



MEMO for Erasmus Incoming students

CONTACTS

INTERNATIONAL RELATIONS OFFICE - ERASMUS MOBILITY

Via Oberdan, 12 – entrance Via Palestro
60121 Ancona, Italy

☎ +39 071220 2315

✉ international.mobility@univpm.it

OPENING HOURS:

Monday, Thursday 11:00 a.m. – 1.00 p.m.

Wednesday 3:00 p.m. - 4:30 p.m.

DEPARTMENTAL COORDINATORS

(for information concerning **didactic questions**)

AGRICULTURE

Prof. **Emanuele Boselli**

Dipartimento di Scienze Agrarie, Alimentari e Ambientali

☎ 071 220 4923

✉ e.boselli@univpm.it

ECONOMICS

Prof. **Giuseppe Canullo**

Dipartimento di Scienze Economiche e Sociali

☎ 071 220 7093

✉ g.canullo@univpm.it

ENGINEERING

Prof. **David Scaradozzi**

Dipartimento Ingegneria dell'Informazione

☎ 071 220 4383

✉ d.scaradozzi@univpm.it

MEDICINE

Prof. **Alessandro Scalise**

Dipartimento di Medicina Sperimentale e Clinica

Ask for Francesca Campolucci (Secretary's Office)

☎ 071 220 6257

✉ f.campolucci@univpm.it

SCIENCES

Prof. **Maurizio Ciani**

Dipartimento di Scienze della Vita e dell'Ambiente

☎ 071 220 4987

✉ m.ciani@univpm.it

ON YOUR ARRIVAL

UNIVERSITY STUDENT'S RECORD-BOOK and EXAMS

REGISTER FOR FOREIGN ERASMUS STUDENTS

all the exams you pass have to be written by the Professors in your University Student's Record-Book ("Libretto") and in the Exams Register

N.B. Remember that both documents have to be returned to the Erasmus Office before your departure.

UNIVERSITY CANTEEN

if you wish to have meals at the University Canteen, go to the **ERSU office (Via Saffi n. 22 – Ancona)** and take the **card**.

ITALIAN LANGUAGE COURSE

if you are interested in the free intensive Italian course, contact:

dr. Frances Marie Baker

Office: C.S.A.L. (Centro di Supporto Apprendimento Linguistico)

Faculty of Economics - Piazzale Martelli n. 8 - Ancona

☎ 071 220 7170 ✉ f.m.baker@univpm.it

ONLY FOR STUDENTS OF THE FACULTY OF ECONOMICS:

If you want to access the library, you have to get the **UNIVERSITY CARD**: go to Via Oberdan, 8 (**Opening hours: Mon to Fri from 11.00 to 13.00**) and ask for Mr. **Ginesio Cardinali**.

Remember that it has to be returned to the Erasmus Office before your departure.

Students of the Faculty of ECONOMICS coming from **B GENT39** (041 - Business and administration); **E CIUDAR01** (041 - Business and administration, 042 - Law); **P COIMBRA01** (31 - Social and behavioural science); **PL WARSZAW14** (31 - Social and behavioural science); **RO BRASOV01** (0310 - Social and behavioural science) have to get in touch with Prof. De Angelis: **m.deangelis@univpm.it**

DURING YOUR ERASMUS PERIOD

+ **LEARNING AGREEMENT:**

contact the Departmental Coordinator of your Faculty to agree your L.A.

IMPORTANT

- If you have to change your learning agreement:
 - fill in the document “Request of changes”
<http://univpm.llpmanager.it/studenti/>
 - the document must be signed by you, by the Host Departmental Coordinator and by the Home Departmental Coordinator

N.B. ➤ after collecting all the signatures bring a copy to the Erasmus office

- RESPECT the following **DEADLINES TO CHANGE** the learning agreement:

students coming for the I semester	30th NOVEMBER
students coming for the II semester	31st MARCH
students coming for the full A. Y.	30th NOVEMBER to change exams of the I sem. 31st MARCH to change exams of the II sem.

