help exchange students with practical advice in their day-to-day activities, such as issues regarding courses and respective venues, didactic materials, exam registration etc.

To get in touch with the Mobility Tutors, please contact us at [incoming@unipr.it](mailto:incoming@unipr.it) or contact the professors of the Department's International Committee.

## Ambassador in Parma Project

The Ambassadors Project is a peer-to-peer activity that gives exchange students the chance to speak about their own University to their Parma colleagues. Simply put, the incoming student becomes the "Ambassador" of their Home University in Parma.

Exchange Students will be invited to participate in this project during their stay in Parma via email.

## Sports and recreation at the University of Parma

**The University of Parma's Sports Centre (CUS)** located at the Campus, offers a wide range of structures, activities, services, and disciplines available to students and staff. Any further information may be obtained through direct contact with the [Sports Centre office](#) or visiting [the CUS website](#).

## The University of Parma and sustainability

The University of Parma has a strong focus on sustainability from several perspectives: from the environment to human rights, social welfare etc. Further information is available [on the dedicated website \(in Italian language\)](#).

## UNIPR Student Card

The University of Parma's Student Card, in collaboration with the Credit Agricole Bank, is a multiservice card: it can be used as a personal identification badge, for access to the University services, and upon request as a rechargeable debit card linked to a bank account. By using the UNIPR Student Card, students can get preferential rates and discounts in many stores, cinemas, theatres etc. Within two months since your arrival at Parma, you will receive an e-mail from [incoming@unipr.it](mailto:incoming@unipr.it) to inform you that your Student Card is ready for pick-up in our Office (Piazzale San Francesco, 2). Further information is available on the [webpage dedicated to the Student Card](#).







# BEFORE YOUR ARRIVAL





## HAVE YOU BEEN SELECTED FOR A STUDY PERIOD IN PARMA?

We are very happy to become aware that you have been selected to spend a mobility period for study as exchange student at the University of Parma. The International Relations Division – Erasmus and International Home staff is at your disposal to help you through all the steps required to facilitate your experience. The following instructions are aimed to clarify what you are asked to do.



### Have you been nominated by your home University?

As a starting point, please remember that your mobility can be approved only if your home university has nominated you as exchange student to this University. This procedure is usually carried out by the international relations office of your institution. Once the University of Parma receives your nomination, we will contact you directly via e-mail providing you will all the necessary instructions on the application procedure, also described below.

### Coming to Italy as an EU citizen or national

As a EU-citizen or national, you may freely travel to Italy without submitting any request for a visa.

### Coming to Italy as a Non-EU citizen or national – visa or not?

Independently from the Exchange Programme your mobility period is part (ERASMUS+, Overworld or any other), non-EU citizens and nationals may need a visa to enter Italy and, once in Italy, they must apply for a residence permit for their stay in Parma as exchange students. To find out if you need a Visa, you are invited to enter this [link](#) and take the survey to obtain a quick answer on what you need to enter Italy.

Visa exceptions are possible in the following cases:

- Non-EU citizens already in possession of a long-term residence permit for the Schengen Area issued by an EU Country. Please contact the Italian Consulate or Embassy at your country of residence.
- Non-EU citizens exempt from Visa obligations and whose stay in Italy is shorter than 90 days.

If you are required to apply for a Visa, please remember that you must also submit your pre-application request through the [Universitaly portal](#) (Ministry of Higher Education and Ministry of Foreign Affairs joint platform for non-EU nationals).

The most common cases and the procedure are the ones summarised here below:





Any further case or doubt can be cleared off by visiting the Foreign Affairs [portal available here](#).

In case you are required to **fill the University pre-application**, please find a [step-by-step University application guide here](#).

When filling out your pre-application, you will need to provide the following documents:

- Copy of passport
- Learning Agreement signed by all three parties (see the [section of this Handbook dedicated to the Learning Agreement](#)).





Once the University pre-application has been submitted, provided that everything is in order, our Office will check your application and accept it. After authorising your pre-application, both you and the competent Italian Embassy/Consulate will receive the Academic Eligibility that will confirm that you have been accepted as exchange student. At this point, you can book an appointment with the competent Italian Embassy/Consulate to apply for a visa.

Should the competent Italian Embassy/Consulate request additional documents or information, please contact us via email at [incoming@unipr.it](mailto:incoming@unipr.it).

Once in Parma, in addition to the above procedures and documents carried out during the Welcome Meeting for all exchange students, please find below the specific procedures and documents applicable to non-EU exchange students:

- You will receive the kit to request the Residence Permit – if applicable to your case.
- Employees will assist you in making an appointment with our collaborators who will help you in preparing your Residence Permit application documents.
- Remember that you must **apply for your Residence Permit within 8 days** from your entering the Schengen area (see the specific section below).

## Insurance

All exchange students are required to start their mobility period in Parma having running insurance policies covering:

- health;
- civil liability

for the whole duration of their mobility period. Usually, ERASMUS+ exchange students are covered by their home Universities insurance policies.

**EU citizens and nationals** typically have their own European Health Insurance Card (TEAM), issued by the student's home country, which gives the right to access to state health assistance to foreign citizens from other EU countries under the same conditions and same costs as to the citizens of the host Country.

