



Università di Foggia
Studi Umanistici, Lettere, Beni Culturali,
Scienze della Formazione

Guidelines for Incoming Erasmus Students

This document, prepared by the Delegates for Internationalization and the Erasmus+ Program of the Department of Humanities, Cultural Heritage, and Education Sciences (DISTUM), provides incoming Erasmus students with a series of guidelines regarding the department, as well as advice on how to interact with teachers and participate in the academic and cultural activities organized for them.

Rights and Duties of Incoming Erasmus Students

- Incoming foreign students are entitled to the same services as all other students of the University of Foggia, in accordance with Article 7 of the University of Foggia, Regulation for national and international student mobility (hereafter referred to as "the Regulation").
- **Prior to departure:** Incoming Erasmus students are required to complete the Learning Agreement (LA) and sign the Erasmus agreement. In accordance with Article 6 of the Regulation, prior to departure, the foreign student admitted to study at the University of Foggia is responsible for organizing their study, research, or internship activities by completing a Learning Agreement (LA). This document must be submitted for approval by both the Erasmus delegate of the home department (Sending Institution) and the Erasmus delegate of the host department (Receiving Institution). The Learning Agreement outlines the list of learning activities the student intends to undertake at the host institution, along with the identification codes and corresponding credits for each code. Incoming students are allowed to attend courses within a single program of study or across different programs, whether bachelor's or master's level, and are exempt from the prerequisite requirements applied to students of the host institution.
- **During the Erasmus stay**
 - a) **Possible changes to the LA.** Eligible courses are those offered during the academic year. The study plan may be changed after the incoming Erasmus student arrives at the host institution, within the deadlines set by the administrative offices at the University of Foggia. In such cases, the agreement must be re-signed by all three parties: the home institution, the host institution, and the student. This process ensures that the recognition of the study period remains fully guaranteed.
 - b) **Course access.** At the beginning of the semester, incoming Erasmus students are required to:
 - **Contact the professors** of the courses they have included in the LA to ask for information about the course and the exam;
 - **Register on the e-learning platform** for the courses included in the LA.Incoming Erasmus students can visit the INFOPOINT ERASMUS for information about the professors of the courses included in the LA, class schedules and other teaching-related issues, along with the services offered by the department.
 - c) **Class attendance.** According to Article 7 of the Regulation, incoming Erasmus students are exempt from mandatory course attendance and from any prerequisite "due to the diversity of study plans at foreign universities". However, this provision does not apply to laboratories and internships required by limited-enrolment programs, whose attendance is mandated by ministerial directive and is a prerequisite for sitting the final exam. Incoming Erasmus students must make sure of the possible mandatory attendance of the courses included in the LA with the INFOPOINT ERASMUS or by inquiring with the professors of those courses.

- d) Exams.** The professors of the courses offered at the host institution establish the assessment methods, which must be consistent for all students without distinction. Similarly, personalized adjustments to the exam schedule are not permitted. Incoming students may take advantage of all available exam sessions, including extraordinary ones. Incoming Erasmus students must verify the exam procedures with the professor, including the language in which the exam will be conducted (Italian or English, at the professor's discretion).
- e) Internships.** Incoming students must ensure their attendance at internships in the facilities available in Foggia.

INFOPOINT ERASMUS

The Department of Humanities, Cultural Heritage, and Education Sciences (DISTUM) offers the INFOPOINT ERASMUS, which opened on February 19, 2024, to guide and support incoming and outgoing Erasmus students. This service is supported by the Erasmus and Internationalization Delegates of DISTUM, along with department tutors who assist in organizing activities and initiatives designed to inform incoming Erasmus students and promote outgoing Erasmus mobility.

SERVICES OFFERED:

- Filling in and reviewing the LA;
- Checking class schedules;
- Support for interacting with department professors;
- Resolving any academic issues related to Erasmus mobility.

HOURS: Monday to Friday from 10:00 to 13:00; Tuesday and Thursday from 14:30 to 16:30.

E-MAIL: erasmus.studiumanistici@unifg.it

USEFUL INFORMATION

ESSE3 is a platform that allows you to:

- Book the exams: Bookings can be made two weeks prior to the exam date, and it is possible to cancel the exam booking at least three days in advance.
- Consult the transcript: Access your transcript, which includes the list of exams taken and their respective grades.

E-LEARNING PLATFORM is a platform accessed using your UNIFG EMAIL, used for:

- Enrolling in the courses included in the Learning Agreement (LA)
- Accessing teaching materials provided by the professors
- Receiving notifications from professors regarding changes in lesson or exam dates

MYUNIFG APP is an application that allows you to:

- Sign up for exam sessions. Registration opens two weeks prior to the exam date
- Monitor the progressive acquisition of CFU (credits)
- Access your academic transcript.

USEFUL CONTACTS

DISTUM ERASMUS DELEGATES - Via Arpi 176 – 71121 Foggia

Prof. Roberto Goffredo: roberto.goffredo@unifg.it (incoming students M-Z)

Prof.ssa Maria Sardelli: maria.sardelli@unifg.it (incoming students A-L)

INTERNATIONAL OFFICE - Palazzo Ateneo - Via Gramsci Foggia

INCOMING MOBILITY COORDINATOR

Dr. Antonietta Rocco: antonietta.rocco@unifg.it