

GUIDELINES FOR ERASMUS INCOMING STUDENTS

1. All classes and exams are held IN PRESENCE
2. All exams must be taken IN PRESENCE and before the end date of mobility. Exams held after the end date of mobility will not be recorded on the Learning Agreement After the mobility.
3. Attendance to the courses is highly recommended and in some cases (for example practical session) is MANDATORY in order to be admitted to the exam
4. Student must register for exams through [VALUTAMI portal](#) . We recommend you get in touch with the relevant teachers well in advance and get all information about access to exams. Double degree students shall use their double degree student matricula when subscribing for exams.
5. Some courses includes «in itinere test», please discuss this issue with the relevant teacher
6. Teaching material, when available, must be asked to the relevant teacher
7. Access to Lab sessions requires a specific authorization. Please contact the teacher to be informed about the relevant procedure
8. Before starting any kind of field works, the student shall obtain relevant authorization. Please contact the teacher to be informed about the relevant procedure
9. All students are required to use the institutional account (name@studenti.unipi.it) to communicate with teachers and administrative staff. Please access <https://outlook.com/> and log in with user name and password received after registration on [Alice portal](#). Further instructions are available on this [link](#)
10. Any changes to the Learning Agreement Before the mobility must be requested by sending the Learning Agreement During the mobility to international@biologia.unipi.it at least one month before the end date of the mobility. The Learning Agreement During the mobility must be sent ONCE and at least one month before the end date of the mobility.