



UNIVERSITÀ  
DEGLI STUDI  
DELL'AQUILA

INTERNATIONAL RELATIONS OFFICE

## WELCOME GUIDE

# INFORMATION FOR INCOMING ERASMUS+ STUDENTS



# Mobility to the University of L'Aquila

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## **BEFORE ARRIVAL**

- Nomination
- Documents to prepare
- Accommodation
- Travel tips

## **AFTER ARRIVAL**

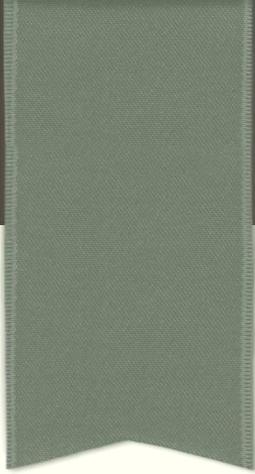
- Administrative steps

## **DURING YOUR MOBILITY**

- Exams
- Departmental Coordinators
- Departments at UnivAQ
- Academic Calendar
- Libraries

## **END OF THE MOBILITY**

- What to do



# **BEFORE YOUR ARRIVAL**



# APPLICATION FORM, PHOTO AND ID

Please make sure that your University has sent us an official nomination. An email communication is considered enough.

## Documents to prepare after the nomination:

To complete the registration procedure, send by email to [welcome@strutture.univaq.it](mailto:welcome@strutture.univaq.it):

1. The application form duly filled in and signed by you and by the exchange student officer at your University (see bottom picture on the side).
2. A passport-size photo in jpeg format
3. A copy of your ID document



UNIVERSITÀ DEGLI STUDI  
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UFFICIO RELAZIONI INTERNAZIONALI

Palazzo Camponeschi, Piazza Santa Margherita, 2 - 67100 L'Aquila, tel: 0862 432767

E-mail: [welcome@strutture.univaq.it](mailto:welcome@strutture.univaq.it)

APPLICATION FOR ADMISSION A.Y. \_\_\_\_/\_\_\_\_/\_\_\_\_

Applications Deadlines: 30.June: Fall semester 30. October: Spring Semester

2 Photos

### EXCHANGE PROGRAM:

Erasmus +

Other exchange programs

### PERSONAL INFORMATION

|                            |         |   |                |
|----------------------------|---------|---|----------------|
| Name                       |         |   |                |
| Surname                    |         |   |                |
| Gender (m/f)               | Age     |   |                |
| Date of Birth (dd/mm/yyyy) | /       | / | Place of Birth |
|                            | Country |   |                |
| Citizenship(s)             |         |   |                |

(to be completed by the exchange student officer)

Student Name: \_\_\_\_\_

Has the student obtained the necessary approval from your institution to study abroad?

Yes

No

Name of Institutional Coordinator: \_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/20\_\_\_\_ Stamp and Approval Signature: \_\_\_\_\_

### APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:

- 1) **Transcript:** Submit one copy of your official university transcript showing work completed.
- 2) **Photo:** one photo jpeg format
- 3) **Copy of passport** or copy of a valid ID card

# LEARNING AGREEMENT

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**UnivAQ course catalogue is available here:**

<https://univaq.coursecatalogue.cineca.it/>

The Course Catalogue allows an easy and fast search in the teaching programmes offered at UnivAQ. Courses taught in English display the following symbol besides the name:

English

If your university is not using the online learning agreement (OLA, see next slide), please use the form provided by the EU.

The Learning Agreement (LA) has to be approved by your University and by the Erasmus Departmental coordinator at UnivAQ and has to be signed by all three parties (see picture on the side).

Send your LA to us at [welcome@strutture.univaq.it](mailto:welcome@strutture.univaq.it), and we will then forward it to the concerned Erasmus Departmental coordinator at UnivAQ .

You can change your LA within a month after your arrival. Changes made later will not be approved. Do always inform our office about LA changes (at [welcome@strutture.univaq.it](mailto:welcome@strutture.univaq.it))

| Commitment                                      | Name | Email / Phone | Position                                      | Date | Signature |
|---|------|---------------|---|------|-----------|
| Student   |      |               | Student                                       |      |           |
| Commitment                                      | Name | Email / Phone | Position                                      | Date | Signature |
| Responsible person at the Sending Institution   |      |               | Responsible person at the Sending Institution |      |           |
| Responsible person at the Receiving Institution |      |               |   |      |           |

# ONLINE LEARNING AGREEMENT

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## If your university allows the use of the OLA...

