



before



during




after

- 1) Ask your home University to send an official NOMINATION to IVARESE02
- 2) Wait for our welcome email then proceed with:
  - online REGISTRATION
  - online APPLICATION
- 3) Wait for our official ACCEPTANCE LETTER
- 4) Prepare and send us your LA, fully signed (student + home coordinator + host coordinator)
- 5) Ask for ACCOMMODATION

- 1) A week before your arrival contact us for MATRICULATION and CREDENTIALS  
[✉ erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)
- 2) Proceed ASAP with both Tax/Fiscal code and Stay permit/VISA requests
- 3) Ask for a buddy [✉ uninsubria@esn.it](mailto:uninsubria@esn.it)
- 4) Send us via email any papers (e.g. Arrival statement) that need to be signed
- 5) Send us via email the latest copy available of your LA, fully signed
- 6) Enroll in classes
- 7) Send us any LA changes, fully signed, whenever needed
- 8) Participate in the free Italian language course
- 9) Enroll in exams using your credentials

- 1) Send us via email any form (e.g. hospital shifts for Med students) that needs to be archived
- 2) Send us via email any papers (e.g. Departure statement, ...) that need to be signed
- 3) Check that all the activities successfully taken at I VARESE02 are correctly registered in your booklet then ask for the ToR to be issued

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### Destination I VARESE02

Erasmus+ offers the opportunity to participate in mobility programmes based on bilateral agreements signed among partners.

When choosing I VARESE02 Università degli Studi dell'Insubria, as their destination, incoming students shall verify:

- classes offered, academic calendars, application deadlines
- possible incompatibilities between their study plan and the local academic offer, in order to prevent a denial

The course catalogue is available here:

<https://www.uninsubria.eu/programs/degree-programs>

Degree courses fully taught in English are marked with the  flag.

The general academic calendar is available here

<https://www.uninsubria.it/ateneo/sedi-e-orari/calendario-accademico/calendario-didattico>

All activities, classes/exams/traineeships, end within July 31<sup>st</sup>

The mobility's length can vary according to the duration stated in each bilateral agreement.

Nomination/Application deadlines are as follows:

- 1<sup>st</sup> semester and full academic year - 15<sup>th</sup> May (Nom) – 15<sup>th</sup> June (App)
- 2<sup>nd</sup> semester – 15<sup>th</sup> October (Nom) - 15<sup>th</sup> November (App)

The Italian University System is organized on 3 cycles:

- 1<sup>st</sup> cycle, laurea (180 credits/3 years = Bachelor degree)
- 2<sup>nd</sup> cycle, laurea magistrale (120 credits/2 years = Master degree)
- 2<sup>nd</sup> cycle, laurea magistrale a ciclo unico Law (300 credits/5 years = single cycle degree), Medicine & Surgery and Dentistry (360 credits/6 years single cycle degree)
- 3<sup>rd</sup> cycle, Dottorato di ricerca and Diploma di Specializzazione (leading to a postgraduate degree = PhD and Specialization degree)

### LANGUAGE skills

Italian - B2

English - B2

are the minimum level of knowledge required at I VARESE02 as per the Common Framework of Reference for the knowledge of languages recognized by the Council of Europe (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

to profitably attend the educational activities offered, though we do not ask for a specific certification.

I VARESE02 organizes a 30-hour Italian language course for incoming students who subscribe by clicking the option when applying online.

The Italian language course is FREE, beginner level.

The Italian language course **does not** assign marks or any kind of certificates (unless issued directly by the Language School).

The course is usually offered in late November and late March, its START DATE is communicated DIRECTLY by the Language School therefore incoming students will plan the calendar (day/time) together with its teachers.

