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## 1 BEFORE THE MOBILITY

### What to do to spend a mobility period at the University of Tuscia

- **Nomination and acceptance**
- **Visa and fiscal code**
- **Application form**
- **Accommodation form**
- **Learning Agreement**
- **How to register on the student portal**
- **Teaching calendar and course timetable**
- **Organizing your trip**
- **Payment of your scholarship**

#### 1.1 Nominations and acceptance

After your Home University officially notifies your nomination as an exchange student at the University of Tuscia, you will receive an **Invitation letter** which has to be used to obtain your VISA. The University of Tuscia has to receive a photocopy of your passport to issue your invitation letter.

#### 1.2 VISA and fiscal code

If you are a non-EU citizen and wish to study in Italy for more than 90 days, you need a Visa to enter Italy. With the invitation letter you can apply to the Italian Embassy/Consulate for your Italian VISA and Tax Code (*Codice Fiscale*).

**NOTICE: THE INVITATION LETTER MUST BE RETURNED TO US WITH THE OFFICIAL STAMP OF THE EMBASSY/CONSULATE.**

**Important: you must apply for a Visa for study purposes.**

If you stay for less than 90 days, you need to find out from the Italian Embassy in your country (or Consulate) if a VISA is required.

You must apply well in advance for the Visa, as the visa process can take several weeks.

### 1.3 Application form

After obtaining your invitation letter, you will receive an invitation to complete our online application form where you must upload:

- A copy of your passport,
- Your Learning Agreement,
- VISA,
- Accommodation form,
- Credit form
- Grant agreement.

Templates of these documents are available at the following link:

[https://unitus.erasmusmanager.it/studenti/incoming\\_procedures.aspx](https://unitus.erasmusmanager.it/studenti/incoming_procedures.aspx)

### 1.4 Accommodation form

LAZIODISCO (Regional body for the right to study and the promotion of knowledge) gives to Erasmus students the opportunity to apply for a room at the University Students' Hostel, located in via Cardarelli, 77 - Viterbo. The Residence has only 58 rooms available for Erasmus students and they will be assigned to the first applicants.

**Accommodation at the Students' Hostel is not guaranteed.**

The Accommodation Form is mandatory to apply for the reservation of the room and it is a compulsory attachment to the [Application Form](#) (1.3).

Rooms are available from **25<sup>th</sup> of September** for full Academic Year and for first Semester students, and from **26<sup>th</sup> of February** for second semester students.

Students who are coming at the first semester will have to give back the rooms at the end of the exam session, **usually on 20<sup>th</sup> February**.

The Mobility Cooperation and International Office will provide you with a list of private accommodations before your arrival, in case you were not assigned a room at the dorm.

### 1.5 Learning Agreement

The Learning Agreement is the study plan agreed with your sending institution and guarantees the exams passed and the credits obtained during the exchange period to be recognized.

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To find out the available course units you have to check the Departments' home pages on University of Tuscia [web site \(http://www.unitus.it\)](http://www.unitus.it) The Learning Agreement must be approved and signed by your University first and then by the Erasmus coordinator at the University of Tuscia, before starting your mobility. Here below the list of Erasmus coordinators:

