



Università
per Stranieri
di Perugia

ATTENDANCE POLICY – ERASMUS STUDENTS

For the duration of the exchange mobility program, Erasmus students are expected to follow the rules and respect the directions of both Home University and Host University.

With regard to class registration and attendance, incoming students must strictly follow the regulations listed below:

1) ERASMUS MOBILITY PERIOD:

a) Beginning date:

Incoming students are to confirm the beginning of the Erasmus mobility period attending the Welcome and Registration event scheduled on 28 September; that date will coincide with the starting date of the erasmus mobility period. In case of absence, students are invited to visit the Erasmus and mobility programs office of the University for Foreigners Perugia upon their arrival in order to finalize the arrival and registration procedures (the beginning date of the mobility will then coincide with the registration date);

b) Ending date:

The ending date of the mobility (included in the final certificate of mobility) will coincide alternately:

- with the date of the last exam taken;

or

- with the date of the last lesson attended;

No other dates (i.e. travel) will be considered as part of the erasmus mobility period

2) CLASSES ATTENDANCE:

a) Degree and Master degree courses:

Even if the attendance of the classes is highly recommended, it is not mandatory to have access to the final examination. In case the student decides not to attend the classes regularly (i.e. in case of clashes in the weekly schedule) he/she is invited to arrange with the teacher the methods of participation in the exam and the material to consult for the preparation of the test.

b) Language courses:

To have access to the final exam of the ordinary language and culture courses (and consequently get the ECTS credits in case of successful completion of the final exam), students must guarantee a regular attendance of the classes and reach a minimum of 75% of presences.

3) CHANGES TO THE ORIGINAL LEARNING AGREEMENT (OLA)

The LA during the mobility (simply called "changes") is used ONLY AFTER THE BEGINNING OF THE



MOBILITY to make any possible change to the Learning agreement (previously agreed with the erasmus coordinator of the home university) before the mobility WHEREAS it had been officially signed by the host University.

Every student has a 30 days period from the starting date of the mobility to propose any change to the Learning agreement before the mobility, late changes might not be approved.

The coordinator of the Università per Stranieri di Perugia will approved only those Learning agreement during the mobility that will be submitted with the official signature of the erasmus coordinator of the Home institution.

4) SUBJECTS REGISTRATION

Students are to inform personally the teacher of every subject they decide to follow, introducing themselves as exchange incoming student during the first week of classes. The teacher will then inform students on the directions of the course, any paper or work to be carried out along the course and the dates of the final exam.

5) ABSENCE

If students need to travel (domestically or internationally) due to unavoidable circumstances during the period of the exchange mobility period, or students intend to go abroad during classes holidays, they need to contact the personnel of the Erasmus and mobility programs office explaining the period and the reason of the absence.

6) ERASMUS INSTITUTIONAL COORDINATOR

The Erasmus institutional coordinator of the University in charge of approving the learning agreement is Prof. Federica Guazzini; in case of need students can contact the coordinator for support concerning the learning agreement writing to: federica.guazzini@unistrapg.it.

7) ERASMUS STAFF AND TUTORS

The erasmus office is located in Palazzo Gallenga (1st floor) in Piazza Fortebraccio, 4 – Perugia.

The staff of the erasmus office supports the administrative procedures connected with the Erasmus mobility, receiving students on Monday, Wednesday, Thursday and Friday from 11:00 to 13:00.

The administrative staff is supported by the tutor, Ms Lilla Zboray, who provides direct support to the students concerning their stay (i.e. information about the services such as canteens, visa, enrolment procedures, etc) and received students every day at the erasmus office.

Thank you for your cooperation!