UNIVERSITÀ DEGLI STUDI DI GENOVA

Erasmus+

With the contribution of E.U.

Incoming Erasmus students Welcome guide 2018/19

GENOVARCHITETTURA

Dipartimento di Chimica e Chimica Industriale - Università di Genova - DCCI

SdF

DISTAV Università degli Studi di Genova

DISC

DIMES Università degli Studi di Genova Dipartimento di Medicina Sperimentale

DITEN

DIPARTIMENTO DI FARMACIA UNIVERSITA' DI GENOVA DIFAR

Dibris

Università degli Studi di Genova Dipartimento di Economia

DICCA

THINGS TO DO AT YOUR ARRIVAL:

- **Register at the *International Mobility Office* of the University of Genoa**

This is the first office you have to visit (don't forget to bring a valid identity document with you).
Here you will be registered and enrolled, you will receive a matriculation number and all necessary documents. You will be also given the student badge that is necessary to access to the labs, to libraries and student canteens.
After you have enrolled you will be able to access all the facilities and services you are entitled to as a student of the University of Genoa.

- ***Go to the Foreign students' office (SASS)***

This office can help you in:

- finding the best accommodation for your needs
- applying for the tax code number
- applying for the permit of stay (only non EU citizens)

International Mobility Office
P.zza Nunziata 6, 2nd floor, 16124 Genova
tel. +39 010 209 9545
Fax +39 010 209 5012
E-mail: **coopint@unige.it**

Opening hours:
Monday, Wednesday, Thursday,Friday 9.00 - 12.00
Tuesday 9.00-11.00 and 14.30 - 16.00

THINGS TO DO AFTER REGISTRATION:

- ***Take part in the Italian Language Course***

  The University of Genoa organizes, with the contribution of E.U., Italian language courses for foreign students, **completely free of charge**.
  If you want to follow the course you have to fill in the appropriate section of the Application Form.
  The courses are divided into levels from A1 (breakthrough) to C2 (mastery) in keeping with the criteria laid down by the Common European Framework of Reference for Modern Languages of the Council of Europe. The students have to sit for an entrance test that usually coincides with the beginning of the course. For information and timetables: http://www.clat.unige.it

STARTING DATES:

September the 3rd 2018 (intensive course)	***October the 29th 2018***	***February the 19th 2019***	***March the 11th 2019***
September the 24th 2018			

- ***Contact the professor responsible for the exchange*** (indicated in the section «Erasmus+ stay data» of your Application Form). The professor responsible will support you in matters concerning your study/traineeship plan (learning agreement) and the course units.

- ***Contact the international office of the appropriate Didactic Structure.***

  It will provide all useful information regarding the organization of the Structure, academic calendar and course units.

ATTENTION: learning agreement and changes

The learning agreement and its changes have to be completed in accordance with the sending Institution and the professor responsible for the exchange at the University of Genoa (following the rules of each Didactic Structure.) As to the section of the document reserved to the receiving Institution, the document has to be approved **by the professor** responsible for the exchange and/or the ECTS Departmental Coordinator (if the course applies the ECTS method). If the document needs the approval of **the Erasmus Institutional Coordinator,** you have to come to the International Mobility Office **after** obtaining the signature of the professor responsible for the exchange.

THINGS TO DO DURING YOUR STAY:

- ***Ask for an extension of the Erasmus period***

If you wish to extend the duration of your Erasmus stay you need the authorization both of your sending Institution and the professor responsible for the exchange at the University of Genoa.
The extension request form is available on the webpage for incoming Erasmus students.

The extension request has to be received by the International Mobility Office at least 15 days before the end of the registered Erasmus period.
After receiving both authorizations, the International Mobility Office will issue a confirmation of acceptance.
IMPORTANT: Remember that the Erasmus period cannot exceed 12 months and must be completed within september 30, 2019.

- ***contact ALFA Regional Institute:***

ALFA offers general student services such as MEAL SERVICES and accommodation.
Canteens are one of the main services provided for students, also Erasmus students can have access to this service, **prior authorization.** The complete list of canteens available for students and the prices of meals can be consulted at the web page **www.alfaliguria.it ⇨ diritto allo studio ⇨ristorazione e sport ⇨ punti di ristorazione in liguria**

ALFA (Agenzia per il Lavoro La Formazione e l'Accreditamento)

Via San Vincenzo, 4
Website: http://www.arsel.liguria.it/
Opening Hours:
Monday to Friday 9.00 – 12.00
Tuesday and Wednesday also 14.30 – 16.30

THINGS TO DO DURING YOUR STAY:

- ***contact GEG (Gruppo Erasmus Genova)***

GEG is a non-profit student organization, part of *the Erasmus Student Network (ESN)*, its goal is to promote student mobility in the framework of university exchange projects, according to the principle *students helping students.*
GEG is run by volunteers and also organizes lots of activities to help foreign students to become part of the Genoese social structure.
GEG also organizes a pick-up service upon request.