**Non-EU citizens and nationals** need a dedicated health insurance policy covering the whole duration of their stay. The insurance may be issued either at their home country or immediately upon their arrival in Italy. Foreign citizens who hold a Residence Permit or who have applied for a residence permit (application sent through the post) can enrol the [National Health Insurance Service - SSN](#) by contacting the [local ASL office](#). Said enrolment has a fixed annual cost and offers all the services provided by the SSN as offered to Italian citizens. Please note that the Italian SSN enrolment is valid for one calendar year (Jan 1<sup>st</sup> to Dec 31<sup>st</sup> of the same calendar year) and cannot be fractioned. In case of pending conditions, the University of Parma may help to obtain the necessary insurance policies.

Please find here below some helpful links:

- [European Health Insurance Card - EHIC](#)
- [Urgent and necessary treatment in Italy](#)

Be advised that in case of **internships or practical activity in Medicine or health-related disciplines**, exchange students must submit **additional insurances and vaccinations** ([please refer to the Department of Medicine and Surgery Information Sheet](#)).

Please consult your Home University for further information regarding this aspect.

## SARS-COV2 restrictions

As of 1 April the coronavirus State of Emergency – running in Italy from the 31<sup>st</sup> January 2020 – ends. At the time of writing this Handbook, we cannot predict rules that will apply in the future, but we expect that Covid-19 will still affect our lives.





To correctly plan your arrival and stay in Italy, in accordance with the latest anti-Covid-19 measures, please check:

- The anti-Covid-19 provisions in your country,
- The anti-Covid-19 provisions in Italy,
- The anti-Covid-19 provisions of your Home University,
- The anti-Covid-19 provisions of the University of Parma.

It is very important to verify any specific provisions on the things to do before traveling to Italy and upon/after your arrival. The [official Viaggiare Sicuri website](#) provide further information and constant updates.



It is also essential that you consult [the University of Parma's COVID-19 Information for Students](#) where you will find all the practical information on the functioning and activities at our university in the context of COVID-19.

## Other travel restrictions

If you are coming from an area affected by ongoing conflict, please, inform us immediately at [incoming@unipr.it](mailto:incoming@unipr.it) and make sure to consult your Embassy/Consulate about the safest way to plan your upcoming mobility.

## APPLICATION DEADLINES AND PROCEDURES

This section provides guidance to help you complete your application procedure at the University of Parma as an exchange student.

### How and when to apply

Considering your nomination as already completed by your home university, be informed that our Application Procedure consists of **4 main steps**:

- Online registration.
- Application.
- Documents' upload.
- Complete registration with other required documents – if applicable.

**Please keep in mind that steps A to C must be completed respecting the given deadlines (depending on the duration and/or the period of your stay in Parma):**

1ST SEMESTER AND FULL YEAR MOBILITY		2ND SEMESTER MOBILITY	
Application opening	Application Deadline	Application opening	Application Deadline
May 1 <sup>st</sup> 2022	June 15 <sup>th</sup> 2022	November 1 <sup>st</sup> 2022	November 30 <sup>th</sup> 2022

**Students coming from non-EU Countries (even if participating in the ERASMUS+ Programme) must first complete their pre-application through the [Universitaly portal](#). Please refer to the [dedicated section above](#).**

What do you need to complete the application process?

- A laptop connected to the Internet.
- A digital copy of a valid ID document.
- The "[step-by-step Application guide](#)", containing screenshots and visual guidance. We highly recommend following this Guide closely, to avoid mistakes that might compromise the success of your application.
- Connecting to the following page: <https://unipr.esse3.cineca.it/Home.do>

**Please make sure to take note of every username/password and related information that you will be assigned.**

**A short summary of the application steps is reported here below:**



## Step A – Online registration to the University of Parma system

Step A consists in the personal registration to the university student database. Basically:

1. Follow this link <https://unipr.esse3.cineca.it/Home.do>. Click the “Hamburger Menu” (tree white lines) on the top-right, then select “Registrati/Accedi”. On the following page, again, click on the green button “Registrati”.
2. After completing the registration, you will receive an e-mail with a validation code: copy and paste the validation code on the application page, in the field “Validation code”.
3. Enter your personal data in the mandatory fields. Make sure that you insert correctly the data mentioned on your ID card/passport (in case your ID document has no expiration date, you can insert 01/01/2030).

## Step B – Application

- After completing Step A, you may now proceed with your registration as an Exchange Student.
- After logging in to the system, in the *Hamburger Menu* on the top right of the page click “International Mobility” and then “Application form for incoming students”.
- Click the (blue) button “Application Form for Incoming Students” at the bottom of the page.
- Select the Programme from the available list. Depending on your exchange programme:

Category	To do:
ERASMUS+ STUDENTS (KA131)	Select the UNIPR Department where you will be assigned to, and the study programme/field.
NON-ERASMUS STUDENTS – OVERWORLD	Select “Accordi internazionali”, valid for all study areas and all Departments.
ERASMUS+ ICM/KA171 STUDENTS	Select “Accordi internazionali”, valid for all study areas and all Departments.
DOUBLE DEGREE	Select “Double Degree Programme”

- Check the data on the recap and, if correct, click on “Forward”.
- Insert your **planned** dates of arrival and departure. Insert the expected duration of your mobility and indicate the Period of Study (first semester, second semester or Full Year); click Forward.
- The system will display a recap of the inserted data. Double-check the data, and if correct, click Forward.
- On the next page, you can “Print” the Application Form: by clicking Print at the bottom of the screen, the system will generate and download a 2-page PDF document with all the information that you have inserted.
- Complete the information on page 2 (sending institution data, study level and mobility period, accommodation request) and sign the document, then scan it.

