



Erasmus+

EXCHANGE STUDENT HANDBOOK

MOBILITY FOR STUDY

A.Y. 2023-2024



UNIVERSITÀ DI PARMA



www.unipr.it

Università degli Studi di Parma | via Università, 12 - 43121 Parma

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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](#).





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 the following e-mail address:

Student Mobility for Study or Traineeship: incoming@unipr.it

- The [Departments' International Committees](#) are responsible for any **academic and didactic tasks** (including evaluation and approval of Learning Agreements).
- Further support may be received by our [mobility tutors](#), students like yourself who can give you practical information.

[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 your exchange period of study. The handbook contains hyperlinks to all the relevant pages and services. Read it on your laptop and simply click to open pages and documents directly.

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](#) (please note that this document is updated in June-July).

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 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”. An extract is published on our webpage as soon as it’s available.

Mobility for Study exchange frameworks

Your mobility to the University of Parma for study purposes may happen in one of these 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;
- **Blended Mobility:** a mix between a physical and online mobility; the student may choose to alternate between physical and online mobility, depending on availability of eligible activities, and personal preferences.

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 about [Academic Offers for exchange students](#), under the section dedicated to the Learning Agreement.

Exchange students can choose courses from other departments, provided that 1- the most credits are obtained in their nomination department, and 2- student's Learning Agreement is approved by the Reference professor here in Parma (when courses are in more than one department, the professor that signs the Learning Agreement needs to get the approval from the professor in the other department(s))



THE SERVICES FOR EXCHANGE STUDENTS AVAILABLE AT THE UNIVERSITY OF PARMA

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 Brief Guide](#) (starting p.18). Nonetheless, exchange students may have the need to take advantage of 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 information on available [housing opportunities](#). For any information or assistance requests, please find useful [guide here](#).

For any question please contact them at welcome@unipr.it.

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 1st Semester Exchange Students, and a winter iteration for the 2nd 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. 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;



Intensive and extensive courses of Italian Language

A base knowledge of Italian language is strongly recommended (and often 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.

Students must take an entry test at the beginning of each semester to understand their language level and be allocated to the adequate language course. The University of Parma offers Italian Language courses at 3 different levels.

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 Course.](#)

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 [find their contact on the University website](#) 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 (including access to library and canteen discounts), 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 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 [dedicated webpage](#).





BEFORE YOUR ARRIVAL



Have you been selected for a study period in Parma?

We are very happy to hear 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 need 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.

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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

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.

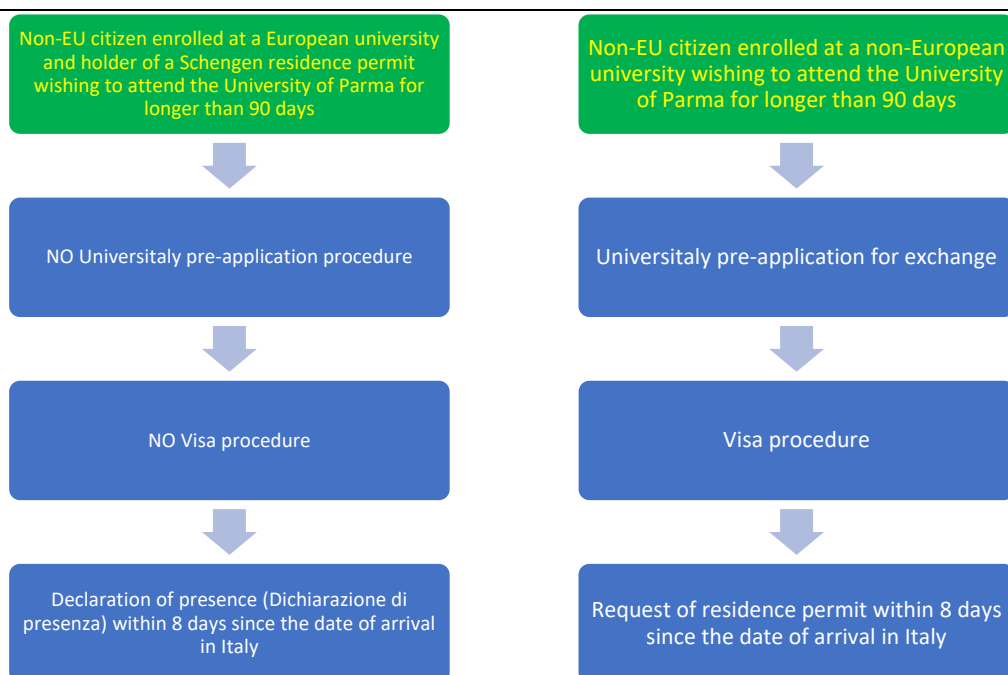
Visa exceptions are possible in the following cases:

