

INFORMATION FOR INCOMING STUDENTS

Dear Student,

Before the initiation of your exchange period, you must prepare the learning agreement (LA), that should be first approved and signed by the Erasmus Coordinator of your institution, and then sent to the Erasmus Coordinator of Parma University for approval.

When you prepare the draft of the LA and choose which courses you wish to attend in Parma, you must remember the following rules.

- The list of the courses held at the School of Medicine and Surgery of the University of Parma is available here <https://corsi.unipr.it/en/cdlm-mc/insegnamenti-e-piano-degli-studi> (English language) and here <https://corsi.unipr.it/it/cdlm-mc/insegnamenti-e-piano-degli-studi> (Italian language). If you wish to see courses of the sixth year, you must select "2017/2018" from the "List of courses" menu, and then click on "Sixth year 2022/23". If you wish to see courses of the fifth year, you must select "2018/2019" from the "List of courses" menu, and then click on "Fifth year 2022/23". If you wish to see courses of the fourth year, you must select "2019/2020" from the "List of courses" menu, and then click on "Fourth year 2022/23". If you wish to see courses of the third year, you must select "2020/2021" from the "List of courses" menu, and then click on "Third year 2022/23".
- The educational offer is organized into integrated courses (i.e., exams), which are divided into teaching modules. You may choose either full integrated courses (in this case you will be examined on the whole program as Parma students do), one or more teaching modules (in this case you will be examined only on the content of the teaching modules you have chosen, not on the whole program of the exam), or only internships (in this case there will be no exam, but you must only attend practical internships).
- Please consider that there are some exams that cannot be divided into teaching modules: if you choose them, you must attend the whole integrated course and be examined on the entire program. Thus, you cannot include in your LA single teaching modules belonging to these integrated courses. These courses are: Hygiene, Pathological Anatomy, Forensic Medicine, Occupational Medicine (fifth year), Pharmacology (fourth year), General Pathology and History of Medicine, Physiology, Semeiotics and Clinical Methodology (third year).
- Each integrated course and teaching module is associated with a numerical code (for example "Emergency and First-Aid Medicine", code 1002660) and with its corresponding number of ECTS credits, which are indicated on the web site. Please include correct codes and ECTS numbers in Table A of your LA for each course you wish to attend in Parma.
- If you need to attend internships with longer duration or higher number of ECTS credits, please contact Erasmus Coordinators (see below).
- If you wish to attend courses of the first, second or third year (first semester), please refer to Erasmus Coordinators (see contacts below).
- Once the Erasmus Coordinator of your institution has approved your LA draft, you must send it to the Erasmus Coordinator of the University of Parma, either by e-mail (see contacts below) or through web portals such as OLA, for the revision and final approval. Please consider that you may be asked to make some changes before the LA can be finally approved. The LA submission to Parma University Erasmus Coordinator should be made at

least one month before the initiation of the exchange period, and in any case as soon as possible.

- After you have received the LA approval by the Erasmus Coordinator of the University of Parma, you must send it to our administrative offices (erasmus@unipr.it).
- You can make changes to courses in Table A of your LA just once per semester, within 30 days from the beginning of the courses (i.e., within 31st October for first semester and 31st March for second semester). Some changes may be needed because of conflicts among the timetables of the courses you have chosen. In fact, you will be asked to attend at least 70% of hours of lessons and practical internships to obtain the certificate of attendance and the permission to take the examination at the end of the semester.

CONTACTS

Erasmus Departmental Coordinator

Prof. Roberto Sala: roberto.sala@unipr.it

Erasmus Coordinators for the School of Medicine and Surgery

Prof. Andrea Ticinesi: andrea.ticinesi@unipr.it (*responsible for LA of incoming students from Spain, Portugal, Germany and Slovakia*)

Prof. Valentina Cannone: valentina.cannone@unipr.it (*responsible for LA of incoming students from all other countries*)

Prof. Elena Masselli: elena.masselli@unipr.it