## Step C – Documents’ upload

- In the *Hamburger Menu* on the top right click “Registrar’s Office” and then “Documents Uploaded”.
- Click “Inserisci Allegato” (upload document)
- You are required to upload the following **mandatory** documents:
  - Valid ID card or passport for EU Students /Valid Passport for non-UE students.
  - Learning Agreement signed **at least** by yourself and the Coordinator of your Home Institution.
  - Declaration of language competence (level required depends on Department)
  - Completed and signed Application Form
  - Additional documents required DEPENDING ON YOUR SPECIFIC CASE/STATUS – see below:

Category	Description	Compulsory
Documents for Medical Students	- Official up-to-date Transcript of Records, issued by your Home Institution’s Registrar’s Office	YES, if applicable



<b>Documents double students for degree</b>	<ul style="list-style-type: none"><li>- Certificate of Registration at home University</li><li>- If applying for a First Cycle Degree: High School Diploma certificate.</li><li>- If applying for a Second Cycle Degree: Bachelor's Diploma Supplement.</li><li>- Official up-to-date Transcript of Records, issued by your Home Institution's Registrar's Office</li></ul>	YES, if applicable
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Medicine students must send via e-mail their vaccination documents to [Servizio di Medicina Preventiva](#) (Preventive Medicine Service):

- [Vaccination certificate](#)
- Covid vaccination certificate
- Details regarding: degree course to be attended, planned arrival date.

Employees of the Preventive Medicine Service will contact you at your arrival to plan your medical check-up and obtain the *nulla osta* (clearance) to access hospital wards.

**After the Application Procedure deadline (15<sup>th</sup> June or 30<sup>th</sup> November, respectively for first semester/full year and second semester applications), our Office will proceed with a verification of all the uploaded documents. We will send you an email to confirm that your application has been completed correctly. In case of any missing documents or errors, we will inform you of the issue and ask you to provide the required documents or correct the data at hand.**

## Step D – Registration completion

### Uploading your personal photograph

To complete your registration, our Office will contact you directly with a request to upload a personal photograph into the student database. The uploaded photo will be used to issue your [UNIPR Student Card](#). To complete this step, you must:

- Have a photo like the one you have on your ID card/passport in **.jpg** format;
- Login to [Esse3](#) and go to “Home”;
- Click “Foto”; click the blue button “Upload photo”; choose the file and “Upload”. Should you have any difficulties, please refer to the [step-by-step tutorial](#).

### Obtaining a Codice Fiscale (Italian Tax Identification Number)

Non-Italian citizens residing (even temporarily) in Italy for purposes other than tourism are asked to obtain an [Italian Tax Identification Number \(Codice Fiscale - CF\)](#). The Tax Identification Number (CF) is a personal identification code that must be used for several duties and services (i.e.: apartment lease agreement, health insurance, opening a bank account, buying a phone SIM card etc.).

During Step A of the application procedure, the system has automatically generated a temporary CF for you, **which has no validity for any purposes** other than the registration to the Unipr system.

You can request your **official Italian CF** in two ways:

- **EU Citizens** can obtain the CF through our Office. Once the Application Procedure has been completed, you will receive an e-mail from our Office asking to fill out and send us a scan of the CF Request Form (Modello AA4/8), together with a copy of your Personal Identification Document (Passport or ID Card).
- **Non-EU Citizens** can request the CF at the competent Embassy/Consulate together with the visa application (once issued, please send us a copy via e-mail at [incoming@unipr.it](mailto:incoming@unipr.it)). Should this not be possible, please refer to the procedure as mentioned above for EU students – bear in mind that as **additional documents**, we will need a copy of your **Passport** and **visa**.





## THE LEARNING AGREEMENT FOR STUDIES

Before preparing your Learning Agreement, please read the [ERASMUS+ guideline on how to use the Learning Agreement](#) by the European Commission.

The **Learning Agreement for Studies (LAS)** is the document that establishes your study plan during your mobility period at the University of Parma and the courses to be recognised at your Home University at the end of your mobility.

### The Learning Agreement for ERASMUS+ students

The new Erasmus Without Papers protocols (EWP) for ERASMUS+ students are currently being implemented by several European universities. As a consequence, identifying the correct platform to be used in filling this document is an important and delicate step. After consulting with your home university, please consider that the University of Parma accepts the following formats:

- [Online Learning Agreement \(OLA\)](#) web platform. This European platform allows you to prepare the document and receive comments, approvals, and signatures online, in accordance with the [Erasmus Without Paper](#) standards.
- Digital versions supported by your home university's online platform.
- Paper versions of the Learning Agreement sent via e-mail to [incoming@unipr.it](mailto:incoming@unipr.it). In case you opt for this version, you may find a [Word version available at the dedicated webpage](#).

### The Learning Agreement for ERASMUS+ ICM and non-ERASMUS+ students

Non-ERASMUS+ students and ERASMUS+ ICM students may provide their learning agreement:

- [In paper version, available here](#). Once filled and signed, you may send it to [incoming@unipr.it](mailto:incoming@unipr.it);
- In other formats made available by your home university.

### Structure of the Learning Agreement for studies

Any version of the Learning Agreement for Studies (LAS) is divided into 3 main sections: **Before**, **During** and **After the Mobility**.

- The "Before the Mobility" section is dedicated to your planned programme of study before the start of the mobility period.
- The "During the Mobility" section is used to make any changes or amendments, if needed, to the previous study plan.
- The "After the Mobility" section should be filled out by a professor at the end of your mobility and should report the results of your exams and activities. In any case, do not forget that the International Relations Division will provide you a "Transcript of Records" containing the list of passed exams and grades awarded.

