

INFOSHEET

for Erasmus Incoming Students



UNIVERSITÀ
POLITECNICA
DELLE MARCHE

CONTACTS

INTERNATIONAL RELATIONS OFFICE - ERASMUS MOBILITY

Via Oberdan n. 8 - Ancona
+ 390712203019
erasmus.incoming@univpm.it

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
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r.zanoli@univpm.it

ECONOMICS Prof.ssa Alessia Lo Turco

Dipartimento di Scienze Economiche e Sociali
071 220 7250
erasmus.economia@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
alessandro.scalise@ospedaliriuniti.marche.it

SCIENCES Prof. Emiliano Trucchi

Dipartimento di Scienze della Vita e dell'Ambiente
071 220 4158
e.trucchi@univpm.it

DURING YOUR ERASMUS PERIOD

LEARNING AGREEMENT:

If you have **to change** your learning agreement:

- send the document directly via your University management system - **EWP Erasmus Without Paper**

If your University doesn't use EWP System

- fill in the document "Request of changes"

https://www.univpm.it/Entra/Engine/RAServeFile.php/f/Request_of_Changes_L.A._During_the_Mobility.doc

The document must be signed by you, by the Host Departmental Coordinator and by the Home Departmental Coordinator.

If you need information regarding the learning agreement, contact the Departmental Coordinator of your Faculty.

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

students coming for the I semester 15th NOVEMBER

students coming for the II semester 15th MARCH

students coming for the full A.Y. 15th NOVEMBER to change exams of the I sem.
15th MARCH to change exams of the II sem.

- 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.

In order **to take exams**, you have to **fill in your online study plan**.

You will receive an email with all the necessary information.

DURING YOUR ERASMUS PERIOD

EXTENSION

If you wish to extend your Erasmus period, fill in the extension form available online at:
https://www.univpm.it/Entra/Internazionale/Incoming_mobility/Incoming_student_mobility 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.

INFORMATION FOR NON-EUROPEAN STUDENTS

See the "Information sheet for non-European students" at the following link:
https://www.univpm.it/Entra/Engine/RAServeFile.php/f/Information_Sheet_for_nonEU_students.pdf

UNIVERSITY LANGUAGE CENTRE (CSAL)

The University Language Centre (CSAL) organises classes for the following languages:

Italian, English, French, Spanish, German.

There are two self-study centres for languages:

Villarey – open from Monday to Friday 8.30 – 18.30

Montedago – open from Monday to Friday 8.30 – 18.30

At CSAL, you can study languages alone or in small groups but always with the guidance of expert teachers.

Italian classes will be organised for **BEGINNER, INTERMEDIATE** and **ADVANCED** level students. You can attend lessons either in person or online on Microsoft Teams.

Click on this link for the course enrolment form, lesson timetable, and instructions on how to access the Team: <https://www.csal.univpm.it/en/italian-language-courses>

Students can also avail of an **online self-study Italian course** through the eLOCAL project:

<https://www.csal.univpm.it/en/progetto-elocal>.

Students who have included the Italian language Exam in their Learning Agreement will have to take a computerbased test. For information and test dates, see here:

<https://www.csal.univpm.it/en/italian-language-exams-foreign-students>

Within the established deadline, students can add an Italian language exam to their Learning Agreement.

Our centre offers students the possibility to obtain the **CELI, an internationally recognised Italian Language Certificate** issued by Università per Stranieri di Perugia:

<https://www.csal.univpm.it/en/celi>

Furthermore, during their stay in Italy students can also attend all the language courses organised by CSAL.

Visit the CSAL website: www.csal.univpm.it



AT THE END OF YOUR ERASMUS PERIOD

When **all** the exams you have passed are **registered** in the online booklet in the Esse3 platform, remember to **send an e-mail** to erasmus.incoming@univpm.it otherwise the Erasmus documentation can't be closed.

Pay attention: the date of your **last** exam will be considered the date of your departure, that is the **end** of your Erasmus mobility

USEFUL INFORMATION

UNIVERSITY CANTEEN - ERDIS OFFICE

To get the canteen card, you have to register here: <https://erdis.it/area-riservata-agli-studenti-2/>.

Before registering, read the information at the following link:

https://erdis.it/wpcontent/uploads/2021/07/registrazione_ita_inglese_3.pdf



BUS TICKETS

CONERO BUS OFFICE

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

071 207 2878

Opening hours: Monday to Saturday 7.30 -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 Piazza Pertini) – Ancona

071 22 74 411

Opening hours: Monday to Friday 8.30-12.30

QUESTURA/POLICE UFFICIO IMMIGRAZIONE

Via G. Gervasoni n.19 – Ancona

071 228 81; 071 228 8411

Opening hours for information: Monday to Friday 8.30 – 12.30

Monday and Tuesday 14.30 – 18.30

USEFUL 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 – 00.00/ 00.00 – 8.00

Sunday and holidays 10.00 – 00.00/ 00.00 – 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.

Strada della Grotta, n. 19/A, Ancona

07144213

segreteria@cusancona.it

Opening hours: from Monday to Friday 8.00–23.00

Saturday 8.00–18.00