



Erasmus+

# EXCHANGE STUDENT HANDBOOK

## MOBILITY FOR STUDY

A.Y. 2026-2027



# UNIVERSITÀ DI 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 Welcome, Mobility and International Students Unit 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](mailto: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.

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.

We look forward to welcoming you for 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 (start: September/October – end: January)
- 2nd Semester (start: February/March – end: 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 or KA171** 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.

- [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 "[educational offer](#)".

Exchange students **can choose courses from other departments**, provided that:

- the most credits are obtained in their nomination department;
- student's Learning Agreement is approved by the Responsible 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 Responsible 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 Welcome, Mobility and International Students Unit 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](mailto:welcome@unipr.it).

### Webinars and Welcome Day

The Welcome, Mobility and International Students Unit organizes a series of **in person meetings during arrival period** to help the students to prepare for the exchange period in Parma and show the administrative service and university application.

Please find below the main topics that are covered:

- Introduction to UNIPR
- Registration process and Learning Agreement changes
- Introduction to Departments and Departmental Coordinators
- Introduction to course and exams registration and selections
- Visa information
- Services and facilities (Accommodation, Italian Language Courses, Erasmus Student Network, etc.)

A [Welcome Day](#) is organized at the beginning of each semester, as a great opportunity to meet in person. During the event, the incoming staff and its partners present some of the key aspects regarding the mobility and useful information to enjoy the time in Parma. The specifics are published and 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 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. Access to the Italian language courses are through the entry test.

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.](#)

The courses dedicated to Exchange students are:

- Lingua Italiana Per Stranieri I > 1006315 (4 CFU)
- Lingua Italiana Per Stranieri II > 1006321 (4 CFU)
- Lingua Italiana Per Stranieri III > 1006583 (4 CFU)

## 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 one month since your final registration, you will be contacted from the relevant office to inform you that your Student Card is ready for pick-up and you will receive the instruction for collecting your student card.

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 incoming staff – Erasmus and International Home 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.

You are welcome to visit the website for latest updated information: [Before the mobility](#).

## 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 we receive your nomination at [incoming@unipr.it](mailto:incoming@unipr.it), we will contact you directly via e-mail at the opening of the application period, providing you will all the necessary [instructions on the application procedure](#).

## 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. In this case, you will be required to make the [presence declaration](#).

Non-EU citizens who are exempt from a tourism Visa for stays of less than 90 days are **not exempt** from study requirements; a study/traineeship Visa is mandatory.

**In case of any doubt it is highly recommended that you check with your Italian Embassy/Consulate of reference whether you need a visa to enter Italy.** In order to know at which Italian Consulate/Embassy you will have to apply for your Visa, check <http://vistoperitalia.esteri.it/home/en#BMTitolo>

In order to start your Visa process, you will need to send an email to [incoming@unipr.it](mailto:incoming@unipr.it) with the following information:

- A spreadsheet, [available here](#), filled in with all the required data and saved **as an Excel file**;
- A clear **PDF copy of your passport**.

Please write in the heading of the e-mail: **“Visa letter request”**

After receiving your file and passport copy, we will send an official letter to you (via e-mail) and to the competent Italian Consulate/Embassy indicated by you in the form. Please note that it could take us around 2-3 weeks to complete this procedure.

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).



Upon your arrival in Italy, you will have to apply for the Italian Residence Permit (compulsory for stays that exceed a period of 90 days).

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).

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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](mailto: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](#)).

## **Health 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 1<sup>st</sup> to Dec 31<sup>st</sup> of the same calendar year) and cannot be fractioned. The people registered with the National Health Service are issued with a health card. For foreigners the health card has the same duration of the residence permit. This document is individual and serves to access the medical assistance (for example, medical examinations, analyses, hospitalizations). At the time of registration, the person chooses the family doctor or paediatrician. It is necessary to contact [the Sportelli unici/CUP](#) of the District of residence with a personal identity document, a residence permit (or a document proving that the citizen is waiting for his or her issue or renewal), a self-certification of residence.

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.