Each section has a table for courses at the Receiving Institution (Table A), a table for courses at the Sending Institution (Table B) and a table for signatures by you (the exchange student), the reference Professor at the Sending Institution and the reference Professor at the Receiving Institution.

### How to find the course units to be added to your Learning Agreement for Studies

Please find below some **useful links and resources** that you will need when filling out the Learning Agreement:

- [FIRST AND SINGLE CYCLE DEGREE COURSES](#)
- [SECOND CYCLE DEGREE COURSES](#)
- [List of the UNIPR courses available for exchange students](#) – this Excel file, published every summer, recaps important information on courses for A.Y. 2022/2023, such as:





- Department where a course is offered
- Name of the course
- Course code and credits
- Name of the professor that holds the course.
- [List of UNIPR courses taught in English for the A.Y. 2022/2023](#)

To choose courses you can also use the following online **tool**:

- [Web Page to Search UNIPR Course units: Ricerca Insegnamenti](#)

17 

Bear in mind that although the Course Unit titles available at the links above are listed in Italian and English language, respectively, this is not a reference to the language in which the course is taught.

Exchange Students may choose to attend courses from different Departments or Degree Courses.

## Useful step-by-step guides to fill in your Learning Agreement for Studies (LAS)

### For ERASMUS+ exchange students:

- Go to the [Online Learning Agreement platform](#).
- Use the [Guide to fill in the OLA that you can find on the page Forms and guides for incoming exchange mobility](#)
- You must register (registration is sometimes completed by the student's Home Institution), enter the information regarding the Home and Host Universities, and finally, choose your courses.
- Add the names and contacts of professors – Responsible Person – that will approve and sign your Learning Agreement.
- As soon as you sign the document, your Home Institution Responsible Person will be notified and able to sign the document (pending verification);
- Once signed by her/his part, the Host Institution Responsible Person will be notified and able to sign it (pending verification);
- Send the document to [incoming@unipr.it](mailto:incoming@unipr.it) once signed by all three parties. We will register your courses and you will be able to join courses/lessons and take exams.

### For non-ERASMUS+ exchange students (OVERWORLD)

- Download the [form of the Learning Agreement](#)
- Use [Guide to fill in the Learning Agreement that you can find on the page Forms and guides for incoming exchange mobility](#)
- Fill out the document choosing the respective courses.
- Sign the document, scan it, send it via e-mail to the Home Institution Responsible Person for her/his signature (pending verification);
- Once signed by the Home Institution Responsible Person, forward the document to the Host Institution Responsible Person. Pending verification, she/he will accept and sign it.
- Send the document to [incoming@unipr.it](mailto:incoming@unipr.it) once signed by all three parties. We will register your courses and you will be able to join courses/lessons and take exams.





## Changes to your Learning Agreement – The “During the Mobility” section

The Learning Agreement for Studies can be changed generally only **once per semester** by using the specific section for changes – the “During the Mobility” part.

The **deadline** for any changes to the Learning Agreement during the **first semester is October 31<sup>st</sup>**.

The **deadline** for any changes to the Learning Agreement during the **second semester is March 31<sup>st</sup>**.

When preparing the “During the Mobility” section, you must maintain the same modality ([online](#) or paper-based) as the “Before the Mobility” section.

In the “During the Mobility” section, you must list **ONLY courses you want to ADD and courses you want to DELETE or CHANGE** from the “Before the Mobility” section. You should not include courses that you want to keep or confirm.

You also must provide a reason for any changes: a reference list is available on the last page of the Learning Agreement, where you can find further instructions.

The procedure for submitting the “During the Mobility” section is like the one “Before the Mobility”. Once signed by everyone, the student should download the PDF from the platform (if applicable) or scan the paper-based LAS (if applicable) and send it to [incoming@unipr.it](mailto:incoming@unipr.it), **respecting the deadlines mentioned above**.

Bear in mind that **you can make 1 change to the Learning Agreement per semester**. Therefore, **full year exchange students can make changes twice per mobility**: if you have already presented a change at the end of October, you can present another “During the Mobility” change made by the end of March.

## Registering your Learning Agreement for Studies in the University System

Once your Learning Agreement is approved by all the responsible parties – **in order of signature**:

- 1) You
- 2) Your home university coordinator
- 3) The University of Parma coordinator,

all the course units approved will be added to your personal ESSE3 profile by the International Relations Division staff.

You will not be able to register/sign up for the exam and take the exam if the specific course unit is not registered in your personal profile. Therefore, it is very important to send your approved Learning Agreement for Studies (both Before the Mobility and, if applicable, the During the Mobility section) to [incoming@unipr.it](mailto:incoming@unipr.it) in due time and keep us informed with any updates in the meantime.