The Online Learning Agreement (OLA) has to be approved by your University and ours before your arrival. Our Erasmus departmental coordinator's signature is considered as valid as acceptance.

In this case, you can indicate in the OLA directly the Erasmus coordinator of the Department of your interest.

Check the list of the Erasmus departmental coordinators for your OLA in the **next slide**.



Online Learning Agreement  
Incoming Students

# ERASMUS DEPARTMENTAL COORDINATORS

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| ERASMUS DEPARTMENTAL COORDINATORS                                       | DEPARTMENTS   |
|---|---|
| Donato Di Ludovico<br>donato.di.ludovico@univaq.it                      | Department of Civil, Construction-Architectural and Environmental Engineering |
| Monica Nesi<br>monica.nesi@univaq.it                                    | Department of Information Engineering, Computer Science and Mathematics       |
| Prof. Michele Anatone<br>michele.anatone@univaq.it                      | Department of Industrial and Information Engineering and Economics            |
| Prof. Arcangelo Barbonetti<br>arcangelo.barbonetti@univaq.it            | Department of Life, Health and Environmental Sciences                         |
| Prof. Antonio Di Giulio<br>antonio.digiulio@univaq.it                   | Department of Biotechnological and Applied Clinical Sciences                  |
| Prof. Francesco Lorenzo Villante<br>francescolorenzo.villante@univaq.it | Department of Physical and Chemical Sciences                                  |
| Prof. Barbara Maria Vogt<br>barbaramaria.vogt@univaq.it                 | Department of Human Studies   |

Check if this information are updated here:  
[https://www.univaq.it/en/section.php?id=333&lang\\_s=en](https://www.univaq.it/en/section.php?id=333&lang_s=en)

# ACCOMMODATION

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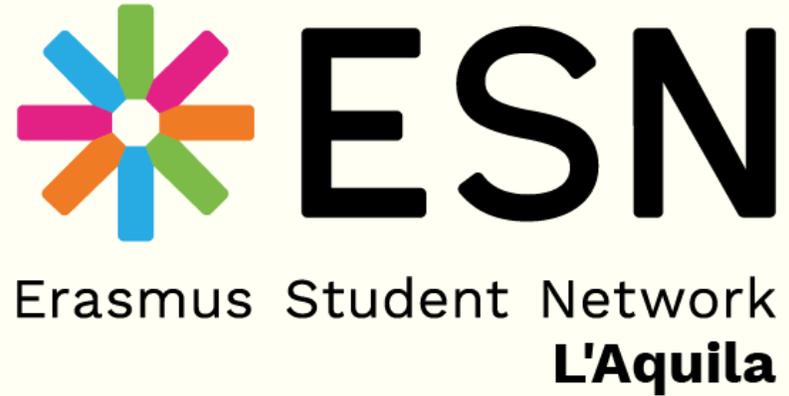
The University of L'Aquila has not a dormitory for hosting students, so we advise you to book a temporary accommodation before your arrival and look for another place in the private market when you arrive at L'Aquila.

You can be supported by our student association Aquilasmus. Please fill the accommodation form to receive support:

<https://forms.gle/ZRR4rLxhY8JgftQ56>

Or, contact them directly at: [info@esnlaquila.it](mailto:info@esnlaquila.it); Website: <https://laquila.esn.it/>

**Please be aware of the housing shortage in L'Aquila. We strongly advise you to find a place to stay beforehand.**



# TRAVEL TIPS

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## Which is the best way to travel to L'Aquila?

L'Aquila is located about 100 km East from Rome. The 2 main airports serving Rome are Fiumicino and Ciampino.

From Fiumicino and Ciampino airports, you can take Gaspari Bus or Flixbus which will take you directly to L'Aquila ("My Suite Hotel" bus stop).

- Gaspari Bus line takes you directly to the bus station near "My Suite Hotel" (also known as "Hotel Amiternum") in L'Aquila. Timetables can be found on their website: [www.gasparionline.it](http://www.gasparionline.it);

- Flixbus takes you to the bus station near "My Suite hotel" (also known as "Hotel Amiternum") in L'Aquila. You can find the timetables on their website: <https://www.flixbus.it>.

