



MEMO for Erasmus Incoming students

CONTACTS

INTERNATIONAL RELATIONS OFFICE - ERASMUS MOBILITY

Via Menicucci, 6
60121 Ancona, Italy

☎ +39 071220 3019

✉ erasmus.incoming@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

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

Ask for Rosanna Daniele (Secretary's Office)

☎ 071 220 6010

✉ r.daniele@univpm.it

SCIENCES

Dr. **Emiliano Trucchi**

Dipartimento di Scienze della Vita e dell'Ambiente

☎ 071 220 4158

✉ e.trucchi@univpm.it

ON YOUR ARRIVAL

UNIVERSITY CANTEEN

if you wish to have meals at the University Canteen, go to the **ERDIS office**:

Via Saffi, 22 – Ancona

Monday to Friday: 9:00-12:30

Tuesday and Thursday: 9:00-12:30 / 15:00-17:00

☎ 071.227411

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

INFORMATION FOR NON-EUROPEAN STUDENTS

See the “Information sheet for non-European students” in the following link:

https://www.univpm.it/Entra/Engine/RAServeFile.php/f/Information_Sheet_for_non-EU_students.pdf

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 first, otherwise they are not allowed to modify their study plan.

Information for students attending **AGRICULTURE, ENGINEERING, MEDICINE and SCIENCES** at Univpm:

if you have to change your learning agreement:

- 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;
- **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

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.

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.

AT THE END OF YOUR ERASMUS PERIOD

PAY ATTENTION:

after taking the **LAST exam**, you have **7 DAYS** to come PERSONALLY to the Erasmus Office to close the Erasmus documentation; the day you come to the office shall be considered as the departure date registered in the “Transcript of Records” and in the “Departure form” (if requested by your University).

If you come to the Erasmus Office **more than 7 days** after taking the last exam, the departure date registered in the “Transcript of Records” and in the “Departure form” will be **the date of your last exam**.

We would like to inform you that, after closing the Erasmus documentation, it is not possible to come back to Università Politecnica delle Marche to take exams on September.

USEFUL INFORMATION

- **BUS TICKETS**

CONERO BUS OFFICE

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

☎ 071 2072 878

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 9.00 - 13.00

Monday and Tuesday 15.00 - 17.00

- **ERDIS office:**

Via Saffi, 22 – Ancona

Opening hours Monday to Friday: 9:00-12:30

Tuesday and Thursday: 9:00-12:30 / 15:00-17:00

☎ 071.227411

- **QUESTURA/POLICE**

UFFICIO IMMIGRAZIONE

Via G. Gervasoni n.19 - 60129

Ancona ☎ 071 228 81; 071 228 8411

Opening hours

for information Monday to Friday 8.30 –

12.30 Tuesday 14.30 – 17.30

- **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.

Via Grotte di Posatora n, 19/A, Ancona

☎ 07144213 ✉ segreteria@cusancona.it