## Learning Agreement tips and tricks

As required by the ERASMUS+ Programme, the ECTS guidelines and the national regulations on higher education (CFU credits workload), you can plan a **maximum of 30 credits per semester** (some margin of tolerance may be accepted by the Department Coordinator). Please check what is the minimum number of credits to be acquired during your mobility with your Home University. **With reference to the Italian credit system, please remember that 1 CFU = 1 ECTS.**

- While preparing your study plan at the University of Parma, remember:
  - **You can choose course units from different Departments** – but be aware that the Learning Agreement has to be approved by your Academic Coordinator, meaning that you must choose subjects coherent with your home university study plan;
  - Bachelor students (1st cycle) can select only course units from first-cycle degree courses;
  - Master students (2nd cycle) can select courses from second-cycle degree courses or lower study cycles (First-cycle level);



- You can choose subjects from Degree courses offered and administered directly by the University of Parma (not inter-university degree courses administered from partner Universities);
- Should you wish to study and research for your **thesis work (dissertation, or final project)**, you must identify a local supervisor. The local supervisor will work with and assist you in developing your project and will evaluate you at the end of the exchange period. A local supervisor can be identified by contacting a Department Coordinator. Please remember that your Learning Agreement must still be signed by a member of the Department International Committee, meaning that, in the end, you might have one professor as a supervisor and one professor as the Responsible Person that will sign your Learning Agreement.
- Should you wish to add a **traineeship** activity to your Mobility for Studies, you must find a tutor: you can choose any professor at the University of Parma, he/she will work with you to develop your project and will evaluate you at the end of the period. Please remember that your Learning Agreement must still be signed by a member of the Department International Committee, meaning that, in the end, you will have one professor as a Traineeship Tutor and one professor as a Responsible person that will sign your Learning Agreement.
- When filling out this general information (in the first table) and the table of signatures (at the bottom of each section), please **note the difference** between **Contact** person and **Responsible** Person:

<b>CONTACT PERSON</b>	Head of the International Division (Administration)	Dr. Alessandro Bernazzoli Head of International Division Phone: +39.0521.904203 E-mail: <a href="mailto:incoming@unipr.it">incoming@unipr.it</a>
<b>RESPONSIBLE PERSON</b>	The professor that will approve your Learning Agreement (Academic Part)	Please identify your <b>Department Coordinator from THIS LIST</b>

- When preparing your Learning Agreement, **PLEASE NOTE THE DIFFERENCE** between:
  - Component/Insegnamento
  - Module/Modulo

The Component may be made up by 2 or more Modules: usually the University of Parma allows you to choose only one Module out of the entire list of Modules. You can discuss this with your Academic Coordinator.

- In case of queries or doubts on didactic matters, you can contact the [Academic Coordinators](#) of the main Department or the main area of your studies. You also have our Mobility Tutors at your disposal – for further information contact us at [incoming@unipr.it](mailto:incoming@unipr.it).

## PREPARING YOUR ARRIVAL AT THE UNIVERSITY OF PARMA

Once you have completed the Application Procedures and prepared your Learning Agreement for Studies – Before the Mobility section, it's time to prepare your arrival to Parma.

### Arrival to Parma and courses' starting dates

When choosing the **date** of your arrival, please take into consideration the following details:

- **Lectures starting date.** Each University Department decides its lectures starting date. The International Relations Division usually receives confirmation of these dates at the beginning of August. In the meantime, you can refer to the Academic Calendar of the previous Academic Year, [available under the section "Didattica" of the Departmental websites](#).
- **Accommodation:** if you still need to find accommodation, be aware that you may need some extra days for this purpose before starting your lectures.





- Any **Entry Tests** required by a course – such as the Italian Language Course. Keep in mind, however, that many entry tests can/should be taken online.
- **Self-Isolation/Quarantine** period: depending on your specific case and the current anti-COVID19 measures in place at the moment of your arrival, bear in mind that you may need to do a self-isolation period upon your arrival.
- **Welcome Day**: should you wish to attend our [Welcome Day](#), please plan your arrival accordingly. Welcome Day participation is not compulsory, though highly recommended.



**Online Mobilities** are, of course, a bit easier to plan in terms of logistics (accommodation, logistics, specific dates etc.). However, please make sure you plan your mobility, accordingly, taking into consideration any entry tests and dates of beginning of courses.

## Grant agreement

If you participate in certain projects, you may attend the University of Parma as exchange student receiving a grant from our side (ERASMUS+ ICM projects coordinated by the University of Parma, other projects offering grants). In this case, you will be asked to sign a grant agreement with the University of Parma containing information regarding the amount of the grant, the methods of payment, the conditions applied to the grant payment, and other details. If you are an exchange student receiving financial support from the University of Parma, you will receive **an e-mail from our Office** ([incoming@unipr.it](mailto:incoming@unipr.it)) containing all the information necessary to finalise this particular aspect.

Book an appointment with the Erasmus and International Home staff **For physical mobilities**, once you've scheduled your travel dates, [book an appointment with the Erasmus and International Home](#) (select "Arrival meeting for incoming students") right after your arrival, to take care of your arrival paperwork and receive all the information you need to start your mobility on the right foot.

Usually the appointment is in person at the Erasmus and International Home (Piazzale San Francesco, 2), but you can request your arrival meeting to be online by specifying it in the "notes" field of your appointment booking. In this case, you will receive an e-mail with an online meeting invitation for the day and time of the appointment.

For **virtual and blended mobilities**, as soon as you decide the starting date of your exchange period, book an online appointment (see above) with the Office staff by filling the "[Prenotazione Appuntamento](#)" form on the online tool Agenda Studenti.

**Depending on potential future COVID-19 restrictions**, appointments may be limited to online mode.

## Pre-arrival checklist

Before your arrival in Parma, please check the following:

- Complete your application form
- Learning Agreement for Studies
- Check your Insurance/Health Insurance
- Get information about your accommodation
- Schedule a meeting with the Erasmus and International Home staff (book on "[Prenotazione Appuntamento](#)")
- **For Medicine and Surgery students only** – Prepare your Vaccination Certificate
- **For non-EU students and nationals** – Obtain your visa
- **Check latest SARS-COV2 running protection measures** in both your home Country and Italy.