### Presence declaration

If you are a **non-EU citizen already in possession** of a long-term residence **permit** for the Schengen Area issued by a EU country, you will be required to make the presence declaration. Within 8 days of entering Italy, you must go to the Questura di Parma, Borgo della Posta, 14. Opening is at 9 am.

Bring the following documents with you:

- A document proving entry into Italy (airplane ticket, train ticket, or other)
- Completed Presence Declaration form (not signed)
- A copy of the Passport and the original
- A copy of the foreign residence permit and the original
- A copy of the medical insurance (or EHIC card)
- Accompanying letter issued by Erasmus and International Home
- Hospitality Declaration\*, or rental contract, completed by the accommodation owner, stamped by the Police Headquarters

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\*You must submit the hospitality declaration from the accommodation owner or the person hosting you within 48 hours of entering the accommodation, at the URP of the [Police Headquarters](#) in Parma, at B.go della Posta, 14 (Hours: Monday to Friday 9 am-12 pm, Thursday 9 am-5 pm).

Documents to bring with you:

- Completed Hospitality Declaration form by the accommodation owner or the person hosting you (2 signed original copies)
- Copy of their identity document (declarant)
- Copy of your identity document (guest)

### 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

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

- A. Online registration.
- B. Application.
- C. Sending of application documents
- D. Complete registration with other required documents – if applicable.

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 <sup>st</sup> Semester And Full Year Mobility		2 <sup>nd</sup> Semester Mobility	
Application opening	Application Deadline	Application opening	Application Deadline
May 1 <sup>st</sup>	June 15 <sup>th</sup>	November 1 <sup>st</sup>	November 30 <sup>th</sup>

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

What do you need to complete the application process?

- A laptop connected to the Internet.
- A PDF copy of a valid ID document (front and back).
- **Download, read, and carefully follow the instructions provided in the file:** “[Application procedure for incoming students step by step](#)”, containing step-by-step screens. Without consulting the guide, it is very easy to make mistakes that could 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 “Registrazione/Accedi”. On the following page, again, click on the green button “Registrazione”.
- 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:
<b>ERASMUS+ STUDENTS (KA131)</b>	Select the UNIPR Department where you will be assigned to, and the study programme/field.
<b>NON-ERASMUS+ (OVERWORLD) STUDENTS</b>	Select “Accordi internazionali”, valid for all study areas and all Departments.
<b>ERASMUS+ ICM/KA171 STUDENTS</b>	Select “Accordi internazionali”, valid for all study areas and all Departments.
<b>DOUBLE DEGREE</b>	Select “Double Degree Programme”

- 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 – Sending of application documents

- You are required to send the following **mandatory** documents at [incoming@unipr.it](mailto:incoming@unipr.it) :
  - PDF of 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
<b>Documents for Medical Students (humane)</b>	Official up-to-date Transcript of academic records, issued by your Home Institution’s Registrar’s Office
<b>Documents for double degree students</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 academic records, issued by your Home Institution’s Registrar’s Office</li> </ul>

**Medicine students** must also send their **vaccination documents** via e-mail to Servizio di Medicina Preventiva (Preventive Medicine Service): [smedprev@unipr.it](mailto:smedprev@unipr.it)

- [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 information you provided.



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

All non-Italian citizens staying in Italy for reasons other than tourism (even for a short period) must have a **Tax Code** (*Codice Fiscale* – C.F.).

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The CF is a personal identification number, which is necessary to enroll at the University of Parma, but also essential to:

- Sign a rental agreement
- Activate health insurance
- Open a bank account
- Purchase a SIM card

During the application process, the system automatically generates a **provisional Tax Code** for you, which is valid **exclusively** for online application purposes.

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 pre-application to the Unipr system.

- **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, once you have obtained the visa, 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**.

Please find updated information here: <https://www.unipr.it/en/richiedi-il-codice-fiscale-cf>

### Obtaining a formal acceptance

Be aware that the final acceptance of your mobility will occur only once our office has received all your application documents and checked that they **have been submitted correctly**. Only after this verification, we will send an **e-mail** to confirm that you are welcome to study in Parma.

In case your University requires a formal signed acceptance letter, your International Office will need to submit the request to us directly at [incoming@unipr.it](mailto:incoming@unipr.it). Requests coming from students won't be accepted.