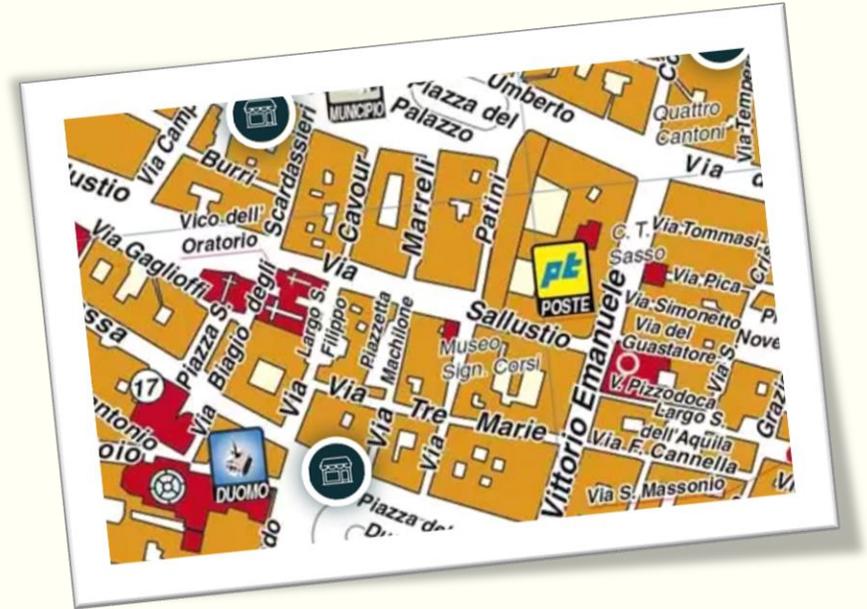
Alternatively, once you arrive in Rome, you can take a bus from Rome - Stazione Tiburtina which will take you to My Suite Hotel / L'Aquila bus station (companies include TUA, Flixbus, Gaspari Bus)

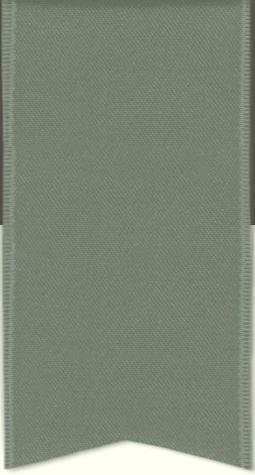
We do not recommend catching the train from Rome as it takes longer than the bus. If you arrive at any other airport, please contact us for advice.

**PLEASE NOTE THAT A PICK-UP SERVICE IS NOT PROVIDED!**

## TAXI

Taxis are available at My Suite Hotel bus stop. You can call the phone number +39 086225165. The service is available from 7 AM up to 00:00 AM. Reservations for a period other than the opening hours can be made up to 7 PM. <https://www.radiotaxilaquila.it/>





# AFTER YOUR ARRIVAL



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# CODICE FISCALE – TAX IDENTIFICATION NUMBER

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Apply for the Tax Identification Number (Codice Fiscale) by booking an appointment with the Agenzia delle Entrate (Address: VIA FILOMUSI GUELFY - PALAZZO UFFICI FINANZIARI E DEL TESORO, L'AQUILA - opening hours: from Monday to Friday 8.30-12.30; Tuesday and Thursday 14.30-16.30).

At the following webpage:

<https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action>

you can click on Prenotazione and then on “make an appointment to request your tax code for the first time please” (tick the checkbox). In this way you will be able to book online an appointment with the office.

Please bring/send us a photo or a scan of the paper received (see picture on the side)

We need the Codice Fiscale to enrol you at UnivAQ!

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

|  |   |
|--|---|
| CODICE FISCALE<br>RSSMRA80A14H501E         | <br>RSSMRA80A14H501E |
| COGNOME<br>ROSSI                           |   |
| NOME<br>MARIO                              | SESSO<br>M  |
| COMUNE (O STATO ESTERO) DI NASCITA<br>ROMA | PROVINCIA DI NASCITA<br>RM  |
| DATA DI NASCITA<br>14/01/1980              |   |

DATA: 21 APRILE 2021 

# BOOK AN APPOINTMENT WITH US!

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Contact us at via email or the Help Point ticket system (<https://help.univaq.it/>) in order to book an appointment with our Office (located at Palazzo Camponeschi).