# AT YOUR ARRIVAL AND DURING YOUR STAY





## AT THE START OF YOUR MOBILITY

### Your first meeting with the Erasmus and International Home staff

At your first meeting, be sure that you have your ID card, a copy of the arrival certificate required by your Home University (if they require a specific form), and some proof of the date of your arrival in Italy (such as a plane ticket, highway pass or other).

During the meeting, we will check your documents and provide you with:

- your personal Matriculation Number;
- your UNIPR e-mail address;
- your Certificate of Arrival/Starting of Online Exchange;
- you will be added to the MS Teams group for incoming students, where you will find useful documents and tutorials;
- your Confirmation of Arrival document (for physical mobilities): in case you want to buy a season ticket at the local bus company, you can have discounts by showing this certificate.

**If you are an ERASMUS+ ICM exchange student**, we will help you fill out a form with your personal bank details where we will pay your Erasmus scholarship. In order to avoid international bank fees and speed up the money transfer to your account, we will provide assistance in opening an Italian bank account; a few days after your arrival you will receive the 1<sup>st</sup> instalment of your scholarship.

### Blended mobility

For **Blended Mobilities** starting as Online Mobility then concluded as Physical mobility, you will have to book 2 appointments with our Office: one at the beginning of your online mobility, and one at the beginning of your physical mobility.

In case you want to pursue first a physical mobility followed by an online mobility, you must book only the Welcome Meeting at the beginning of your physical mobility, and then inform our Office when starting your online mobility.

### Compliance with running SARS-COV2 safety procedures

Remember to be fully compliant with running COVID regulations. Our Office will provide you with all necessary updates.

### Medical assistance

**EU Students** may avail themselves of their European Health Insurance Card (TEAM), issued by their home country, which gives right to state health assistance to foreign citizens from other EU countries under the same conditions and same costs as to the citizens of the host Country.

The card allows for medical visits and prescriptions from doctors associated with the National Health Service.

To choose your doctor, you DO NOT have to request a doctor (MEDICO CURANTE). You can contact whatever doctor's office you like. You can find a [list with the available doctors here](#).

For further information please visit the [Health Ministry Portal](#).

**Non-EU students** need a health insurance policy for the duration of their stay, issued either before departure or immediately upon their arrival in Italy. Foreign citizens who hold a Residence Permit or who have applied for a residence permit application can enrol in the [National Health Insurance Service - SSN](#) by contacting the [local ASL office](#). Said enrolment has a fixed annual cost and offers all the services provided by the SSN as offered to Italian citizens. Please note that the SSN enrolment is valid for one calendar year (Jan 1<sup>st</sup> to Dec 31<sup>st</sup> of the same calendar year) and cannot be fractioned.



## EU students – Temporary registration at the town registry

EU Students are to request [temporary registration in the town records](#) (Attestato di Iscrizione Allo Schedario Della Popolazione Temporanea) at the offices of the Municipality of Parma:

DUC Direzionale Uffici Comunali – Largo Torello de Strada n. 11/A – Parma

For this procedure, you will need the following documents:

- request form;
- identity card or passport;
- student card or certificate of enrolment at the University of Parma;
- self-declaration of sufficient financial coverage;
- European Health Insurance Card (EHIC);
- Fiscal Stamp - *Marca da bollo* (€16).

The request can be submitted at any time from the beginning of your stay, within 3 months from your arrival. Further information [is available here](#).

## Non-EU (visa-holding) students – The residence permit

**Non-EU students** who need a visa for their stay in Parma and must apply for a Residence Permit, must do so **within 8 days from their entering the Schengen Area**. The first step in the application procedure is to send the application to the Questura di Parma through the Post (for which the student may need to make an appointment at the post office). The whole procedure costs around €120.

The documents required for the Residence Permit Application are as follows:

- Residence Permit Kit (application module);
- a copy of your passport;
- declaration of hospitality (suitability of accommodation)
- an official document certifying your enrolment at the Italian University you are going to attend (e.g., for exchange students, a copy of our acceptance letter for visa, approved and stamped by the Italian Embassy/Consulate of your Country of residence);
- a copy of your Accident and Health Insurance Policy, which must be valid in Italy and cover the whole duration of your stay;
- proof of sufficient financial coverage for your stay in Italy and your journey (e.g.: copy of your bank statement or study grant with monthly amount).

Upon your arrival, the Erasmus and International Home staff can help you prepare your Residence Permit application. You will receive the Residence Permit Application Kit, assistance in filling it out and assistance in preparing the support documents to your application listed above.

Once you have submitted your application, you must send a copy of the Receipt (issued at the moment of application) to the Erasmus and International Home and then a copy of the Residence Permit card, as soon as you get it.

## Getting to know your University Department

The International Committee of each University Department will hold an introductory meeting at the beginning of each semester. This meeting may be either online or physical, depending on the current SARS-COV-2 restrictions. You will receive an induction on courses, exams (when and how to register), how to get courses' notes and materials etc. You may also get in touch with the professors teaching the courses you have chosen to get more details about the courses' contents and the related exams. In case you selected only one (or few) modules of a whole Component, please make sure to communicate this to the competent professor.







## The University of Parma E-Tools

The University of Parma uses several e-tools for students, namely:

- Elly ProForm;
- Agenda Studenti;
- UniprMobile APP;
- ESSE3;
- Microsoft Teams.