Please note that signed Learning Agreement is mandatory to confirm your formal acceptance.

## THE LEARNING AGREEMENT FOR STUDIES

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 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](#).

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## 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 Welcome, Mobility and International Students Unit will provide you by 5 weeks after your departure, containing the list of passed exams and grades awarded.

Each section has a table for courses:

- at the Receiving Institution (Table A),
- 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

The academic offer for the upcoming academic year is published during the summer and emailed to nominated students as soon as it becomes available. If the offer for your mobility year is not yet available, you can refer to the previous year's offer while waiting for the definitive course list.

On the [pagina dedicata alla compilazione del Learning Agreement](#) you will find the detailed list of units available to exchange students for the academic year. IMPORTANT: if a unit is not on this list, it means it is not available for exchange students!

Below are some useful links and resources you will need to complete your Learning Agreement:

- [List of UNIPR courses available for exchange students](#) – this Excel file, published every summer, summarizes important information about the courses, such as:
  - The Department offering the course
  - Course Name
  - Course Code and Credits



- Name of the Professor teaching the course
- Year of study
- Semester (subject to change; we recommend verifying this upon arrival in Parma)
- [English language teachings](#)

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

- Web page for searching UNIPR course units: [Ricerca Insegnamenti](#)

If you wish to explore the entire academic offer of the University of Parma, you can search here:

- [CORSI DI LAUREA E LAUREA A CICLO UNICO](#)
- [CORSI DI LAUREA MAGISTRALE](#)

Please note that even if the titles of the course units found at the links above are in Italian or English,<sup>19</sup> it does not necessarily mean the course is taught in that language. Information regarding the language of instruction can be found in the details of each unit.

Exchange students may choose courses from different Departments or Degree Courses, provided that the majority of credits (CFU/ECTS) are earned within the department of enrollment.

**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:

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

### 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 provide the Incoming office with a PDF copy to [incoming@unipr.it](mailto:incoming@unipr.it) once your Learning Agreement is complete and approved by all parties.



### I don't have a OLA EWP, what can I do?

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
Department of Humanities, Social Sciences and Cultural Industries <b>(Dipartimento di Studi Umanistici, Scienze Sociali e Industrie Culturali)</b>	<a href="#">Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali (DUSIC)</a>
Department of Law, Politics and International Studies <b>(Dipartimento di Giurisprudenza, Politica e Studi Internazionali)</b>	<a href="#">Dipartimento di Giurisprudenza, Studi Politici e Internazionali (GIUSPI)</a>
Department of Engineering and Architecture <b>(Dipartimento di Ingegneria e Architettura)</b>	<a href="#">Dipartimento di Ingegneria e Architettura (DIA)</a>
Department of Engineering for Industrial Systems and Technologies <b>(Department of Engineering for Industrial Systems and Technologies)</b>	<a href="#">Dipartimento di Ingegneria dei Sistemi e delle Tecnologie Industriali (DISTI)</a>
Department of Medicine and Surgery <b>(Dipartimento di Medicina e Chirurgia)</b>	<a href="#">Dipartimento di Medicina e Chirurgia (DIMEC)</a>
Department of Chemistry, Life Sciences and Environmental Sustainability <b>(Dipartimento di Chimica, Scienze della Vita e Sostenibilità Ambientale)</b>	<a href="#">Dipartimento di Scienze Chimiche, della Vita e della Sostenibilità Ambientale (SCVSA)</a>
Department of Food and Drug <b>(Dipartimento alimenti e farmaci)</b>	<a href="#">Dipartimento di Scienze degli Alimenti e del Farmaco (ALIFAR)</a>
Department of Economics and Management <b>(Dipartimento di Economia e Management)</b>	<a href="#">Dipartimento di Scienze Economiche e Aziendali (DISEA)</a>
Department of Mathematical, Physical and Computer Sciences <b>(Dipartimento di Scienze Matematiche, Fisiche e Informatiche)</b>	<a href="#">Dipartimento di Scienze Matematiche, Fisiche e Informatiche (SMMFFII)</a>
Department of Veterinary Science <b>(Dipartimento di Scienze Veterinarie)</b>	<a href="#">Dipartimento di Scienze Medico Veterinarie (MEDVET)</a>

- If your Learning Agreement is correct, the incoming staff 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 on esse3. Course units are registered by the Welcome, Mobility and International Students Unit. 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.