<p><b>NOMINATION</b></p>	<p>In order to join I VARESE02 for a mobility period, incoming students must</p> <ul style="list-style-type: none"> <li>- be officially nominated by the home University</li> <li>- receive a formal Acceptance Letter by the International Relations Office</li> </ul> <p>Nomination deadlines are as follows:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> semester and full academic year students - 15<sup>th</sup> May</li> <li>- 2<sup>nd</sup> semester students – 15<sup>th</sup> October</li> </ul>						
<p><b>REGISTRATION and APPLICATION</b></p>	<p>Registration and application are mandatory:</p> <ol style="list-style-type: none"> <li>1. Incoming students must register <a href="#">here</a></li> <li>2. Incoming students must apply <a href="#">here</a></li> </ol> <p>Application deadlines are as follows:</p> <ul style="list-style-type: none"> <li>- 1st semester and full academic year - 15th June</li> <li>- 2nd semester – 15th November</li> </ul> <p>Applications are processed by the International Relations Office and incoming students receive an official email containing their Acceptance Letter. <b>Without</b> a formal Acceptance Letter sent by the International Relations Office students <b>cannot</b> join our Institution.</p>						
<p><b>Formal ACCEPTANCE</b></p>	<p>Without a formal Acceptance Letter sent by the International Relations Office students cannot join our Institution.</p> <p>Applications are processed by the International Relations Office.</p> <p>Only students:</p> <ol style="list-style-type: none"> <li>1. who have been officially nominated by the home institution</li> <li>2. who have <a href="#">registered</a> online</li> <li>3. who have <a href="#">applied</a> online</li> </ol> <p>might receive an Acceptance Letter</p> <p>Incoming students who later decide to withdraw from the programme must send ASAP an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p>						
<p><b>ECTS</b></p>	<p>In the Italian Higher Education system, students are graded on a scale from 1 to 30 points. 18 is the lowest passing grade, 30 is the highest grade; a cum laude can be added as a special distinction.</p> <p>I VARESE02 uses the ECTS system: 1 CFU/ECTS credit corresponds to a 20/25-hour overall workload (i.e. lectures, practice, seminars, private work and research in libraries, assessments and examinations).</p>						
<p><b>LA, Learning Agreement</b></p>	<p>The LA lists all the activities that a mobility student intends to take abroad and must be:</p> <ol style="list-style-type: none"> <li>1. signed by the student</li> <li>2. approved and therefore signed by the home coordinator</li> <li>3. approved and therefore signed by the host coordinator</li> </ol> <p>We recommend proceeding with the LA's drafting in agreement with both the home and the host coordinators.</p> <p>A few useful data for the LA:</p> <table border="1" data-bbox="555 1832 1430 2123"> <tr> <td data-bbox="555 1832 842 1935">Host Institution/ Receiving Institution</td> <td data-bbox="842 1832 1430 1935">I VARESE02 Università degli Studi dell'Insubria via Ravasi 2, 21100 Varese – Italy</td> </tr> <tr> <td data-bbox="555 1935 842 2033">Institutional Coordinator</td> <td data-bbox="842 1935 1430 2033">Dr. Luca Gallo – International Relations Head officer Phone +39 0332 219341 E-mail address: <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></td> </tr> <tr> <td data-bbox="555 2033 842 2123">Departmental coordinator</td> <td data-bbox="842 2033 1430 2123">please specify the name of the host coordinator &gt;&gt; the complete list is available <a href="#">online</a>, see <a href="#">Attachments section</a></td> </tr> </table>	Host Institution/ Receiving Institution	I VARESE02 Università degli Studi dell'Insubria via Ravasi 2, 21100 Varese – Italy	Institutional Coordinator	Dr. Luca Gallo – International Relations Head officer Phone +39 0332 219341 E-mail address: <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a>	Departmental coordinator	please specify the name of the host coordinator >> the complete list is available <a href="#">online</a> , see <a href="#">Attachments section</a>
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Departmental coordinator	please specify the name of the host coordinator >> the complete list is available <a href="#">online</a> , see <a href="#">Attachments section</a>						