All the E-Tools above can be easily managed through the personal UNIPR e-mail address ([name.surname@studenti.unipr.it](mailto:nome.surname@studenti.unipr.it)) you are going to receive when completing your matriculation. The Erasmus and International Home staff organizes a series of online meetings during the period of expected arrivals (September and February/March) to show exchange students how these e-tools work and how to use them.

### MS Teams

Microsoft Teams is a collaboration app that helps teams to stay organized and have conversations—all in one place. Inside the channels, we can have on-the-spot meetings, have conversations, and share files. Further information on [Microsoft Teams is available here](#).

At the beginning of each Academic Year, our office creates a specific MS Teams group for incoming students and trainees. You will be added to this group as soon as you have enrolled our University. You can access the group by logging in on MS Teams with your institutional UNIPR e-mail address and password (*name.surname@studenti.unipr.it*).

On the Incoming Mobility Students Team, you can find different channels and files: tutorials, welcome kit, useful documents. Important updates from our Office will be posted on the wall.

### ELLY

ELLY is the virtual platform where you find notes and teaching materials of courses uploaded by your professors.

Each Department has its own specific Elly section. Please check the Department Website for any further information.

You can access ELLY with your institutional UNIPR e-mail address and password ([name.surname@studenti.unipr.it](mailto:nome.surname@studenti.unipr.it)).

### AGENDA STUDENTI + UNIPR MOBILE APP

The [Agenda Studenti - Students' Web Agenda](#) and the [UNIPR Mobile App](#) have been introduced in the A.Y. 2020/21. You can use these two platforms to find the Lessons Timetable, Exams Calendar, Rooms Occupation and so on. To use the two apps, you need to register first.

### ESSE3 – Your personal E-Secretariat for exams registration and much more

ESSE3 hosts your official personal profile at UNIPR. Your personal page contains your study plan (Learning Agreement) and everything else related to your temporary career at the University of Parma.

You may use this platform to:

- check your exams
- register/sign up for exams. This procedure is mandatory and allows professors to record online the results of all the exams that you have successfully passed. Please remember that failed exams are usually **NOT** registered in the system. **In case you wish to save the failed grade, please inform the professor immediately after taking the exam;**
- retrieve the results of the taken exams.

To access, you have [to login here](#) with your institutional UNIPR e-mail address and password ([name.surname@studenti.unipr.it](mailto:nome.surname@studenti.unipr.it)).







On ESSE3, you can also check if your UNIPR **study plan** matches with your Learning Agreement: log into ESSE3 and go to the section "CAREER >> Exams". Bear in mind that if you have chosen a specific single **Module** which is part of a bigger integrated course, you will not see the specific module on your list of courses but only the main Component (Integrated Course).





## DURING YOUR MOBILITY

During your stay, you may need to extend or reduce your Mobility; in case of Blended mobility, you could arrive or leave Parma during of your exchange without interrupting your mobility; bear in mind that this may result in the necessity to change your Learning Agreement.

### Accessing classrooms in case of Covid restrictions

26

Depending on the current SARS-COV-2 restrictions, some classroom access restrictions may apply. In case such a condition should occur, you will be asked to use the [UniPR Mobile](#) app or the webpage [Agenda Studenti](#) to reserve your seat. In such a case, print (in PDF) the booking receipt (Carta di Accesso) and bring it with you to access the classroom (you will need to present it to access the premises). Courses will be also available online on MS Teams and Elly.

### Registering for an exam

Login to your personal page of ESSE3 with your UNIPR username and password; from the hamburger menu select “Exams”, then “Exam sessions” and find the exam you want to take - click “Registrati”. If the procedure is completed, you will see a green “tick” - checked. For each exam, you will have to **complete a short quality survey**, as well. Bear in mind that you will only be able to register for exams that show as Blue open Book. In Exams under the “Booking Notice Board” you will find a recap of your booked exams.

### Registering for a partial exam

Login to your personal page of ESSE3 with your UNIPR username and password. From the hamburger menu select Exams, then “Partial exams” and find the partial exam you want to take – click “Registrati”. Once the procedure is completed, you will see a green “tick” - checked.

For each exam, you will have to complete a short quality survey, as well. Bear in mind that you will only be able to register for exams that show as Red open Book.

In Exams under the “Booking notice board” you will find a recap of your booked exams. To have your partial exam registered on Esse3, you must sign up for the official exam of the same subject.

### Checking your results

If you have taken a written exam, you can check results by logging into your personal page of ESSE3. Insert your UNIPR username and password, from the “Hamburger Menu” select Career, then Exams: here you will find all your grades.

### Exams evaluation

Be aware that the grading system of Italian universities adopts a 1-to-30 grading scale, with 18/30 set as “Pass” threshold.

Sometimes courses may report “Idoneo/Adequate” or “Frequentato/Attended”. This is because some courses, in force of national regulations, do not foresee a grade award but only an attendance condition (frequentato/attended) or a simple “pass” (Idoneo/adequate) grade.

Internships – for study mobilities – may be evaluated either on a 1-to-30 grading scale or may report “Idoneo/Adequate” or “Frequentato/Attended”.

### Extending your exchange period at UNIPR

You can extend your exchange period up to 12 months (in accordance with the amount of the ERASMUS+ scholarship and the total duration of your mobility). For this procedure, [download our form](#), fill in and sign the document and submit it to the Coordinators at the Home and Host University for their signatures. Once the document is signed by all three





parties, send it to our Office ([incoming@unipr.it](mailto:incoming@unipr.it)); if you extend your exchange for another semester, you may have to make a change to your Learning Agreement (see section “[Changes to the Learning Agreement](#)” for details).

