

Guidelines for Erasmus students

Dear students,

First of all, welcome at the department of economics and management of the University of Pavia!

This is a hopefully exhaustive guide about the most important information you need to know to make your stay at the Department of Economic and Management easier and effective.

In order to get in touch with the Erasmus delegate and the vice delegate respectively (Prof. Paola Cerchiello and dr. Federico Franceschini), use the following email address:

delegatoerasmus.dem@unipv.it

The website of the department is available at this link:

<https://economiaemangement.dip.unipv.it/en/department>

To have access to all the Unipv platforms (Kiro, frequenza studenti, area riservata, wifi) you need to be provided with the credentials (fiscal code and password). Such procedure is managed by the central erasmus office (**incoming.erasmus@unipv.it**), so in case of problems please refer to it.

No need to register for the attendance of the classes, you only have to provide the central Erasmus office (incoming.erasmus@unipv.it) with the final Learning agreement duly approved and signed by all the parties.

The ongoing semester is totally in person, thus no possibility of live streaming lectures. However, all the recorded lectures will be made available on Kiro page.

You will not receive your own time table but you have to check the classes scheduling which is available here (use the search tab for identifying the subject of interest), [please check it frequently because changes may occur even during the first days of lectures:](#)

<https://economiaemangement.dip.unipv.it/en/education/lecture-and-exam-timetables/lessons-timetables>

The list of available course for master studies is here:

<https://economiaemangement.dip.unipv.it/en/node/162>

The list of available course for bachelor studies is here:

<https://economiaemangement.dip.unipv.it/en/node/160>

If two courses overlap, the decision is up to you, you can change one of the two or you can attend one in presence and the other one by watching recorded lectures.

If you have to change the learning agreement, first have it approved by your home university then send it to me for my signature and finally send it to the central Erasmus office (**incoming.erasmus@unipv.it**) for updating your 'Area riservata' otherwise you cannot book your seat for the exams.

The transcript of records (TOR) is prepared by the central Erasmus office (incoming.erasmus@unipv.it), so any related inquiry should be addressed to it.

The calendar of the academic year is available here:

<https://economiaemangement.dip.unipv.it/en/education/didactic-calendar>

The exams calendar is available here (the winter session will be available around the end of October):

<https://economiaemangement.dip.unipv.it/en/teaching/lecture-and-exam-timetables>

You are allowed to take just 1 subject (if you wish) outside the department of economics and management.

Enjoy your stay at UNIPV!