	<p>All activities, classes/exams/traineeships, <b>end within July 31<sup>st</sup></b></p> <p>Incoming students must send their LA <b>fully signed</b> to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> <b>before</b> the mobility begins.</p>						
<p>LA, subjects delivered in different Degree Courses and/or in different Academic Years</p>	<p>Incoming students are allowed to pick any subjects delivered at I VARESE02, <b>provided</b> they double-check the contents of their LA both with the home and the host coordinator (in terms of pertinence and feasibility).</p> <p>When choosing subjects belonging to different Degree Courses and/or delivered in different academic years incoming students should <b>bear in mind that classes and exams might overlap!</b></p>						
<p>LA, special provisions for MEDICINE AND SURGERY students</p> <p>- MED codes and EMED codes</p>	<p>At I VARESE02 a few subjects -that we call integrated courses- consist in several modules.</p> <p>For example: the integrated course Patologia medica (MED code) consists of 10 modules (EMED codes)</p> <table border="1" data-bbox="555 707 1431 1014"> <tr> <td data-bbox="555 707 746 1014">MED0247</td> <td data-bbox="751 707 1431 1014">           EMED019 Angiologia            EMED001 Cardiologia            EMED003 Endocrinologia            EMED000 Fisiopatologia clinica            EMED002 Gastroenterologia            EMED017 Malattie dell'apparato respiratorio            EMED012 Malattie del sangue (Ematologia)            EMED016 Malattie infettive            EMED025 Nefrologia            EMED034 Reumatologia         </td> </tr> </table> <p>An incoming student might need to take it entirely, in this case the booklet will contain its MED code.</p> <p>Another incoming student might need to take one or more modules only, in this case</p> <ul style="list-style-type: none"> <li>○ the LA will only list the modules (EMED codes) to be taken</li> </ul> <p>When it comes to register in the exam</p> <table border="1" data-bbox="555 1301 1431 1630"> <tr> <td data-bbox="555 1301 970 1451">Registration in MED code exams (whole integrated courses)</td> <td data-bbox="975 1301 1431 1451">incomings will register via the online procedure (using their credentials) from 25 to 5 days prior the exam's date</td> </tr> <tr> <td data-bbox="555 1458 970 1630">Registration in EMED code exams (one or more modules belonging to an integrated course)</td> <td data-bbox="975 1458 1431 1630">incomings will send an email to the International Relations Office            ➤ <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a>            from 25 to 5 days prior the exam's date</td> </tr> </table>	MED0247	EMED019 Angiologia EMED001 Cardiologia EMED003 Endocrinologia EMED000 Fisiopatologia clinica EMED002 Gastroenterologia EMED017 Malattie dell'apparato respiratorio EMED012 Malattie del sangue (Ematologia) EMED016 Malattie infettive EMED025 Nefrologia EMED034 Reumatologia	Registration in MED code exams (whole integrated courses)	incomings will register via the online procedure (using their credentials) from 25 to 5 days prior the exam's date	Registration in EMED code exams (one or more modules belonging to an integrated course)	incomings will send an email to the International Relations Office ➤ <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> from 25 to 5 days prior the exam's date
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<p>LA, special provisions for MEDICINE AND SURGERY students</p> <p>- Practical activities (traineeship inside the hospitals)</p>	<p>In case, along with classes an incoming student needs to spend a traineeship period inside the hospital's wards</p> <ul style="list-style-type: none"> <li>○ the LA will contain the amount of credits to be gained as well as the area/department (e.g. medical area/surgical area or Neurology/Ophthalmology, ...) the student is supposed to visit</li> </ul> <p><b>A few weeks before</b> the arrival, the student will contact the School of Medicine → <a href="mailto:cdlmed.segreteria@uninsubria.it">cdlmed.segreteria@uninsubria.it</a> that plans the hospital's shift; the email will contain the attachment E+ Traineeship_WARDS form available <a href="#">online, see Attachments section</a></p>						

At present:

- **FIXED 2-WEEK MODULES:** the minimum/maximum period that a student can spend in each ward is 2 weeks.  
Which means: a ward cannot be visited for less than 2 weeks and cannot be visited for more than 2 weeks; for every 2-week module the student will gain 4 credits.
- **HOW LONG DOES A SHIFT LAST?** Each 2-week shift lasts 80 hours: 8 hours/day, 5 days a week for 2 weeks; at the end of the shift the student earns 4 credits.
- **QUOTA LIMIT:** only 1 incoming student (per 2-week period) can be assigned to a ward. This means that the wards actually available might not match with the ones listed in the student's LA.  
When planning the shifts, if the wards that the student has listed in the E+ Traineeship\_WARDS form are already booked, the School of Medicine will assign him/her another ward according to the availabilities (within the same main area). The main areas being:
  - Medical area (general medicine, cardiology, pediatrics, dermatology, geriatrics, ...)
  - Surgical area (general surgery, orthopedics, gynecology, plastic surgery, thoracic surgery, vascular surgery, ...)
  - Services (radiology, forensic medicine, nuclear medicine, ...) and ER
- **TRAINEESHIP REGISTRATION IN THE BOOKLET:** Traineeship credits are registered in the booklet after completion of **all** the shifts (i.e. before the end of the mobility).  
To register these activities, the International Relations Office must receive each and any 2-week period timetable sheet, fully signed.
  1. Before entering each ward the student must print a copy of the E+ Traineeship\_TIMETABLE form available [online, see Attachments section](#)
  2. Every day -once inside a ward- the student will fill in the paper and ask for the tutor's signature (date + exact start and end time)
  3. At the end of each and any 2-week shift the student must scan and send a PDF file of the paper to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)
- **ToR:** the student's booklet and the ToR will contain generic items only, as follows:
  - TRAINEESHIP/PRACTICAL ACTIVITIES, Medical area
  - TRAINEESHIP/PRACTICAL ACTIVITIES, Surgical area
  - TRAINEESHIP/PRACTICAL ACTIVITIES, Services area
  - TRAINEESHIP/PRACTICAL ACTIVITIES, ERWhich means: for each item both booklet & ToR will specify the credits gained but not the wards that were visited (the student will provide the home institution with a copy of the timetable sheets, if needed).
- **MARKS:** at I VARESE02 marks are given to **actual** exams only.  
At the end of a shift inside the hospitals students do not take an exam; therefore, **no marks are given:** both the booklet and the ToR will list an "attendance" (frequency) only.  
In case the home institution asks for a numerical grade, the student has to expressly ask for one to the Tutor **at the beginning** of the 2-week shift (the Tutor/ward's Director will specify the mark in the E+ Traineeship\_TIMETABLE form).

Special provisions  
for DOUBLE  
DEGREE students

**Before their arrival** incoming students joining I VARESE02 as Double Degree ones, shall provide us with:

- information about their High School diploma (name of the school, place/date and type of the title obtained)



	<ul style="list-style-type: none"> <li>• information about their Bachelor degree (name of the HE Institution, place/date and type of the title obtained)</li> <li>• ToR of their current studies and Diploma Supplement of their bachelor (1<sup>st</sup> cycle) degree</li> <li>• A copy of their ID document</li> </ul> <p>The matriculation of double degree students is managed by the Students' office, that needs to upload the student's previous carrier. Therefore, the procedure might take a few weeks.</p>
<p>ACCOMMODATION</p>	<p>Incoming students who need to apply for a room inside a university residence <b>must participate</b> in the specific call. Availabilities are limited. To get further information as to the accommodation's call and its deadlines as well as to fees/payments and rules, check the contents of the <a href="#">webpage</a></p> <p>Students can also autonomously look for an accommodation and/or double check the other opportunities available on the <a href="#">webpage</a> (such as Lem, Cerco Alloggio, Campus diffuso..) and/or get in touch with the ESN section of Varese/Como, please refer to <a href="mailto:insubria@esn.it">insubria@esn.it</a></p>
<p>Useful LINKS and contacts</p>	<p>IRO - International Relations Office <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> VARESE - via Ravasi, 2 - COMO - via Valleggio, 11</p> <p>Erasmus local coordinators (<a href="#">see the section Attachments</a>) Ongoing classes (<a href="#">platform</a>) Exam dates (<a href="#">board</a>) eLearning (<a href="#">platform</a>) ESN section <a href="mailto:insubria@esn.it">insubria@esn.it</a> Accommodation <a href="mailto:dirittoallostudio@uninsubria.it">dirittoallostudio@uninsubria.it</a></p> <p><a href="#">Website (Italian version)</a> <a href="#">Website (English version)</a> Course catalogues and lessons → <a href="https://www.uninsubria.eu/programs/degree-programs">https://www.uninsubria.eu/programs/degree-programs</a></p>