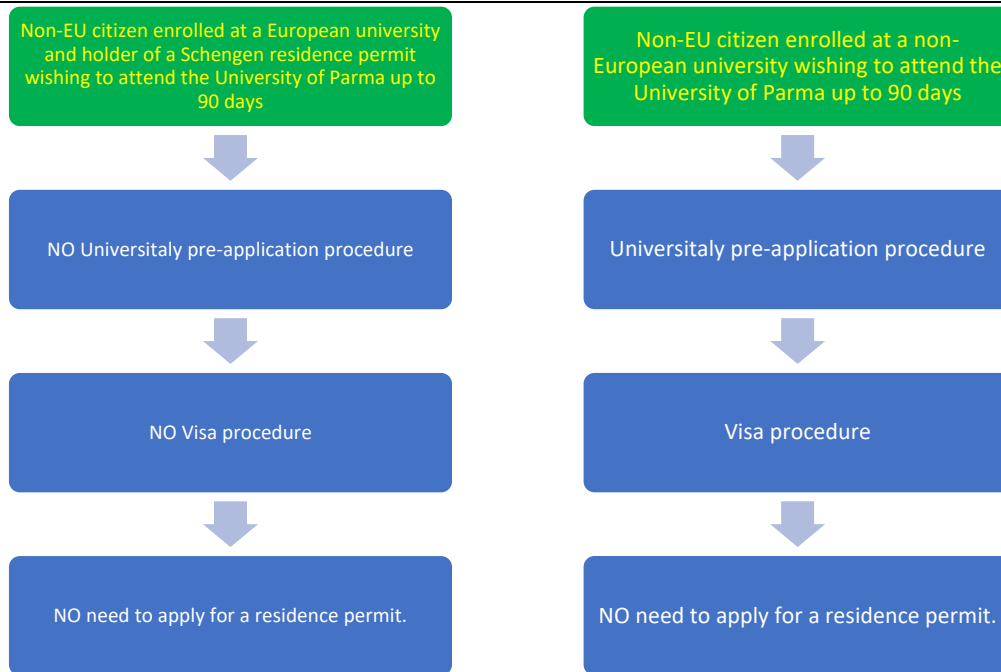
- Non-EU citizens already in possession of a long-term residence permit for the Schengen Area issued by an EU Country. Please contact the Italian Consulate or Embassy at your country of residence.
- Non-EU citizens exempt from Visa obligations and whose stay in Italy is shorter than 90 days.

It is still highly recommended that you check with your Italian Embassy/Consulate of reference whether you need a visa to enter Italy.

If you are required to apply for a Visa, please remember that you must also submit your pre-application request through the [University 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 follow the [Registration guide to University](#) for exchange students.

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

- Copy of passport
- Learning Agreement
- Proof of student grant or status (emitted by your university)

Once the University pre-application has been submitted, [please inform our offices immediately](#). We will check your application and approve it if everything is correct. Please note that **we can only approve your University pre-application once your Learning Agreement is signed by all three parties** (see the [section of this Handbook dedicated to the Learning Agreement](#)).

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 ask you for additional documents or information, please contact us via email at incoming@unipr.it.

Once in Parma, **non-EU exchange students** must **apply for a Residence Permit within 8 days** from 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.

EU citizens and nationals typically have their own [European Health Insurance Card \(EHIC\)](#), 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 can enrol in the [National Health Insurance Service - SSN](#) by contacting the [local ASL office](#). This 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 1st to Dec 31st 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 1st April the coronavirus State of Emergency – running in Italy from the 31st 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 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

After you have been nominated, you can proceed with the 4 main steps of the Application Procedure:

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

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

| 1 st SEMESTER AND FULL YEAR MOBILITY | | 2 nd SEMESTER MOBILITY | |
|---|-----------------------|-----------------------------------|---------------------------|
| Application opening | Application Deadline | Application opening | Application Deadline |
| May 1 st | June 15 th | November 1 st | November 30 th |

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 (front and back).
- The “[Application Procedure for Incoming Students](#)”, 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.

This is short summary of the application steps:

Step A – Online registration to the University of Parma system

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

- Follow this link <https://unipr.esse3.cineca.it/Home.do>. Click the “*Hamburger Menu*” (tree white lines) on the top-right, then select “*Registrali/Accedi*”. On the following page, again, click on the green button “*Registrali*”.
- 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”.
- Enter your personal data in the mandatory fields. Make sure that you insert the information mentioned on your ID card/passport **exactly as shown in your document**. In case your ID document has no expiration date, you must insert 01/01/2030.

