



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Università degli Studi di Trieste

Erasmus Students Short Guide 2022-2023

updated February 2023

Edited by the International
Mobility Staff

Useful documents

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

<https://www2.units.it/internationalia>

After the arrival in Trieste

- Contact the International mobility Service at: incoming.students@amm.units.it
- Contact your Italian coordinator
- Get your certificate of arrival signed
- Learning agreement (get all the signatures and then send it to our office as a dpf)
- **Attending lessons is important!**

Certificate of Arrival

- Arrival document issued by the International Mobility Service
- You may also have documents from your home University: these can be signed by the coordinator or by our office

Username and password (received when you registered on line)

- In case of problems **after your immatriculation**: please write an e-mail attaching a scanned copy of your ID/passport to:

helpesse3@amm.units.it

ON LINE CLASSES AND RESOURCES

You can get access to courses through
the TEAMS platform

*In case of problems, please contact the
teacher of the course*

MOODLE

- If your username and password work but you can not access MOODLE platform, please contact:
 - moodle@units.it

Beyond University

- Register with the National Health System (Infopoint International Students: via Sai 7, 1st floor, tel. 040 3997451)
- Get your “codice fiscale”
- Get your meal card at ARDIS
- Contact ESN Trieste <https://linktr.ee/esntrieste>
- Welcome Office FVG <http://www.welcomeoffice.fvg.it/>

Codice fiscale

- ***Agenzia delle entrate***
Via L. Stock 2/3

Please find here the request form:

<https://www.agenziaentrate.gov.it/portale/documents/20143/278995/Form+AA48+Editable+AA4+8+Modello+ING.pdf/e32d806e-92e3-05a5-37ac-ab270ff86a74>

Instructions already sent by e-mail to you all!

ARDIS - canteens

- You can download the app «bookAmeal» by ARDIS after your arrival and immatriculation
- The app is free of charge
- For information contact:
ristorazione.trieste@ardis.fvg.it

Emergency numbers !!

- 112 General emergency number
- 113 Police
- 115 Firefighters
- 118 Ambulance

Learning Agreement

- To be sent to: incoming.students@amm.units.it
- Changes? Use the section «During the mobility»... 1 MONTH TIME after arrival
- Credits will be validated **ONLY** for courses included in LA/Changes
- It enables your registration to courses
 - WE register you to the courses!
- Always take it with you to exams

Learning Agreement

- NB: RESPONSIBLE PERSON at the receiving institution = ITALIAN COORDINATOR (Teacher) has to sign the LA

The Staff of the International Mobility Service can not sign the LA

How to fill out your Learning Agreement

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

Link:

<https://esse3.units.it/Guide/PaginaRicercaInse.do?statoRicerca=INIZIO>

ON LINE GUIDE

Guida Online 2022/2023

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

Sistema universitario italiano:



Utility

[Ricerca Corsi](#)

[Ricerca Insegnamenti](#)

[Ricerca Docenti](#)

[Ricerca Appelli](#)

Offerta Formativa

Dottorati

Corso di Perfezionamento

Corso di Specializzazione

Master 2° livello

Master 1° livello

Specialistica / Magistrale

Specialistica / Magistrale a ciclo unico

Laurea

Search courses

Courses running during the selected academic year

Enter one or more search criteria and click on the "Search" button. The same course may be held by different lecturers and will be displayed several times according to the number of lecturers. In order to refine your search insert the name of the course and the lecturer (full or partial).

Academic year: 2022/2023

Faculty / department: All faculties / departments

Programme: All programmes

SSD: Tutti i settori

Lingua della didattica: Tutte le lingue

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

Teaching staff:

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

Course:

Search

Utility

[Search programmes](#)

[Search teaching staff](#)

[Search for exams](#)

Legend

Course type "D1":

Doctoral Programme

Course type "LM":

5-year Single-Cycle Master Degree Programme

Course type "LT":

Bachelor Degree Programme

Course type "M1":

Vocational Master Programme

Course type "M2":

Advanced Master Programme

Glossary

Bachelor Degree ("Laurea")

Academic degree awarded at the end of first-cycle degree programme of 180 EC credits. It is also called "first level degree" or "three-year degree" so as to distinguish it from the four-year degree

How to fill out your Learning Agreement

- Always indicate the exact number of credits: any change to the standard number of credits must be explicitly motivated by the Italian coordinator of the exchange.
- Choose only courses offered by your own Department at UniTS; courses from other Departments can be chosen only exceptionally and upon authorization by the Mobility Delegate.

During the exchange

- Learning Agreement & Changes
- Register on line for classes and exams
- Attending lessons is important!
 - Is an extension needed?

Extension Form (see webpage)

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

Exams registration

- Whenever you want to take an exam, you must sign up on-line
- All the exam procedures are completed on-line

Erasmus Italian courses

- Italian courses for Erasmus students are extracurricular and free of charge!
- You can not get marks, but you can get credits
- Courses will be organized by Centro Linguistico d'Ateneo
- Students will be informed by e-mail

Before leaving

- Contact the International Mobility Service in order to get your certificate of Departure signed
- NB: all exams must have been completed then!

The Departure

- When you request the Statement of Departure to the Int. Mobility Service, your on line profile will be frozen
- No exams will be valid after that date
- ⇒ Be careful! Request the Statement of Departure to the Office only AFTER completing all your exams!!

After the exchange

- Transcript of records (will be sent to you and to your home University)
- Full recognition of the performed activities (if included in the Learning Agreement!)

Academic calendars

- HUMANITIES

<https://disu.units.it/it/didattica/informazioni-studenti/calendari-didattici#pdf>

- ECONOMICS

<https://deams.units.it/it/content/orario-lezioni-e-calendario-didattico>

- POLITICAL SCIENCES

<https://dispes.units.it/it/didattica/informazioni-studenti/calendari-didattici>

- MATHEMATICS & EARTH SCIENCES

<https://dmg.units.it/it/didattica/corsi-studio/Calendario-didattico>

Academic calendars

- **PHYSICS** <https://df.units.it/it/didattica/informazioni-studenti/calendario>
- **LIFE SCIENCES**
 - <https://www.biologia.units.it/pagine/211/Calendario-Didattico-e-Orario-Lezioni>
 - <https://www.biologia.units.it/pagine/210/Calendario-Didattico-e-Orario-Lezioni>
- **CHEMISTRY**
 - <https://dscf.units.it/> <https://dscf.units.it/en/teaching>
- **MEDICINE**
 - <https://corsi.units.it/me03/calendario-didattico>

Academic calendars

- ENGINEERING

- <https://dia.units.it/it/dipartimento/node/26388>

- ARCHITECTURE

- <https://corsi.units.it/ar03/calendario-didattico>

- Classes timetable:

- <https://dia.units.it/it/didattica/corsi-studio/Orario-delle-lezioni-attivo---Tabella-completa>

Academic calendars

- LAW
- <https://iuslit.units.it/it/node/6609>
- <https://iuslit.units.it/it/node/6734>
- SCHOOL FOR INTERPRETERS/TRANSLATORS
- <https://iuslit.units.it/it/node/9750>
master level:
- <https://iuslit.units.it/it/node/9851>

Contact

- E-mail: incoming.students@amm.units.it
- Erasmus Incoming info page:
https://www2.units.it/internationalia/en/erasmusplus-in/?file=stu_studio.html

Enjoy your exchange!