**ARRIVAL:  
Matriculation,  
Credentials,  
Documents**

This is the first, **mandatory** step at I VARESE02: approximately **one week before** the start of the mobility, incoming students must send an email to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) asking for:

- Matriculation and credentials (exams, @, wi-fi, ...)

The email will contain the student's LA fully signed as well as these data:

Complete last name	
Complete first name	
Home institution	
Exact start date of your mobility	(dd-mm-yy)
Expected end date of your mobility	(dd-mm-yy)
Email address	
If you are staying in the university dorm	(yes/no)

We will matriculate the student **remotely** and send an email containing the local credentials.

Upon arrival, but **after** matriculation, the student will contact the office via email [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) for:

- signature/stamp on home certificates (arrival statement)
- general information

**How to change your password**

When the APP informs you that your password is expired, you need to change it via the WEB site → [Retrieve password UNINSUBRIA](#)

The webpage will ask you for:

<b>Username*</b>	The one the system assigned you when you completed the registration
<b>Italian ID no.*</b>	The provisional fiscal code the system assigned you when you completed the registration
<b>E-mail address*</b>	The personal email address you specified upon registration

**Tax/Fiscal code**

*Codice Fiscale* is a very important Italian code that one must have in order to enter a rent agreement, open a bank account, and so on...

When you register in our platform, the system issues a *provisional*\* one but once in Italy, you **MUST** obtain an actual one.

Please refer to the office in charge:

- Agenzia delle Entrate, VARESE (via Frattini, 1)
- Agenzia delle Entrate, COMO (viale Cavallotti, 6)

\*Provisional fiscal codes can also be calculated via this link <http://www.codicifiscaleonline.com/> When the system asks for the "LUOGO DI NASCITA" enter: your Country's name (in Italia). When the system asks for the "PROVINCIA - SIGLA DI NASCITA" enter: EE.

Provisional fiscal codes **are not** OFFICIAL therefore students must visit Agenzia delle Entrate and get an actual one.

Local Tutors/Buddies, chosen among our students, might help incoming students with practical issues. \*\*[see page 9, ESN section and buddy system](#)



<p>Residency/Stay permit</p>	<p>Within 8 working days from their arrival, non-EU citizens coming from non-EU countries who plan to stay in Italy longer than 3 months, must apply for a Residence/Stay permit in any Italian post office.</p> <p><b>Incoming students are usually requested to bring and show the following documents:</b></p> <ul style="list-style-type: none"> <li>- mobility's Acceptance Letter issued by I VARESE02</li> <li>- complete copy of the passport</li> <li>- health insurance valid in Italy</li> </ul> <p>Students can turn to:</p> <ul style="list-style-type: none"> <li>• Patronato CGIL <a href="#">VARESE</a> (via N. Bixio, 37) – <a href="#">COMO</a> (via Italia libera, 23)</li> <li>• Patronato ACLI <a href="#">VARESE</a> (via S. della Chiesa, 9) – <a href="#">COMO</a> (via G. Brambilla, 35)</li> </ul> <p>Local Tutors/Buddies, chosen among our students, might help incoming students with practical issues. **see page 12, ESN section and buddy system</p>
<p>VISA</p>	<p>Non-EU citizens students coming from non-EU countries need to apply for a VISA (for study reasons). It's up to students to start the VISA application procedures for study reasons on time, thus meeting with the deadlines.</p> <p>VISA must be requested:</p> <ul style="list-style-type: none"> <li>▶ to the Italian Consulate and/or Embassy of the home Country BEFORE the departure</li> <li>▶ for study reason and NOT for tourism reason (the tourist VISA is easier to obtain but has a limited time validity - usually 90 days - and upon expiration <b>cannot</b> be converted into a study VISA → the student is obliged to return to his home Country)</li> </ul> <p><b>After entering Italy incoming students are requested to apply for a stay permit within 8 days. To do so, fill in the "Stay permit kit" available at post offices and attach the following documents to your application:</b></p> <ul style="list-style-type: none"> <li>- mobility's Acceptance Letter issued by I VARESE02</li> <li>- complete copy of the passport</li> <li>- health insurance valid in Italy</li> </ul> <p>In order to get assistance for the stay permit application, Students can turn to:</p> <ul style="list-style-type: none"> <li>• Patronato CGIL <a href="#">VARESE</a> (via N. Bixio, 37) <a href="#">COMO</a> (via Italia libera, 23)</li> <li>• Patronato ACLI <a href="#">VARESE</a> (via S. della Chiesa, 9) <a href="#">COMO</a> (via G. Brambilla, 35)</li> </ul> <p>Local Tutors/Buddies, chosen among our students, might help incoming students with practical issues. **see page 12, ESN section and buddy system</p>
<p>Final LA fully signed and LA changes</p>	<p>After matriculation the IRO creates the incoming students' booklet, to do so we need to receive their final and/or updated LA <b>fully signed</b> (student + home coordinator + host coordinator). Please send the PDF file to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p>