**The day of the meeting marks the official beginning of your mobility!**

## **Don't forget to bring with you at the meeting:**

- The Codice Fiscale paper (if not sent before)
- A confirmation of arrival form, if provided by your home university
- Your address in L'Aquila (if already available)
- Any other useful document



Piazza Santa Margherita, 2, 67100 L'Aquila AQ

# BOOK AN APPOINTMENT WITH US!

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## **International Relations Office**

Università degli Studi dell'Aquila  
Palazzo Camponeschi, piazza Santa Margherita 2, 67100 L'Aquila

**Website:** <https://www.univaq.it/>

**Head of the Office:** Fausta Ludovici

**Responsible for incoming Erasmus students:**

Antonella Di Medio

Marco Zoppi

**Opening hours:**

**Monday – Wednesday - Friday. (9:30 a.m. - 12:30 p.m.)**

**Tuesday 14 p.m.- 17 p.m. - Thursday CLOSED**

To contact us, students are required to open a ticket through the **Help Point**. As per University rule, no information will be provided via email or phone.

Link to the Help Point: <https://help.univaq.it/>



[Piazza Santa Margherita, 2, 67100 L'Aquila AQ](#)

# HELP POINT

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**After your arrival in L'Aquila, you can communicate with us only through the Help Point system.** As per University rule, no information will be provided via email or phone.

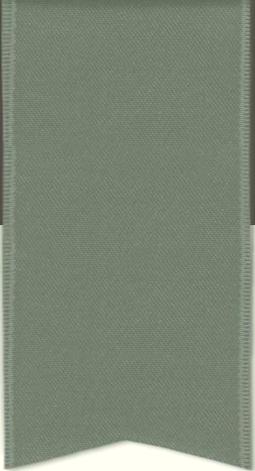
Link to the Help Point: <https://help.univaq.it/>

## HELP POINT

Punto di accesso per ricevere supporto e informazioni dall'Ateneo.  
*Access point of the University of L'Aquila to receive support and information.*

Proseguì per inoltrare la tua richiesta.  
*Continue to submit your request.*

Sei già studente UnivAQ?  
*Are you already a UnivAQ student?*



**DURING YOUR MOBILITY**



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# EXAMS

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In order to take an exam included in your Learning Agreement, you have to register in Segreteria Virtuale with the password provided by the international office. Please do not forget that you can take exams only if:

- the courses are scheduled in the period when you are enrolled at the University of L'Aquila
- The courses are approved in your learning agreement.

Should you have any question regarding ECTS, courses etc., learning agreement, do not hesitate to contact your Erasmus Coordinator at your department.

Check also the [ECTS's guide](#) and the [conversion table](#).



# EXAMS

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At the beginning of the exam period, there are some important steps you have to follow:

1. Open your libretto virtuale and check if all the subjects you've chosen are included. (You can find 'moduli' inside other codes). Otherwise, get in touch with [welcome@strutture.univaq.it](mailto:welcome@strutture.univaq.it).
2. Before the exams' date, book the exam from your libretto virtuale, respecting the instructions and deadlines given by your professors.
3. You can take exams only in presence and during your Erasmus mobility. Online exams are not accepted. Exams taken remotely or after the end of your mobility or after your departure will not be accepted and will not be included in your Transcript of records (ToR).



# EXAM BOOKLET – PAPER LIBRETTO

After enrolment, the International Relations Office will contact you and invite you to collect your Exam booklet, or libretto (see picture on the side).

It is mandatory to collect the Libretto.

On the exam day, ask your Professor to write your exam and result also in the Libretto. Sometimes it takes a few days for the professors to register the exams in the libretto virtuale. For this reason, it is important to have at least the exam name included in the Libretto, in order to avoid delays or problems with issuing your Transcript of Records at the end of your mobility.

On the day of your exams in presence, bring your paper libretto with you. If you pass the exam, your professor will register the grade on your paper libretto.

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MATRICOLA

NATO A  
IMMATRICOLATO NELL'A.A. 2023/2024  
ERASMUS+ - (CLASSE - ALTRO - NON DETERMINATA )

Il Direttore Generale  
Dott. Pietro Di Benedetto

Il Rettore  
Prof. Edoardo Alesse

Firme omesse ai sensi dell'art.3 - comma 2 - D.L. n. 39/1993

| Esami sostenuti | Data | Voto | Peso | Firma |
|-----------------|------|------|------|-------|
| 1.              |      |      |      |       |
| 2.              |      |      |      |       |
| 3.              |      |      |      |       |
| 4.              |      |      |      |       |
| 5.              |      |      |      |       |
| 6.              |      |      |      |       |
| 7.              |      |      |      |       |
| 8.              |      |      |      |       |



# OUR DEPARTMENTS

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**Departments:** Our Departments promote, coordinate and organize research activities for one or more sectors or scientific-disciplinary areas sharing the same objectives or research methodologies and promote, organize and carry out academic teaching within our University.