<b>DEPARTMENT</b>	<b>ERASMUS COORDINATOR</b>	<b>CONTACTS</b>
HUMANITIES, COMMUNICATION AND TOURISM (DISUCOM)	Dott. Alessandro Boccolini	tel. +39 0761 357661 e-mail: <a href="mailto:alessandro.boccolini@unitus.it">alessandro.boccolini@unitus.it</a>
LINGUISTIC, LITERARY, HISTORICAL, PHILOSOPHICAL AND LEGAL STUDIES (DISTU)	Prof. Cristina Rosa (per studenti corsi L11 e LM37)	tel. +39 0761 357873 e-mail: <a href="mailto:rosacristina@unitus.it">rosacristina@unitus.it</a>
ECONOMICS, ENGINEERING, SOCIETY AND ENTERPRISE (DEIM)	Prof. Giacomo Branca	tel. +39 0761 357737 e-mail: <a href="mailto:branca@unitus.it">branca@unitus.it</a>
INNOVATION IN BIOLOGICAL, AGRO-FOOD AND FORESTRY SYSTEMS (DIBAF)	Prof.ssa Anna Maria Vettraino	tel. +39 0761 357253 e-mail: <a href="mailto:vettrain@unitus.it">vettrain@unitus.it</a>
AGRICULTURAL AND FORESTRY SCIENCES (DAFNE)	Prof.ssa Loredana Basiricò	tel. +39 0761 357320 e-mail: <a href="mailto:basiri@unitus.it">basiri@unitus.it</a>
ECOLOGICAL AND BIOLOGICAL SCIENCES (DEB)	Prof.ssa Laura Selbmann	tel. +39 357012 e-mail: <a href="mailto:selbmann@unitus.it">selbmann@unitus.it</a>

For some degree programmes, the information may be available only in Italian.

Please contact the International Relations Offices if you wish to carry out an internship as part of your learning agreement.



*Student and Academic Services*

*Mobility and International Cooperation Office*

## 1.6 How to register on the student portal

Before your arrival you can create your own student profile on the [web portal](http://www.unitus.it) (<http://www.unitus.it>) with the help of this simple [tutorial](#):

<http://www.unitus.it/it/unitus/segreteria-studenti/articolo/tutorial-immatricolazioni-aa-20172018>

**Important: you will receive an email with your username and password and the link to activate your profile.**

Online services will be available only after registering your arrival (Check-in) at the International Relations Office of Tuscia University in Via Santa Maria in Gradi 4, Viterbo.

## 1.7 Teaching calendar and course timetable

There is not a specific date for the beginning of the courses. Each Degree Programme has its own courses and exam timetable. Lessons generally begin the last week of September or shortly afterwards, and may be annual or semestral.

The lesson timetables are set yearly, just before the start of the programme (September or January according to the semester). The timetables are available on the Homepages of the specific Departments.

Exam sessions are held in January-February and June-July.

## 1.8 Organising your trip

Your mobility must start/end according to the starting/ending date of your courses and exam sessions.

**NOTICE: THE ACADEMIC CALENDAR IS THE FOLLOWING:**

- 1<sup>st</sup> SEMESTER: 5 months from October to February
  - EXAM SESSION from January to February
- 2<sup>nd</sup> SEMESTER: 5 months from March to July
  - EXAM SESSION from June to July

The starting date of your exchange period corresponds to the date of your Check-in, i.e. when you register your arrival at the International Relations Office. At the beginning of each semester, you have the opportunity to participate in the “welcome sessions” for exchange students. The dates of the sessions are notified when Checking-in.

The departure date corresponds to the date you check out at the International Relations office, where you will receive your final certificates. You must be there in person.

Remember you can leave at the end of your department exam session.

*Via S. Maria in Gradi, 4 - 01100 VITERBO – Italy*

*Fiscal Code 80029030568\_ VAT 00575560560*

*e.mail: [erasmusincoming@unitus.it](mailto:erasmusincoming@unitus.it)*

*legalmail: [pec@unitus.it](mailto:pec@unitus.it)*

*Phone: +39-0761357916*

It is not necessary to be enrolled in the courses to attend lessons, but it is recommended to submit your study plan to the International Relations Office in order to check the availability of the course units you choose. On the contrary, registration is mandatory for the exams and you will have time to do it after your arrival.

### **1.9 Payment of your scholarship**

You will receive the payment of your scholarship by the Receiving Institution based on specific scheduled deadlines. Upon receipt of a copy of the following documents, which have to be uploaded together with the application e-form, the Receiving Institution will start the procedure of payment. Therefore, we advise you to send the documents as soon as possible - or at least 1 month before your departure - to receive your scholarship on time.