## Reducing your exchange period at UNIPR

Should you wish to shorten your exchange mobility period, please bear in mind that you must respect the minimum mobility duration requested by the Exchange Programme.

You must inform the professors that signed your Learning Agreement and get their acceptance; then write to [incoming@unipr.it](mailto:incoming@unipr.it) to inform the office.

Go to “[At the end of your stay](#)” section to get information on how to close your mobility.

## Blended mobility

If you wish to alternate between online and physical mobility (or vice-versa), you have to respect rules of your Home University and rules of UNIPR: please follow the instructions below carefully.

### ONLINE TO PHYSICAL BLENDED MOBILITY

Once you completed the Online component of your mobility and when initiating your Physical Mobility to UNIPR, please refer to the section “[At the Start of Your Mobility](#)” of this Handbook and follow all the instructions indicated for physical mobility students on Covid-19 procedures, Accommodation, Insurance, Visa and Residence Permit (if applicable) and other important procedures.

When starting your Physical Mobility to UNIPR, you will receive the “Certificate of Blended mobility – part 2” that will report both the date of beginning of online activity and the date of your physical arrival. We will send this Certificate to your Home University, as well.

### PHYSICAL TO ONLINE BLENDED MOBILITY

Please send us an email to [incoming@unipr.it](mailto:incoming@unipr.it) informing us that you are concluding your physical mobility and continuing your mobility online. There is no need to book an appointment at the Erasmus and International Home. You just need to send us a proof of your departure (boarding pass, train ticket, highway ticket, etc). You will receive the appropriate certificate that will report the date of your physical departure.

You will continue your activities virtually.

Later, to close officially your exchange period at UNIPR, you will have to send an e-mail to [incoming@unipr.it](mailto:incoming@unipr.it) to inform us that you have completed your activities. Therefore, you will receive the appropriate certificate that will report the date of your physical departure, as well as the final date of the online part.

## AT THE END OF YOUR STAY

You have concluded your mobility period. You have to inform the Erasmus and International Home: you can [book an appointment through Agenda Studenti](#) and come physically **or** send an e-mail to [incoming@unipr.it](mailto:incoming@unipr.it). In either case, we will give you precise instructions on how to close your mobility.

- we will ask you to double check your academic results: you will receive a document that recaps your results at UNIPR – please make sure all the information is correct (make sure that there is nothing missing) and look out for technical errors or typos. Should all the information be correct, please provide our Office with a confirmation. Should there be incorrect information, please report promptly to our Office;
- In case you have done **thesis work**, ask your supervisor to prepare a document that reports the dates, activities, number of hours, credits, and evaluation; the document has to be signed and dated; you can send it to us by e-mail to [incoming@unipr.it](mailto:incoming@unipr.it);





- In case you have done a **traineeship/internship** in addition to your mobility for study, ask your tutor to prepare a document that reports the dates, activities, number of hours, credits and evaluation; the document has to be signed and dated; you can send it to us by e-mail to [incoming@unipr.it](mailto:incoming@unipr.it);
- In case you have done any kind of **extra activity**, (i.e. seminar, convention etc.) ask the professor/tutor to prepare a document that reports the dates, activities, number of hours, credits and evaluation; the document has to be signed and dated; you can send it to us by e-mail to [incoming@unipr.it](mailto:incoming@unipr.it);
- **ADE**: Students may register, take the course and get a few credits for some courses from the Department of Medicine – the so-called *Attività Didattiche Elettive (ADE)* short courses; in case you took an ADE, you should have received a certificate that you have to send to our Office. We will add the ADE code and its credits on your study plan; you will have to deliver the certificate/s to your International Office or Coordinator who will recognise your credits;
- **ICM students** will receive the final payment of the scholarship, in accordance with their actual mobility period in Parma;
- **Double Degree** students must contact the Registrar's Office of their Department to pursue the procedures connected to the [achievement of their Study Title at the University of Parma](#);

28

Finally, check your documents and make sure that all the Learning Agreements you used before and during your stay are signed by three parties.

Each student will receive the Certificate of Attendance that reports the start and end dates of their mobility; this document will be sent to their Home University, as well.

When leaving Italy, non-EU students must have on them the original documents related to their stay in Parma (visa, Residence Permit etc.). They may be asked to show these documents by the Border Police.





# BACK HOME





## Once back at your home university

Within five weeks from the registration of the grade of your last exam (make sure to inform us as soon as possible), the University of Parma will issue your Transcript of Records related to the activities and results achieved during your mobility. The Transcript of Records will contain the grades and credits for all the exams you have taken at UNIPR.

We will send your Transcript of Records to both you as our mobility student, as well as your Home University, via email.

ERASMUS+ students may also be asked to complete a survey to evaluate their mobility experience. This survey is managed by your Home Institution.

## Recognition of results and grade conversion

The Recognition of your activities and results obtained during your mobility at the University of Parma will be done by your Home University, based on your Transcript of Records and in accordance with your Learning Agreement – Before the Mobility and, if applicable, your Learning Agreement – During the Mobility.

As to grade conversion, the University of Parma adheres to the [EGRACONS system](#). If the exchange student's Home Institution does not use the EGRACONS conversion tool, a paper version of the ECTS grade-conversion for the University of Parma is [available at this link](#).

Thank you for choosing the University of Parma as destination of your exchange experience.

## Contacts us

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