	<p>During the mobility incoming students might need to change their LA:</p> <ul style="list-style-type: none"> <li>• double-check our website for <ul style="list-style-type: none"> <li>• <a href="#">courses contents</a></li> <li>• <a href="#">timetables</a></li> <li>• <a href="#">exam dates</a></li> </ul> </li> <li>• contact the local coordinator (<a href="#">see the webpage, section Attachments</a>)</li> <li>• complete/ review your LA</li> <li>• send the updated version of the document (LA_changes) to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> so that the IRO office can list/update the subjects accordingly</li> </ul> <p><b>Unless</b> the online booklet is fully updated, incoming students will not be able to access the E-Learning classes nor the exams they intend to take.</p> <p>➡ In case you join us within the degree course in Medicine and Surgery, please also see the special provisions for Medicine and Surgery students as to: LA's contents, enrollment in exams and practical activities inside the hospitals, classes attendance.</p>
<p><b>How to see classes</b></p>	<p>If the student has been matriculated and has sent us the LA fully signed, all the subjects chosen are already in the booklet and therefore automatically shown in the App.  If the student has not yet been matriculated or has not yet sent us the LA fully signed, the booklet does not contain any subjects. In this case, classes can be seen directly from the website.  Go to the webpage listing all the degree courses  <a href="https://www.uninsubria.it/la-didattica">https://www.uninsubria.it/la-didattica</a>  Click on the degree course you picked subjects from  In case you chose subject from different courses, you will need to repeat this passage  Click on <b>ORARI DELLE LEZIONI</b>  Click on the delivery year of the subjects you picked  In case you chose subject from different years, you will need to repeat this passage  Use the arrows <b>&lt; OGGI &gt;</b> to go back and forth</p>
<p><b>CLASSES, special provisions for MEDICINE AND SURGERY students</b></p>	<p><b>Local students enrolled in the Medicine and Surgery degree course do have mandatory attendance.</b>  Incoming students do not have such obligation. Why? Because subjects at their home institution might be delivered in a different semester, i.e. a student might well have already attended a class at the home institution during the previous semester/year.  Of course, <b>we highly recommend</b> attendance to those who have not yet followed a class, both to profitably take the relevant exam and to socialize 😊</p>
<p><b>Enrolment in EXAMS</b></p>	<p>When all classes for a subject are over, students can register and sit the relevant exam.  Incoming students who want to sit an exam shall register 25 to 5 days before via the online procedure, using their credentials.</p> <p>Multiple-module subjects (Degree in Medicine and Surgery) are an exception: whenever incoming students</p> <ul style="list-style-type: none"> <li>• need to take one or more modules (EMED codes) out of a whole subject that we call <i>corso integrato (integrated course)</i></li> </ul>


- within 5 days prior to the exam – they will send an email to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) specifying the modules they intend to take (the office will then contact the professors involved)
- on the day of the exam they will bring their LA as evidence of the modules listed and approved

Exam dates are available here [board](#)

Italian grades go from a minimum of 18/30 (lowest passing grade) to a maximum of 30/30 (highest passing grade; a cum laude (30L/30) shows a special distinction.

