

## **ERASMUS+ ICM STUDENTS**

**Academic year 2020/21**

### **WHAT TO DO DURING THE ERASMUS**

These are the steps to follow during your Erasmus study period:

#### **1) ACTIVATE UNIVERSITY OF PAVIA USERNAME AND PASSWORD:**

Upon your registration, we send you detailed instructions on how to activate your UNIPV username and password.

Once you do so, you will be able to:

- activate your University of Pavia e-mail address (name.surnameOn@universitadipavia.it)
- follow the instructions and set up your UNIPV account in order to access the Area Riservata, the Wi-Fi service and the services provided by the University of Pavia
- access your KIRO PLATFORM, where you can access teaching materials and useful resources related to your modules

#### **2) GO ALONG WITH YOUR UNIPV APP AND YOUR RESERVED AREA**

During your Erasmus study period, we will send you detailed information on the UNIPV APP and how to use it in order to access your Area Riservata. This is a personal area where you can find all the information regarding the academic career, your exam dates, your marks: On your UNIPV APP you will be able to view available exams dates and register for a selected exam, delete a reservation once confirmed. You can also see your exams results and to accept/refuse a mark once received

#### **3) LEARNING AGREEMENT AND CHANGES**

Upon your arrival you **MUST** check your Learning Agreement with the up-to-date academic offer and course timetable, get it signed by your Erasmus Coordinator in Pavia and bring it to International Relations Office **by the 31st of October 2020.**

If during your Erasmus study period you need to change any of the academic activities listed in your learning agreement, you **MUST**:

- fill in a "Learning agreement changes form"
- get it signed by your Erasmus Coordinator in Pavia
- bring a copy to our office or send it to [erasmus.icm@unipv.it](mailto:erasmus.icm@unipv.it)

We will send it to your home university for their signature and inform you as soon as it is approved.

#### 4) HOW TO USE YOUR EXAMS BOOKLET / LIBRETTO

When you come to our office to enroll, you received a paper Booklet of Exams which teachers have to fill in with details of course, exams and marks. All activities performed must be reported on it by the teachers.

The Booklet is the paper version of the LIBRETTO on the Area Riservata where all taken exams are displayed. You have to match them before accepting any grades. If there is a difference, contact the teacher before accepting the mark.

If you are going to perform thesis activities, you should have another specific form, please email [erasmus.ics@unipv.it](mailto:erasmus.ics@unipv.it) to ask for it.

#### 5) USING

#### LIBRARIES

The University libraries offer reading rooms, copying services, workstations for consulting online resources, free WI-FI, assistance in bibliographic research and a huge collection of books and magazines. To find or to borrow a book or a magazine, access the catalogue of Pavia <http://opac.unipv.it/>

### WHAT TO DO AT THE END OF YOUR ERASMUS

At the end of Your Erasmus, you must come in person to International Relations Office – Corso Carlo Alberto, 7 in order to return your booklet of exams and collect your CERTIFICATE OF ATTENDANCE, confirming your date of arrival and departure

#### TRANSCRIPT OF RECORDS:

Please note that all passed courses will be listed on your transcript but no failed courses will be listed.

When your exam results have been registered by the departments, we will send your transcript directly to the International Office at your home university after no more than five weeks!

As a rule, it will not take more than 1 month for your grades to be entered into your account after your examination. This is when you will be able to see them in the on-line reserved area. If you need your grades earlier, please contact your lecturer in good time to discuss your requirements and inform our office well in advance!

#### FINALLY, REMEMBER TO

- Make sure that you have passed all your exams!
- Collect the deposit of your flat, if you paid one
- Close your bank account, if you have one
- Give books back to the library

IN CASE OF NEED WITH ANY OF THESE STEPS, FEEL FREE TO CONTACT [ERASMUS.ICM@UNIPV.IT](mailto:ERASMUS.ICM@UNIPV.IT)