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Here following you can find some useful information about the most frequently asked questions divided according to topics.

We kindly ask you to read the entire guide, because it provides you with all the information you may need during your stay at the Università degli Studi di Modena e Reggio Emilia.

LEARNING AGREEMENT

1- How can I change the Learning Agreement?

Changes: if you need changes on your Learning Agreement during your stay, you have to ask the UniMore Coordinator of the Department you are enrolled for, in order to validate it.

2- What should I do afterwards?

Once approved -> send the signed document to the International Relations Office. We will then send a scanned copy to your Home Institution where your Home Coordinator will have to sign it and send it back to us. In case you will send the changes to your Home Institution by yourself, then, please be sure to deliver a signed copy by email to the Unimore International Relations Office.

COURSES' CHOICE

1- Which courses can I attend?

If you wish to attend a course taught in English and/or that is offered by another Department, you have to talk with your UniMore Coordinator. He will then ask the other Department for the authorization.

STUDENT CARD

1- What should I do if my student card doesn't work anymore?

If your student card **doesn't work** anymore -> contact the International Relations Office by email incoming.erasmus@unimore.it

2- What should I do if I lose my student card?

If you **lose** your student card -> please contact the International Relations office by email incoming.erasmus@unimore.it . You will have to pay 10 euros for the new card and 16 euros for the stamp duty (marca da bollo).

3- What should I do if my student card has been stolen?

If your student card **has been stolen** send the "Denuncia" by email incoming.erasmus@unimore.it . You will have to pay 10 euros for the new card and 16 euros for the stamp duty (marca da bollo).

EXTENSION OF STAY

1- What should I do if I wish to extend my period of stay?

If you wish to extend your period of stay, first of all, you have to **ask your Home University**.

After the approval, your Home University has to **inform us by email** and **c/c in the UniMore Coordinator** as well.

Once the extension has been confirmed by both the Universities, you are formally accepted for a longer period and you can proceed with the changes to the Learning Agreement.

EXAMS REGISTRATION

It is compulsory to register to the exams before taking them, otherwise they will not be displayed on the Transcript of Records. You have to register within a specific deadline (usually the deadline has been scheduled between the end of the lessons and before the starting period of the exams).

1- How can I register to the exams?

Please follow the procedure mentioned in the Registration Guide for Incoming student <https://www.unimore.it/servizistudenti/vediguia.html?gd=9> at the section How to register to exams. Watch the tutorial as well:

<https://vimeo.com/352671790>

2- What should I do if I have problems during the registration?

In case you can't register, or you can't choose the exam on esse3, please contact the Erasmus Coordinator of your Department within the scheduled deadline and at least one week before the exam.

TRANSCRIPT OF RECORDS

The Transcript of Records may not be ready at the end of the mobility period -> it could take a few weeks to receive it according to the date in which you took your last exam.

Don't worry, your Home University is aware of the procedure.

1- What should I do if the Transcript of Records is not ready upon my departure?

If the Transcript of Records is not ready upon the end of your mobility period, we will send by e-mail a scan copy to your Home University and to you as soon as possible.

End of the mobility period

1- What should I do at the end of the mobility period?

It is compulsory to contact the International Relations Office at the end of the mobility period in order to complete the administrative procedures and prepare the documents you have to deliver back to your Home University (such as the Certificate of attendance).

2- What should I do?

Please, contact the International Relations Office at: incoming.erasmus@unimore.it

3- What should I send?

-It is compulsory to send us the copy of the Booklet (you have to log-in in Esse3: www.esse3.unimore.it search Student area and there you can find the Booklet) in order to receive the Transcript of records. Watch the tutorial: <https://vimeo.com/352671790>

- The copy of the Certificate of attendance you've received from your Home University (please don't write anything on it because it's a document that has to be filled-in, signed and stamped by us);

- In case you've forgotten to send us the changes on your Learning Agreement, be sure to send us a copy at the end of the mobility period.

OFFICE CONTACTS

- **Email:** incoming.erasmus@unimore.it
- **Modena Campus:** (0039) 059 2056576 – 6578
- **Reggio Emilia Campus:** (0039) 0522 522422