

UNIVERSITÀ DEGLI STUDI DEL MOLISE
CAMPOBASSO



MEMO FOR INCOMING STUDENTS

What should I do to get info about University of Molise?

- Visit the website www.unimol.it – English version
- Write an e-mail to the International Relations Office Staff
(Loredana Di Rubbo relazint@unimol.it;
Margherita Di Paolo mdipaolo@unimol.it)

to find out what is the documentation to submit , the academic info, the contacts for accommodation and the duties to accomplish upon your arrival.

What should I do upon my arrival?

Meet your tutor at the train station/bus terminal and go to the International Office as early as possible. The International Office is open Monday through Friday 9-12; you are kindly requested to respect opening hours.

What can I expect from the University staff in terms of assistance?

- International Office:

On your arrival, the International Office will assist you in filling in the documentation required by your home Institution and by the host Institution; will give you all the necessary certifications to prove your status of Erasmus student; will take care of signing your learning agreement; will give you the student's guide and/or other informative material on the academic offer.

While you are here, the International Office will send to your Home Institution all the documentation that this may possibly require connected to your stay as an Erasmus student (please, don't use the Office for sending personal communications); will assist you in all administrative procedures linked to the examinations; will assist you in the procedures connected to the learning agreement changes and study period extension.

Before your departure, the International Office will prepare all necessary papers to validate your status as an Erasmus upon your return to the Home Institution: 1) inform the International Office about your date of departure, so to allow the staff to prepare your Certificate of Stay in due time. 2) Bring to the International Office the certificates signed by the Professors after each exam: the Office will prepare and sign your transcript of records after all the necessary checks have been made. The transcript of records will be sent to your Home Institution within the deadlines set by the European Commission, and won't be handed in to the students.

THE OPENING TIME OF THE INTERNATIONAL OFFICE IS MONDAY THROUGH FRIDAY 9-12 – YOU ARE KINDLY REQUIRED TO RESPECT IT!

- Academic Tutors:

Check on the data sheet who will be your academic tutor; he/she will assist you in all the matters concerning your academic path (course contents, timetables, examination methods, programmes, etc)

- Professors at University of Molise:

The University of Molise right now only offers courses in Italian; even though you are required to attend courses and take exams in Italian, some professors may give you learning supplies in English in consideration of your status and allow you to speak English during the exam. But remember: this is not due! It is not fair to complain if the textbook is not available at the University library or costs too much: keep in mind that this was done to help you, not to make your life miserable.

- Tutoring students (Erasmus mates):

You will be assigned a tutor (one for a small group) who will come to pick you up at the train station/bus terminal, take you to your apartment, take you to the University and help you getting acquainted with its structures, take you to the International Office on your arrival, help you in administrative matters connected to your stay in town (getting a tax code, register at the Police station, getting lunch vouchers to use in every student canteen, be assigned a doctor, dealing with accommodation issues).

- Language Centre:

It will give you info on language courses

- Computer Centre:

It will provide you with a password for using the Internet at the University computer rooms for free.

How do I apply for an exam?

Shortly before the date of your exam, go to the International Relations Office and get your examination sheet. The teacher will fill it in and give it back to you after the exam. You are kindly required to take it to the IRO right after. Remember: an Erasmus student has no special examination sessions; you will take your exams when all other students do. Therefore, make sure you don't terminate your Erasmus period before the examination sessions, because your status as Erasmus students doesn't entitle you to ask professors to arrange *ad hoc* dates just for you.

ALWAYS REMEMBER THAT THE INTERNATIONAL OFFICE WILL GIVE YOU ALL THE NECESSARY ASSISTANCE, BUT CANNOT, BY NO MEANS, ACCOMPLISH TO TASKS THAT BELONG TO OTHER STAFF UNITS, NOR SOLVE PROBLEMS WHICH ARE NOT CONNECTED TO YOUR STATUS AS AN ERASMUS STUDENT.

What should I do before my departure?

Warn the International Office about your departure date; it will speed up the process of preparing your Certificate of Stay. Give the International Office your examination sheets filled in by each professor; they will be used to prepare your Transcript of Records, which will be sent to your Institutions after the necessary checks. Please, fill in and give back to the International Office the evaluation questionnaire that it will have been given to you on the first day.