### 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 <sup>21</sup> **first semester is October 31<sup>st</sup>**. A complete copy, including all three signatures, must be sent by email to [incoming@unipr.it](mailto:incoming@unipr.it).

The **deadline** for any changes to the Learning Agreement during the **second semester is March 31<sup>st</sup>**. A complete copy, including all three signatures, must be sent by email to [incoming@unipr.it](mailto:incoming@unipr.it).

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);





- If a subject is not [published in the list provided online](#), or sent directly to the students, it means it is not available for exchange students, and cannot be taken.

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 <sup>22</sup>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 Welcome, Mobility and International Students Unit (Administration)	Dr. Elena Raschiani Head of Unit 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)	<b>Please identify your <a href="#">Department Coordinator from THIS LIST</a></b>

Indicating a **wrong Responsible** person will result in not acceptance of your Learning Agreement.

### [Integrated teaching and module](#)

- 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 (in Italian, esame integrato) AND the Module selected.

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

An [extensive guide](#) on how to correctly select and list modules in your Learning Agreement is available [here](#).

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. You can refer to the Academic Calendar of the previous Academic Year, [available under the section “Didattica” of the Departmental websites](#). On our [dedicated webpage](#) you will find an extract of all departments:
  - o In the “Academic Calendar Summary” section, you will find a table with the start dates for lectures, exam sessions, and key deadlines for each Department during the previous academic year.
  - o For updated information, you can contact the Departmental Offices listed below.

Department	Contact Email
Chemistry, Life Sciences and Environmental Sustainability	biolife@unipr.it
Economics and Management	economia.didattica@unipr.it
Engineering and Architecture	didattica.ingegneria@unipr.it
Food and Drug	foodanddrug@unipr.it
Humanities, Social Sciences and Cultural Industries	dusic.didattica@unipr.it
Law, Politics and International Studies	giurisprudenza.didattica@unipr.it
Mathematical, Physical and Computer Sciences	smfi.didattica@unipr.it
Medicine and Surgery	medicina.didattica@unipr.it
Veterinary Science	medvet.didattica@unipr.it

- **Accommodation:** if you still need to find accommodation, you can find useful information on the [dedicated webpage](#).
- **Welcome Day:** should you wish to attend our [Welcome Day](#), please plan your arrival accordingly. Welcome Day participation is 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.

### Lecture timetable

The lecture timetable is finalized close to the beginning of the academic semester. Before your enrollment is completed, you can find all the necessary information through the **UniPR Student Agenda** portal.

Access the [UniPR Student Agenda](#) portal to use the following features:

- **Search by Degree Course:** Select your Department and your specific Degree Course to view the full weekly schedule.
- **Search by Course Unit:** If you wish to find a single subject, you can search for it by its name.
- **Search by Professor:** Useful for viewing all lectures held by a specific professor.
- **Classroom View:** You can check the specific classroom and location (e.g., Campus, Plesso D'Azeglio, etc.) where the lecture takes place.



## 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](mailto:incoming@unipr.it)) containing all the information necessary to finalise this particular aspect.

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## 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 "Erasmus and International Home - Studenti Incoming - Check in") 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.

IMPORTANT: please [follow the guide to book](#) the appointment and book as soon as you have your arrival defined to find a spot.

## Pre-arrival checklist

Before your arrival in Parma, please check the following:

- Online Registration: You have completed your registration on the Esse3 platform.
- Learning Agreement: You have finalized your Learning Agreement (LA) including all three required signatures (yours, your home coordinator's, and your Unipr coordinator's).
- Document Submission: You have sent the PDF of your fully signed LA via email to [incoming@unipr.it](mailto:incoming@unipr.it).
- Health Insurance: You have checked and confirmed your health insurance/medical coverage.
- Accommodation: You have obtained information and confirmed your accommodation (if you need assistance, contact the Welcome Service).
- Check-in Appointment: You have scheduled and registered your appointment with the Erasmus and International Home staff.
- **Only for Medicine and Surgery students:**
  - You have sent your vaccination certificate and any other required medical documents to the relevant office.
- **For Non-EU students:**
  - You have booked your visa appointment in a timely manner (as soon as you receive your letter of acceptance, book the appointment immediately).