Step B – Application

- After completing Step A, you can 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+ (OVERWORLD) STUDENTS | 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” |

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- Check the data on the recap and, if correct, click “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 must “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. Save this document, you will need it.
- Complete the information on page 2 (sending institution data, study level and mobility period, accommodation request) and sign the document, then scan it. In case you do not have a scanner, take a clear photo, well readable in good light conditions, and save it as PDF.

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.
 - 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 |
|---|---|
| Documents for Medical Students | - Official up-to-date Transcript of academic records, issued by your Home Institution’s Registrar’s Office |
| Documents for double degree students | - Certificate of Registration at home University - If applying for a First Cycle Degree: High School Diploma certificate. - If applying for a Second Cycle Degree: Bachelor’s Diploma Supplement. - Official up-to-date Transcript of academic records, issued by your Home Institution’s Registrar’s Office |

Medicine students must also send their **vaccination documents** via e-mail to Servizio di Medicina Preventiva (Preventive Medicine Service): [Vaccination certificate for medical students.pdf \(unipr.it\)](#)

- [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 (15th June or 30th 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 information you provided.

Step D – Registration completion

Uploading your personal photograph

The uploaded photo will be used to issue your [UNIPR Student Card](#). To complete this step, you must:

- Have a passport size photo (3x4) 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](#).

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Obtaining a Codice Fiscale (Italian Tax Identification Number)

Non-Italian citizens residing in Italy (even temporarily) 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.) and it is **required in order to complete your registration as student of the University of Parma**.

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). 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 [guidelines on how to use the online learning agreement for studies](#) carefully.**

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. Therefore, identifying the correct platform to be used in filling this document is an important and delicate step.

The University of Parma accepts the following LA 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/EWP versions supported by your home university’s online platform.
- Paper versions of the Learning Agreement. In case you opt for this version, you may find a [Word version available at the dedicated webpage](#).

We do NOT accept Learning Agreements via email. Please [follow the instructions in the dedicated section to send us your Learning Agreement](#).



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](#).

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” is equivalent to the “Transcript of Records” that the International Relations Division will provide you by 5 weeks after your departure, containing the list of passed exams and grades awarded.

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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 (Responsible Person) at the Sending Institution and the reference Professor (Responsible Person) 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, 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](#)

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

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

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**. This information is available in the detail of each course unit.

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

IMPORTANT: Please note that the course code, course name and number of credits MUST be corresponding; otherwise, it will not be possible to register for the exam corresponding to the course.

Who will approve your Learning Agreement?

While completing your Learning Agreement you are asked to indicate Contact person and Responsible person.

Contact person is the administrative person from the International office of the University of Parma while the **Responsible person** is the professor in charge to evaluate and approve your Learning Agreement:

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



| | | |
|--|--|--|
| | | |
|--|--|--|

Submitting your Learning Agreement for evaluation and approval

There is no deadline to submit your Learning Agreement (Before the Mobility section), but **your acceptance to the University of Parma will only be finalized once your Learning Agreement has been completed and approved by all parties**, so it's best to submit your Learning Agreement for evaluation and approval as soon as possible.

In any case, your Learning Agreement **MUST** be complete and approved by the time you arrive in Parma.

If you have used OLA or another EWP (Erasmus Without Paper)-compliant platform (that is, is all three signatures can be collected through the platform), you need to notify the International Relation Division staff at incoming@unipr.it once your Learning Agreement is complete and approved by all parties.

If you have used any other format to create your Learning Agreement, you must first acquire the signatures of Student (you) and Responsible Person at the Sending Institution, then you must upload it following the correct link depending on your destination Department:

| Department | Link to upload your LA |
|--|---|
| Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali (Department of Humanities, Social Sciences and Cultural Industries) | Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali |
| Dipartimento di Giurisprudenza, Studi Politici e Internazionali (Department of Law, Politics and International Studies) | Dipartimento di Giurisprudenza, Studi Politici e Internazionali |
| Dipartimento di Ingegneria e Architettura (Department of Engineering and Architecture) | Dipartimento di Ingegneria e Architettura |
| Dipartimento di Medicina e Chirurgia (Department of Medicine and Surgery) | Dipartimento di Medicina e Chirurgia |
| Dipartimento di Scienze Chimiche, della Vita e della Sostenibilità Ambientale (Department of Chemistry, Life Sciences and Environmental Sustainability) | Dipartimento di Scienze Chimiche, della Vita e della Sostenibilità Ambientale |
| Dipartimento di Scienze degli Alimenti e del Farmaco (Food and Drug Department) | Dipartimento di Scienze degli Alimenti e del Farmaco |
| Dipartimento di Scienze Economiche e Aziendali (Department of Economics and Management) | Dipartimento di Scienze Economiche e Aziendali |
| Dipartimento di Scienze Matematiche, Fisiche e Informatiche (Department of Mathematical, Physical and Computer Sciences) | Dipartimento di Scienze Matematiche, Fisiche e Informatiche |
| Dipartimento di Scienze Medico Veterinarie (Department of Veterinary Science) | Dipartimento di Scienze Medico Veterinarie |

- If your Learning Agreement is correct, the International Relations Division will notify you and send the signed copy.
- If your Learning Agreement needs correction, you will be contacted by the responsible person with directions.