- You can take **only** the **exams approved** in your learning agreement.
The exams taken but not present on the learning agreement, will not be registered in the “Transcript of Records”
- Every change in your learning agreement has to be approved by the Italian Departmental Coordinator and by your Sending Institution.
- To take the exam you **must bring** a copy of your learning agreement and show it to the Professor.

Training: if the training has to be written in the “Transcript of Records” it has to be registered in your “Libretto” and in the ExamsRegister (with the same procedure to register an exam).

+ **EXTENSION**

If you wish to extend your Erasmus period, fill in the extension form available online at:

<http://univpm.llpmanager.it/studenti/> see "Documents for Incoming Students".

The document has to be signed by you and both Institutions (home and host Universities).

DOCUMENTS FOR INCOMING ERASMUS STUDENTS

all documents are available online: *<http://univpm.llpmanager.it/studenti/>*

TO TAKE AN EXAM

- verify the date of the exam
- you can't register on line, therefore send an e-mail to the Professor

Remember to bring with you:

- Libretto
- Exams Register
- Final learning agreement

- Fill in the first part on the white sheet of the **Exams Register**
- The second part should be filled in by the Professor
- The "Libretto" should also be filled in by the Professor

!!! After taking the exam, remind the Professor to send the white sheet to the Erasmus office

AT THE END OF YOUR ERASMUS PERIOD

BEFORE YOUR DEPARTURE

Return to the Erasmus Office your:

- University Student's Record-Book (“Libretto”)
- Exams Register for foreign Erasmus students

Bring to the Erasmus Office the ATTENDANCE CERTIFICATE of your Home Institution in order to state the arrival date and the departure date.

Only for students of the FACULTY OF ECONOMICS:

Return the University Card to the Erasmus Office.

N.B. If you lose it, you will have to pay a penalty.

ATTENTION!

BEFORE booking the flight **PAY ATTENTION** to the opening hours of the Erasmus office, because **YOU MUST**:

- **COME PERSONALLY** to the Erasmus Office **within 7 days** after taking the last exam to complete the Erasmus documentation, otherwise we will **NOT ISSUE** the Transcript of Records and the Departure form
- **HAVE ALL THE EXAMS REGISTERED**

USEFUL INFORMATION

- **BUS TICKETS**

CONERO BUS OFFICE

Via Frediani, 8 or Piazza Ugo Bassi (Capolinea bus) - Ancona

☎ 071 2837421

Opening hours -Monday to Saturday 7.30 - 19.00 (Piazza Ugo Bassi)

-Monday to Saturday 7.30 - 13.00 (Via Frediani)

Bring a passport photo, your identification card and your matriculation number

- **SOCIAL-FISCAL NUMBER (CODICE FISCALE)**

FINANCIAL OFFICE/UFFICI FINANZIARI

Via Palestro n. 15 (near P.zza Pertini) – Ancona

☎ 071 22 74 411

Opening hours Monday to Friday 8.30 - 13.00

Monday- Tuesday – Thursday 14.30 - 15.40

- **QUESTURA/POLICE**

UFFICIO IMMIGRAZIONE

Via G. Gervasoni n.19 - 60129 Ancona

☎ 07122881

Opening hours

for information Thursday 8.30 – 12.30

- **HEALTH ASSISTANCE**

DOCTOR / GUARDIA MEDICA

Largo Cappelli 1, Ancona

☎ 0718705620

Opening hours from Monday to Friday 20.00 - 8.00

Saturday and pre-holidays 10.00 - 20.00

20.00 - 8.00

Sunday and holidays 10.00 - 20.00

20.00 - 8.00

Viale della Vittoria 9, Ancona

☎ 07187051

Opening hours from Monday to Saturday 08.00 - 12.30

Monday 15.00 - 17.00

- **CUS (CENTRO UNIVERSITARIO SPORTIVO)**

CUS is the Sports Union of UNIVPM. It is made up of students and it manages all the sports facilities at the University. It organizes sport courses, tournaments and issues medical certificates for sports use. Via Grotte di Posatora n, 19/A, Ancona - ☎ 07144213 - segreteria@cusancona.it