## AT YOUR ARRIVAL AND DURING YOUR STAY



## AT THE START OF YOUR MOBILITY

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

Book your appointment with the office: <https://shorturl.at/ufkG4>.

When you come to your first meeting, be sure that you have **your physical ID card** 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. If everything is complete, 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: 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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### 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).

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.**

**IMPORTANT:** If your appointment at the Police Headquarters (*Questura*) is scheduled for a date after your departure, do not worry. When you are at the passport control upon leaving the<sup>27</sup> country, you must present the receipts of your residence permit application to the border officer.

## Healthcare

If during your stay in Italy you need medical assistance, you can access various services offered by the National Health System based on your citizenship and needs. You can find information on [this webpage](#).

## EU Student

EU students, in order to access healthcare services, must have the European Health Insurance Card (EHIC). This free card allows access to necessary public healthcare during your stay in Parma (and throughout Italy).

For details on how to apply for the EHIC in your country, please consult [this link](#).

Once you have a valid [European Health Insurance Card](#) (EHIC) from your EU country of origin, you can receive all basic healthcare services. To request assistance, you can go directly to a doctor (here you can find a [list of primary care doctors](#)) and show your EHIC. The National Health Service offers a range of free or contribution-based healthcare services (ticket).

## Extra-EU Student

Extra-EU students, on the other hand, can either enrol in the Italian National Health Service (Servizio Sanitario Nazionale or SSN) or subscribe a private health insurance.

To enrol in the National Health Service, you should contact the District of the Local Health Authority (Azienda USL - [https://www.ausl.pr.it/come\\_fare/sportelli\\_unici/default.aspx](https://www.ausl.pr.it/come_fare/sportelli_unici/default.aspx)) of your place of residence and provide a personal identification document, a request for a residence permit, a self-certification of residence, and a payment receipt for the enrolment fee. Once you are enrolled in the National Health Service (SSN), you will be issued an individual health card, which is necessary to access healthcare services.

The validity of the registration with the National Health Service (SSN) lasts for one calendar year (from January 1st to December 31st), regardless of the registration date.

Further information is available on the Parma Local Health Authority (Ausl) website: <https://www.ausl.pr.it/> (available only in Italian language).

Non-EU students can also subscribe private health insurance that must cover a minimum amount of 30,000 euros for the entire planned duration of their stay.





## 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.

Updated news are available on [dedicated webpage](#).

## Password and Access to Services

During the registration process, you created a personal access password. If it no longer works or if you have forgotten it, you can recover it by following the instructions dedicated to exchange students [on this page](#).

If your password is correct but you are still unable to log in, please try simplifying it. Change it to a new one that meets the following requirements:

1. UPPERCASE characters
2. Numbers
3. No special characters

Some online tools do not accept special characters or accents and may return a login error even if the password is correct.

**IMPORTANT:** When contacting technical support ([helpdesk.informatico@unipr.it](mailto:helpdesk.informatico@unipr.it)), you must provide your full name and your student ID number (*numero di matricola*).

## The University of Parma E-Tools

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

- Outlook e-mail
- 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: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. Access landing page for the indicated tools is "[online services](#)".

## University e-mail service (Outlook)

The University provides all users with a cloud-based suite of services powered by the latest Microsoft technologies for communication and collaboration. Through the Microsoft 365 platform, you can access email, collaboration tools, content sharing, messaging, and more.

Personal email addresses (barring cases of identical names) follow this format: [name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it)

Using your University credentials, you can log in via the web on the [email service login page](#) or through the **Outlook app** for smartphones, Windows, MacOS, etc.





## 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](#).

## ELLY

ELLY is the **virtual platform where you find notes, teaching materials, video recordings or other audio-visual support materials** of courses uploaded by your professors. The platform can also be used by professors for important communications regarding lectures and exams.

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 <sup>29</sup> ([name.surname@studenti.unipr.it](mailto:yourname.surname@studenti.unipr.it)) or a guest account (find below the details).