GRADE	DEFINITION
30 cum laude	excellent
29 - 30	very good
27 - 28	good
24 - 26	satisfactory
18 - 23	sufficient

For “how to..?” sessions as to the online enrolment, please contact our local Tutors/Buddies. \*\* [see page 12, ESN section and buddy system](#)

 In case you are joining us within the degree course in Medicine and Surgery, please also see the special provisions below:  
At I VARESE02 a few subjects -that we call integrated courses- consist in several modules.

For example: the integrated course Patologia medica (MED code) consists of 10 modules (EMED codes)

MED0247	EMED019 Angiologia EMED001 Cardiologia EMED003 Endocrinologia EMED000 Fisiopatologia clinica EMED002 Gastroenterologia EMED017 Malattie dell'apparato respiratorio EMED012 Malattie del sangue (Ematologia) EMED016 Malattie infettive EMED025 Nefrologia EMED034 Reumatologia
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An incoming student might need to take it entirely, in this case the booklet will contain its MED code.

Another incoming student might need to take one or more modules only, in this case

- the LA will only list the modules (EMED codes) to be taken

When it comes to register in the exam

Registration in MED code exams (whole integrated courses)	incomings will register via the online procedure (using their credentials) from 25 to 5 days prior the exam's date
Registration in EMED code exams (one or more modules belonging to an integrated course)	incomings will send an email to the International Relations Office ➤ <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> from 25 to 5 days prior the exam's date

## E-LEARNING

The **E-Learning** platform is a 24/7 technological tool:

- that supports on-line teaching (didactic material, forums, tests)
- that allows closer teacher/student interactions

where students can also download documents for later offline consultation.

Incoming students enter the platform using their credentials (user id + password) that will show the courses they are enrolled in, directly in their booklet, as it is linked to their profile.

**IMPORTANT:** do not forget to send the final/updated LA fully signed to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) so that the IRO office can list/update the subjects in your online booklet. Unless the online booklet is fully updated you will not be able to access the E-Learning classes/exams you need to take.

### Special provisions for Medicine and Surgery students

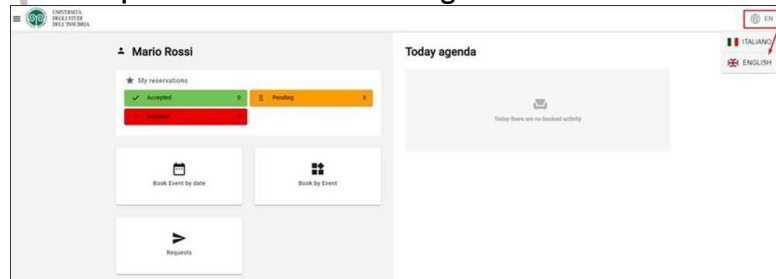
➔ **FOR Medicine and Surgery students: EMED subjects**

If both your Learning Agreement and your booklet contain modules (codes starting with EMED) belonging to an integrated course (codes starting with MED)

e.g. the EMED module *Ortopedia* belongs to the MED integrated course *Clinica ortopedica e traumatologica*

you will access the contents of the module by choosing the “whole subject” it belongs to.