GEG (Gruppo Erasmus Genova)
Albergo dei Poveri
Piazzale E. Brignole 2
E-mail: genova@esn.it
Website: http://www.esngenova.it/

- ***contact CUS (Centro Universitario Sportivo)***

If you are interested in sports, you can contact CUS. All useful information can be found consulting the web page **http://www.cusgenova.it**

CUS (Centro Universitario Sportivo)

Via Monte Zovetto, 21 A
Tel. 010 -362.30.01 Fax : 010.31.81.26
E-mail: segreteria@cusgenova.it
Website: www.cusgenova.com

ERASMUS WELCOME DAY

THE UNIVERSITY OF GENOA AND THE MUNICIPALITY OF GENOA, IN COLLABORATION WITH GEG, ORGANIZE A WELCOME EVENT FOR EACH SEMESTER DEDICATED TO INTERNATIONAL STUDENTS.

AFTER A WARM WELCOME, STUDENTS WILL BE GIVEN THE GENOVA WELCOME PACK AND THEY WILL BE GUIDED THROUGH THE FASCINATING HISTORICAL CENTRE OF THE CITY IN A GREAT WALKING TOUR.

UNIVERSITÀ DEGLI STUDI DI GENOVA

GENOVA
MORE THAN THIS

STUDENTS WILL RECEIVE THE INVITATION BY EMAIL AND THEY WILL BE REQUESTED TO CONFIRM THEIR PARTICIPATION.

THINGS TO DO AT THE END OF YOUR STAY:

ASK FOR THE ATTENDANCE CERTIFICATE:

This is an essential document stating your Erasmus exchange period spent at the University of Genoa. Before leaving, you have to contact the **Professor responsible for the exchange** or the **Erasmus office of the competent Didactic Structure**, in order to get your confirmation of attendance duly signed and stamped.

PICK UP YOUR TRANSCRIPT OF RECORDS:

At the end of your exchange period you have to go the ***Students' registrar's Office (Segreteria)*** in order to get the document stating your didactic activities during the Erasmus period.

Students' registrar's Offices :

- **School of Mathematical, Physical and Natural Sciences – Viale Benedetto XV, 7**
  Tel. 0039 – 010 -353. 38190 **Fax:** 0039-010-353.38179 **E-mail: Studenti.scienze@unige.it**

- **School of Medical and Pharmaceutical Sciences (Medicine and Surgery – Pharmacy) - Viale Benedetto XV, 7**
  Tel. 0039 – 010 - 353. 38190 **Fax:** 0039-010- 353. 38190 **E-mail: Studenti.medfar@unige.it**

- **School of Humanities (Arts and Philosophy – Foreign Languages and Literature) - via Balbi 4**
  Tel. 0039 – 010 -209. 51690 **Fax:** 0039-010-209.9610 **E-mail: Studenti.uma@unige.it**

- **Polytechnic School (Architecture - Engineering) - Stradone Sant'Agostino 37**
  Tel. 0039 – 010 -209. 5660 **Fax:** 0039-010-209.9652 **E-mail: Studenti.poli@unige.it**

- **School of Social Sciences (Economics- Law – Education- Political Science) - Piazza della Nunziata 9 r (Belimbau Building)**
  Tel. 0039 – 010 -209. 51890 **Fax:** 0039-010-209.9610 **E-mail**: studenti.soc@unige.it

Opening hours

Monday – Wednesday – Thursday - Friday 9.00 -12.00
Tuesday 9.00 -11 and 14.30 -16.00

Erasmus Office at Didactic Structure:

All useful information regarding theErasmus Office of the appropriate Didactic Structure is given at arrival by the staff of the International Mobility Office and can be consulted at the web pages dedicated to the Didactic Structure of interest.

- **School of Mathematical, Physical and Natural Sciences**
  Email: sportello@scienze.unige.it

- **School of Medical and Pharmaceutical Sciences (Medicine and Surgery – Pharmacy)**
  E-mail: erasmus.medicina@unige.it

- **School of Social Sciences (Economics- Law – Education- Political Science)**
  Economics - Email: relazint@economia.unige.it
  Law – Email: erasmus@giuri.unige.it
  Education – Email: relint.sdf@unige.it
  Political Science – Email: aife@unige.it

- **School of Humanities (Arts and Philosophy – Foreign Languages and Literature)**
  E-mail: relint@scienzeumanistiche.unige.it

- **Polytechnic School (Architecture - Engineering)**
  Architecture E-mail: erasmus.architettura@politecnica.unige.it
  Engineering E-mail: erasmus.ingegneria@politecnica.unige.it

Professor responsible for the exchange:

All useful information regarding the responsible for your Erasmus exchange is given at arrival by the staff of the International Mobility Office, his/her consulting hours and other contacts can be asked directly to the Erasmus Office of the Didactic Structure of interest.

Enjoy your stay at
University of Genoa!
$\mathcal{E}=mc^2$