## 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:

- **View the courses** you have requested to attend (these are uploaded by the incoming staff after you have sent your fully signed LA to [incoming@unipr.it](mailto:incoming@unipr.it)).
- **Check exam dates** (*appelli*) and view your grades.
- **Register/Sign up for exams**. This procedure is mandatory and allows professors to record online the results of all the exams you have successfully passed. **Please note:** failed exams are NOT recorded in the system. If you wish to have a failed grade recorded, you must inform the professor immediately after receiving the negative result.
- **View the outcomes** of the exams you have taken.

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

## Guest Account

If you arrived **after** the start of lectures and you are still waiting to be enrolled, you will need to create a Guest account to access course materials and resources. You can create your Guest account at this link: <https://www.idem.unipr.it/start/registra> by using the code that was given to you [...]. Contact us for a step by step guide to help you with the procedure.

You will be given a temporary username and password: ex. 123456@guest.unipr.it



## 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.

### Course evaluation questionnaire

For each exam, you will have to **complete a short quality survey, as well**. You will find these questionnaires on your esse3 page.

You will have to click on the hamburger menu, then on “Questionnaires”, then on “Evaluation questionnaires for teaching activities”. Click on the icon of the red sheet corresponding to the exam that you want to take.

Once you have completed the survey, you will be then able to register to the corresponding exam

### Registering for an exam

Login to your personal page of ESSE3 with your UNIPR username and password; from the hamburger menu select “Exams”, then “Appelli” and find the exam you want to take - click “Registrati”. If the procedure is completed, **you will receive an e-mail of confirmation**.

Bear in mind that you will only be able to register for exams that show as blue open book. If you see a red circle it means that you cannot book it.

In the menu “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 receive an e-mail of confirmation.

Bear in mind that you will only be able to register for exams that show as red open book. If you see a red circle it means that you cannot book it.

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; please remember to write into the field *note* that you are applying for the official registration of the result.

### 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. If you are needing a numeric grading scale you should ask a certification to the professor, with the indication of the grade ( be aware that the transcript of records will report your suitability).

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



In case you did not pass an exam, and you will need to have it recognized, you should request a certificate of your failed exam from the professor of that course (you can download a module [here](#)).

### [Request for recording a failed exam](#)

If you have failed an exam and need it to be officially recognized by your home university, you must request a **certificate of failed exam** from the professor of that course (you can download a [fillable form here](#)).

**Internships/Traineeships (for study mobility):** Internships carried out within a study mobility framework can be evaluated either on a grading scale from **1 to 30** or reported as "**Idoneo/Adeguato**" (Pass/Satisfactory).

### [Extending your exchange period at UNIPR](#)

You can extend your exchange period up to 12 months (in accordance with the<sup>31</sup> 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).

If you are a non – Erasmus student, and you decide to extend your period of stay until the following year, it will be necessary to proceed with a new inscription as an exchanged student. You will need to stop be the Erasmus and International home to receive detailed information.

### [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 MOBILITY

You have concluded your mobility period. You have to inform the Erasmus and International Home by sending an e-mail to [incoming@unipr.it](mailto: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.
- **REQUEST TO REGISTER FAILED EXAM** In case you did not pass an exam, and you will need to have it recognized, you should obtain a certificate of your failed exam from the professor of that course (you can download a module [here](#)).
- 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](mailto: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](mailto: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](mailto: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](mailto:incoming@unipr.it), We will then send you your **Certificate of Attendance** that reports the start and end dates of their mobility; this document will be sent via e-mail to your Home University, as well.
- You need to send the module request of Transcript of Records, listing the passed exam (you will receive an e-mail with details at the end of your semester, and you can retrieve the information on the [dedicated webpage](#)).
- **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.). If you leave Italy before receiving your residence permit, but while holding only the **receipts** provided by the post office, you must present them along with your passport.





## 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

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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](#).

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

### Contacts:

Welcome, Mobility and International Students Unit

Erasmus and International Home

P.le San Francesco, 2 – 43121 Parma



[incoming@unipr.it](mailto:incoming@unipr.it)



**+39.0521.904203**