Enter the platform and choose the English version:



#### WHOLE SUBJECTS

To book a lesson of a “whole subject” (MED code) that is actually visible in your booklet, e.g. *Neurologia e Neurochirurgia*

Look for the integrated exam named *Neurologia e Neurochirurgia* “Book Event by date” or “Book by event” functions that match with the item listed in your booklet

#### SINGLE MODULES

To book lessons of a modules (EMED code) that is not automatically visible, e.g. *Ortopedia*

Use the “Requests” menu and look for its integrated exam (MED code) in this case, *Clinica ortopedica e traumatologica*

For “how to..?” sessions as to the use of the platform, please contact our local Tutors/Buddies. \*\*see page 12, ESN section and buddy system

### ESN section and buddy system\*\*

**AFTER** their arrival incoming students may turn to the ESN section that organizes:

- the buddy system
- get\_to\_know\_our\_towns sessions
- leisure and free time activities

	<p>Local tutors, chosen among our students, are also available to help them with practical issues (opening a bank account, accommodation, exams' enrollment, and so on..).</p> <p>Upon arrival incoming students who wish to be contacted by a tutor and chose this option while applying online, will receive an email from <a href="mailto:insubria@esn.it">insubria@esn.it</a> and a tutor's name.</p>
<p><b>Extension of the mobility</b></p>	<p>Extensions to mobility periods are possible only:</p> <ul style="list-style-type: none"> <li>- within the time frame of the same academic year</li> <li>- depending the months in the existing bilateral agreement</li> </ul> <p>Incoming Students who have applied for the 1st semester may extend their Erasmus period to a whole year. Spring semester students may extend until the end of July.</p> <p>All activities will finish within July 31st. Further extensions (i.e. until Fall) should be specifically agreed upon, both with the International Relations Office (Insubria) and your home coordinator/IRO office.</p> <p>Provided they obtain the home coordinator's acceptance, at least 30 gg prior to the end of the mobility, incoming students who wish to:</p> <ul style="list-style-type: none"> <li>• take further exams (in addition to the ones already listed in the LA and LA_changes forms)</li> <li>• do stage, lab or thesis research activities</li> </ul> <p>are allowed ask for an extension of the mobility.</p> <p>To do so they need to fill in a:</p> <ul style="list-style-type: none"> <li>- <i>Request for Extension of the Erasmus Period</i> form</li> <li>- <i>Learning Agreement changes</i> form available <a href="#">online</a></li> </ul> <p>and send both fully signed (3 mandatory signatures: student, local coordinator and host coordinator) to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a></p> <p>There must be no interruption between the period of study already authorized and the extension period requested.</p>
<p><b>Medical assistance</b></p>	<p>EU citizens and extra-EU citizens legally residing in a European country have full coverage of health costs as provided by their national health system, they are in fact <i>followed</i> by the national health service coverage of the home Country (we strongly suggest to double-check this information directly with the home institutions).</p> <p>Extra-EU citizens who need to obtain a residence/stay permit shall demonstrate to possess a health insurance: they can either register with our public health service or choose a private insurance -valid in Italy- (for periods of less than one calendar year the former usually tends to be pricey while the latter turns out to be more convenient).</p> <p>In case you are ill and you need medical care: please refer to the doctor on call (guardia medica) or to the ER.</p>
<p><b>Injuries</b></p>	<p>Joining us through a structured mobility program Erasmus+ incoming students are covered by our accident and liability insurance.</p> <p>In case you get hurt or you cause a damage, please refer to the ER and immediately contact the IRO that will take care of the complaint.</p>

<p><b>BEFORE leaving</b></p>	<p>Before leaving, incoming students who need to update their booklet with activities other than exams (e.g. traineeship forms signed by the hospital Directors, ...) shall contact the IRO and submit the papers that need to be registered.</p>
<p><b>DEPARTURE statement</b></p>	<p>Before leaving, incoming students who need a Departure statement form (official end date) to be signed and stamped by I VARESE02 shall send an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> attach their home University's form (when available) and specify the email address they need the form to be sent to.</p>
<p><b>Transcript of Records</b></p>	<p>When the online booklet is complete and fully updated with the results of the exams, incoming students will send an email to <a href="mailto:erasmus@uninsubria.it">erasmus@uninsubria.it</a> and ask for their ToR to be issued.</p> <p>The Transcript of Records (ToR) provided by the International Relations Office will be issued -in English- within 45 days from departure and sent, via e-mail, both to the student and to the home institution.</p> <p>I VARESE02 uses the ECTS system. In order to simplify the credit transfer, the ToR will show the ECTS scale for each Italian grade awarded.</p>