The required documents are the following:

- passport;
- visa;
- credit form duly filled out;
- a complete signed copy of the Grant Agreement;
- Tax Code-Codice Fiscale (you can apply for the *codice fiscale* at the Italian consulate together with your VISA, should the consulate not provide the *codice fiscale*, we will support you in obtaining it once in Italy).

### **Payment terms**

Within 45 calendar days upon receipt of the above-mentioned documents, the Receiving Institution shall transfer 80% of the total amount of the individual support and 100% of the travel support to the personal bank account of the beneficiary.

The outstanding 20% will be transferred at the end of the mobility period, within 30 calendar days after submitting the online EU survey.

The individual support amount is intended to cover the accommodation and the subsistence costs. Should the duration of the mobility be inferior than agreed, a reimbursement is due to the Receiving Institution

**NOTICE: YOU WILL HAVE TO MEET SOME EXPENSES UPON YOUR ARRIVAL. THEREFORE, MAKE SURE TO HAVE SOME PERSONAL FINANCIAL RESOURCES TO BEAR THESE COSTS BEFORE THE FIRST INSTALLMENT OF YOUR SCHOLARSHIP IS ISSUED. THE AVERAGE COSTS FOR ONE MONTH IN ITALY AS A STUDENT IS AROUND 400 €.**

## 2 DURING THE MOBILITY

- Check in
- Healthcare in Italy and health insurance
- Residence permit
- Learning Italian
- Check out
- Transcript of records

### 2.1 Checking-in

Upon your arrival, you have to go to the international relations office in Via Santa Maria in Gradi 4. Bring with you:

- your passport;
- boarding cards;
- any specific forms required by your home university necessary to confirm your arrival.

You will receive:

- your Arrival certificate (make sure your home university requires specific forms to be filled in).

### 2.2 Healthcare in Italy and Insurance

As an exchange student, you are insured against the accidents that might occur on the university premises or any other place where you carry out your study and research activities, authorized by the University, as well as for civil liability towards third parties while performing institutional activities.

**NOTICE:** You are always required to have a private health insurance for the duration of your mobility period. Health insurance **MUST** include repatriation and Dental Care.

With your health insurance (purchased in Italy or in your own Country), you can choose any physicians, but you have to pay for the visits; you will then apply to your insurance company to be refunded.

The Italian National Health Service is called “Servizio Sanitario Nazionale” (SSN) and is divided into local Healthcare Boards (“Aziende Unità Sanitarie Locali - AUSL”). If you are a EU citizen, you must bring your European Health Insurance Card - EHC in order to access medical care. For some specialist services, the payment of a “ticket” is required, as a contribution.

**Dental care is never provided by the national health system.**

If you are a non-EU citizen, you can access the National Health Service only after paying an annual registration fee of € 149,77. The fee covers the calendar year from 1 January to 31 December and cannot be split. To get medical coverage for the entire academic year, both the current year's fee

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and the following one must be paid. After payment, your registration must be activated. In Viterbo you can register to the SSN offices (CUP) in via Enrico Fermi 15.

### **2.3 Residence Permit**

If you are a non-EU citizen and you have a STUDY VISA you must apply for a Residence Permit within 8 working days following your arrival in Italy.

The international relations Office will support you during the application and will provide you with the required kit.

The total cost to apply for the residence permit is 120,00 €

**NOTICE: if you have a STUDY VISA and you do not apply for the residence permit you cannot obtain a Transcript of Records.**

### **2.4 Language requirements**

The University of Tuscia does not require any specific language certificates. However, before coming to Tuscia you are strongly advised to have at least basic knowledge of Italian (level A2), in order to be able to study and make the most of the lessons.

In the first and second semesters, the University Language Centre provides Italian language courses for international students. Exchange students can attend courses for free.

The courses are held both in the first and second semester, with duration September-December and in February-June.