The Departments of the University of L'Aquila are the following:

**Biotechnological and Applied Clinical Sciences (DISCAB)**

Address: Edificio Angelo Camillo De Meis, via Vetoio, Coppito - 67100 L'Aquila

**Civil, Construction-Architectural and Environmental Engineering (DICEAA)**

Address: Piazzale Ernesto Pontieri 1, Monteluco di Roio - 67100 L'Aquila

**Human Studies (DSU)**

Address: Edificio Ernesto Pontieri, viale Nizza 14 - 67100 L'Aquila

**Industrial and Information Engineering and Economics (DIIE)**

Address: Piazzale Ernesto Pontieri 1, Monteluco di Roio - 67100 L'Aquila

**Information Engineering, Computer Science and Mathematics (DISIM)**

Address: Edificio Renato Ricamo, via Vetoio, Coppito - 67100 L'Aquila

**Life, Health and Environmental Sciences (MESVA)**

Address: Edificio Paride Stefanini (Blocco 11), piazzale Salvatore Tommasi 1, Coppito - 67100

**Physical and Chemical Sciences (DSFC)**

Adress: Edificio Renato Ricamo, via Vetoio, Coppito - 67100 L'Aquila

# ACADEMIC CALENDAR

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## GENERAL INFORMATION

### Academic calendar

The academic year begins on 1st October and ends on 30th September of the following year. The type of terms or teaching cycles adopted for courses are indicated in students handbooks. More information are available on the Department's website

Holidays:

1st November (All Saints Day)

8th December (Immaculate Conception)

from the 23rd of December through the 6th of January

from the Thursday before Easter Sunday through the following Tuesday

6th April (Day of Mourning in memory of the 6th April 2009 earthquake victims)

25th April (Liberation Day)

26th April (University holiday day)

1st May (Labour Day)

2nd June (Anniversary of the Italian Republic)

10th June (St. Massimo – Patron Saint of L'Aquila)



# LIBRARIES AND LINGUISTIC CENTER

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## University Library System

The University Library System is a network of five library units which offer support for teaching and research activities carried out within the University of L'Aquila.

The five library units are organized and distributed as follows:

**Polo Centro** ([Humanities Library](#) - [Economics Library](#))

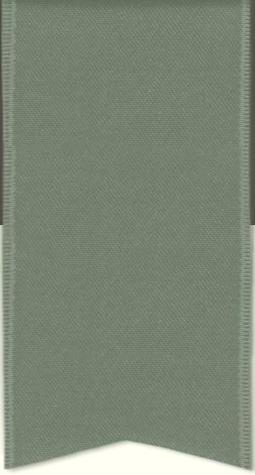
**Polo Coppito** ([Sciences Library](#) - [Medical Library](#))

**Polo Roio** ([Engineering Library](#))

## Linguistic center

Italian language courses are offered to incoming students for level A1 – A2 – B1- B2 (3 ECTS). If you want to have the exam recognized, you have to include it in your learning agreement.





**AT THE END OF YOUR MOBILITY**



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# WHAT YOU NEED TO DO

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1. Fill in the satisfaction questionnaire received by email. This is mandatory in order to prepare and send the ToR
2. Check that all exams, taken and passed, are registered correctly in the student booklet (Libretto) and in the Segreteria virtuale
3. Approximately 7 days before your departure, send a Help Point ticket to <https://help.univaq.it/> to ask for an appointment with the International office, indicating the exact day of your departure. You will be given the appointment one or two days before your departure. The day of the meeting will be the last day of your mobility and will be the date indicated in your certificate of departure.
4. Bring back you student booklet/Libretto to the International Relations office
5. Bring any other form you may need from your Home University

**The Transcript of Records (ToR) will be sent only to your home university.**

**For this purpose, students have to complete points 1-2-3-4 above.**

**\*If your mobility is for traineeship, please follow only steps 1, 3 and 5.**



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CONTACTS:

Università degli Studi dell'Aquila

International Relations Office

Palazzo Camponeschi, Piazza Santa Margherita 2, 67100 L'Aquila

<https://help.univaq.it/>

edited in April 2024