



# **MEMO for Erasmus Incoming students**

# CONTACTS

## INTERNATIONAL RELATIONS OFFICE - ERASMUS MOBILITY

Via Menicucci, 6  
60121 Ancona, Italy

☎ +39 071220 3019

✉ [international.mobility@univpm.it](mailto:international.mobility@univpm.it)

### OPENING HOURS:

Monday to Friday                    11:00 a.m. – 1.00 p.m.

Wednesday                            3:00 p.m. - 4:30 p.m. (closed in the morning)

## DEPARTMENTAL COORDINATORS

(for information concerning **didactic** questions, for example change of the learning agreement, subjects...)

### AGRICULTURE

Prof. **Raffaele Zanoli**

Dipartimento di Scienze Agrarie, Alimentari e Ambientali

☎ 071 220 4929

✉ [r.zanoli@univpm.it](mailto:r.zanoli@univpm.it)

### ECONOMICS

Prof.ssa **Alessia Lo Turco**

Dipartimento di Scienze Economiche e Sociali

☎ 071 220 7250

✉ [erasmus.economia@univpm.it](mailto:erasmus.economia@univpm.it)

### ENGINEERING

Prof. **David Scaradozzi**

Dipartimento Ingegneria dell'Informazione

☎ 071 220 4383

✉ [d.scaradozzi@univpm.it](mailto:d.scaradozzi@univpm.it)

### MEDICINE

Prof. **Alessandro Scalise**

Dipartimento di Medicina Sperimentale e Clinica

Ask for Rosanna Daniele (Secretary's Office)

☎ 071 220 6010

✉ [r.daniele@univpm.it](mailto:r.daniele@univpm.it)

### SCIENCES

Prof. **Maurizio Ciani**

Dipartimento di Scienze della Vita e dell'Ambiente

☎ 071 220 4987

✉ [m.ciani@univpm.it](mailto:m.ciani@univpm.it)

## ON YOUR ARRIVAL

### + **UNIVERSITY STUDENT'S RECORD-BOOK**

you will be given a University Student's Record-Book ("Libretto") in which the Professors will write the exams you have passed. The exams will also be registered by the Professors in the Esse3 online platform.

### + **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**

**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 have access to the library, please don't forget to bring your "Libretto" (University student's record-book) with you.

### **INFORMATION FOR NON-EUROPEAN STUDENTS**

See the "Information sheet for non-European students" in the following link:  
<http://univpm.llpmanager.it/studenti/>

## DURING YOUR ERASMUS PERIOD

### + **LEARNING AGREEMENT:**

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

### **IMPORTANT**

Students attending the faculty of **ECONOMICS** must submit and manage their LA online, within the below mentioned deadlines, at <http://moduli.econ.univpm.it/erasmus/>

In order to access the platform, incoming students will use their univpm id and password provided by the informatic system.

In order to make changes to a submitted LA, incoming students will need to send a request to [erasmus.economia@univpm.it](mailto:erasmus.economia@univpm.it) first, otherwise they are not allowed to modify their study plan

Information for students attending **ALL THE OTHER FACULTIES** at Univpm:

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
- **after collecting all the signatures send a copy to the Erasmus office**

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

students coming for the I semester	<b>15<sup>th</sup> NOVEMBER</b>
students coming for the II semester	<b>15<sup>th</sup> MARCH</b>
students coming for the full A. Y.	<b>15<sup>th</sup> NOVEMBER to change exams of the I sem.</b> <b>15<sup>th</sup> MARCH to change exams of the II sem.</b>

- You can take **only** the **exams approved** in your learning agreement.
- Every change in your learning agreement has to be approved by the Italian Departmental Coordinator and by your Sending Institution.

**Training:** if the training has to be written in the “Transcript of Records” it has to be registered also in your “Libretto” (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).

After collecting the signatures, remember to send a copy to the Erasmus office.

### DOCUMENTS FOR INCOMING ERASMUS STUDENTS

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

## AT THE END OF YOUR ERASMUS PERIOD

### **BEFORE YOUR DEPARTURE**

**Bring** to the Erasmus Office:

- your University Student's Record-Book ("Libretto")
- the ATTENDANCE CERTIFICATE of your Home Institution in order to state the arrival and the departure date (if your University requires it).

## ATTENTION!

**BEFORE** booking the flight **PAY ATTENTION** to the opening time 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 8.00 - 13.30  
Monday to Friday 15.00 – 19.00

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                      Thursday 8.30 – 12.30  
for information

- **HEALTH ASSISTANCE**

**DOCTOR / GUARDIA MEDICA**

Poliambulatorio del Viale

Viale della Vittoria n. 9, 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

- **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](mailto:segreteria@cusancona.it)