Your knowledge of the Italian language will be assessed with a test. In alternative, you can attend a MOOC (Massive Open Online Courses).

Erasmus+ students can also benefit from the Online Linguistic Support – OLS provided by their home universities.

### **2.5 Checking out**

Before leaving, after taking the exams, you must go to the International Relations Office to check-out.

**YOU MUST CHECK OUT IN PERSON.** You cannot send a friend to do it for you! When checking-out your departure will be registered by the staff, while verifying if all the exams and internships have been recorded properly. If so, the digital Transcript of Records will be immediately e-mailed to your home university.

In case any grades are missing, the staff of the International Relations Office will complete the recording of your exams and send the Transcript of Records to your home university, afterwards.



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Even if some grades will be missing, you must check-out if the end your mobility period is approaching.

Upon check out, you will receive:

- the Certificate of Departure required by the hosting and sending universities to calculate the actual duration of your exchange period. Please show your flight tickets.
- The Transcript of Records

## **2.6 Transcript of records**

The Transcript of Records will be issued at the end of your exchange period, in English language. It will report your personal data, your arrival date, the list of exams and their dates, the internship you have carried out, the credits (CFU and ECTS; 1 CFU=1 ECTS) and the grades obtained.

The grades are expressed in the Italian scale, out of thirty, and are converted into the ECTS scale. Please remember that “Idoneo”/“Pass” can never be transformed into a numerical grade.

The Transcript also contains an explanation of the Italian grading system and provides the “ECTS grading tables”.

These tables allow the universities of the European Higher Education Area, which have adopted the ECTS system, to convert Italian grades into local grades.

### **2.6.1 Grades and Certificates of attendance of teaching activities**

The grades in the Italian university system are expressed out of thirty. You pass an exam or internship with a grade of at least 18/30. If you obtain full grade (30/30) the examination board may also decide to award you honours (*lode*).

Important: failed exams are not usually recorded in GOMP and therefore they are not listed in your Transcript of Records. If your university requires failed exams to be listed in your Transcript of Records, you must ask the professor to record the “fail”, immediately after sitting the exam.

The failed exam can be recorded as rejected only if you sit and fail the examination, if you fail the exam you do not obtain the relative credits (It is not possible to record a numerical grade lower than 18).

For some activities, i.e. **language exams, some internships, laboratories and seminars**, you will not be given a grade but only a “Idoneo”/“Pass” mark. The same “Idoneo”/“Pass is listed in the Transcript of Records and it can never be transformed into a numerical grade.

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2.6.2 Certificate of attendance for teaching activities that are not included in the curriculum.

If you wish to take part to activities, not present in the course unit catalogue, which cannot therefore be included in your study plan (seminars, conferences, some teaching modules, etc.), you must immediately consult the professor on how to perform and certify them.

Since the performance and the evaluation of these activities can be only certified by the professors on their stamped and signed headed paper, they cannot be recorded in Gomp and will not be reported in your Transcript of Records.

Check in advance whether your university accepts this kind of certification.

Important: do not forget to return the books borrowed from the libraries, before checking-out, otherwise your Transcript of Records will not be issued.

### **3 AFTER THE MOBILITY**

#### **3.1 Payment of the balance of your scholarship**

Once you check out correctly and complete your **EU survey**, the International Relations Office will check your position with the students' residence and will transfer you the outstanding 20% of your scholarship.

This will be transferred at the end of the mobility period, within 30 calendar days after submitting the online EU survey.

In case the duration of the mobility is inferior than agreed, a reimbursement is due, and the Receiving Institution will issue a reimbursement request for the exceeding amount (daily grant multiplied by the number of lacking days from the final set date in the grant agreement).

The submission of the online EU survey shall be considered as the participant's conclusion of his mobility and as a request for the remaining 20 % of the mobility grant. It will be calculated by multiplying the daily allowance (monthly grant/30) by the exact number of days actually spent in mobility.