You will not be able to register/sign up for the exam and take the exam if the corresponding course unit is not registered in your personal profile. Course units are registered by the International Relations Division. 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 **in due time** and keep us informed with any updates in the meantime.

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

The Learning Agreement for Studies can be changed, if needed, 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 31st**.

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

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 the same as the one “Before the Mobility”.

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” made by the end of March.

Learning Agreement tips

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 responsible person). 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 responsible person, 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:

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

- 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**. You can discuss the possibility of taking some Modules and not others with your Academic Coordinator.

In the case you are going to take a module, you must indicate in your Learning Agreement both Component AND the Module selected.

For example: Component: 1000725 Tecnologia Farmaceutica/Laboratorio di Preparazioni Galeniche – Module: 1000729 Laboratorio di Preparazioni Galeniche - 5cfu

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.

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

ERASMUS+ students coming to the University of Parma generally receive a grant agreement from their Home Universities.

However, if you participate in certain projects, you may attend the University of Parma as exchange student receiving a grant from the University of Parma (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) 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.

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

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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
- **For Medicine and Surgery students only** – send your Vaccination Certificate to relevant office
- **For non-EU students and nationals** – Obtain your visa appointment in due time
- **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

When you come to 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. We will then provide you with:

- your personal Matriculation Number;
- your UNIPR e-mail address;
- your Certificate of Arrival
- 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.

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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. A few days after your arrival you will receive the 1st 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.

EU students – Temporary registration at the town registry

EU Students are to request [temporary registration in the town records](#) (richiesta 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 (available in the dedicated webpage);
- 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);

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](#). Procedure is free if you apply for the “**attestato di ricevuta** della richiesta di iscrizione nello schedario della popolazione temporanea”.

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, Visa and entry stamp;
- declaration of hospitality (suitability of accommodation) or rent contract copy
- 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).

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Upon your arrival, the Erasmus and International Home staff can help you prepare your Residence Permit application.

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. 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) 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 groups and classes 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 (after the appointment with our office). 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).



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.

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You may use this platform to:

- check your exams and grades
- 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](#)).

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.

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.

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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 indicates courses that can only be graded as pass/fail.

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

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).

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).

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 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.

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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 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.

Health care for exchange students

If during your stay in Italy you should need medical assistance, you can access various services provided by the National Health System based on your citizenship and needs.

You can find information on [this web page](#).



At the end of your stay

You have concluded your mobility period. You have to inform the Erasmus and International Home by sending an e-mail to incoming@unipr.it.

These are the steps to closing your mobility:

Transcript of Records:

- we will ask you to **double check your academic results** (exams and grades) on Esse3. Should all the information be complete, please contact our Office and request your Transcript of Records;
 - **IMPORTANT:** If the registration of a passed exam is missing, it will be your responsibility to contact the professor to obtain the registration and recording on your profile.
 - You will need to notify the incoming office when all your exams are properly registered on your profile in order to receive the Transcript of Records.
- In case you have done **thesis work** and this is not recorded in Esse3, 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 have to send it to us by e-mail to incoming@unipr.it;
- In case you have done a **traineeship/internship** and this is not recorded in Esse3, 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 have to send it to us by e-mail to incoming@unipr.it;
- In case you have done any kind of **extra activity**, (i.e. seminar, convention, ADE – Attività Didattiche Elettive, etc.) and this is not recorded in Esse3, 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 have to send it to us by e-mail to incoming@unipr.it;
- **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](#) **at least 2 months before their departure**.

Closing your mobility:

- You need to send your departure ticket to incoming@unipr.it, together with your home University's Certificate of Attendance form (if they have one). We will then send you your **Certificate of Attendance** that reports the start and end dates of their mobility; this document will be sent to your Home University, as well.
- **ICM students** will receive the final payment of the scholarship, in accordance with their actual mobility period in Parma;
- Finally, check your documents and make sure that all the Learning Agreements you used before and during your stay are signed by three parties.

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 e-mail.

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:

International Relations Division
Erasmus and International Home
P.le San Francesco, 2 – 43121 Parma



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