

GENERAL INFORMATION AND GUIDELINES FOR INCOMING STUDENTS

AIMS OF THE ERASMUS+ EXCHANGE PROGRAM

The Erasmus+ programme (https://www.erasmusplus.it/wp-content/uploads/2022/01/2022-erasmusplus-programme-guide-v2_en_0.pdf) aims to support the educational, professional and personal development of the participating students and graduates, contributing to the achievement of the EU's goals related to digital transformation, sustainable development and active citizenship. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions. These values are reflected in the Erasmus Student Charter, which establishes the entitlements and obligations of the participants to the mobility programme (for more info, see <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0#during>).

One of the cornerstones of the Erasmus programme (more generally, of the European project) is the promotion of language learning and linguistic diversity to break down the barriers to participation in European education, training and youth programs. The University of Trieste offers semester Italian courses, free of charge for Erasmus students (for more info, please check https://www2.units.it/internationalia/en/erasmusplus-in/?file=stu_studio.html&cod=2022 – the webpage is periodically updated).

LEARNING AGREEMENT

Before the study abroad period, the students, the sending and receiving higher education institutions must sign a Learning Agreement for Studies (henceforth: L.A.) to ensure a transparent and efficient preparation of the exchange, as well as to agree on how activities successfully completed abroad will be recognised by the sending institution. The L.A. sets out rights and responsibilities of the parties.

The exchange coordinators of the Law degree course of IUSLIT Department (see EXCHANGE COORDINATORS, below) provide support to Erasmus incoming students in the choice of the subjects they intend to attend (in order to avoid lack of correspondence between courses and study overloads) and in the possible changes to the original L.A.

Incoming students are invited to contact the Erasmus coordinators

- (1) for the signatures of the L.A., at least a week before the deadline for the submission;
- (2) upon their arrival in Trieste, in order to discuss the implementation of their personal study plan.

EXCHANGE COORDINATORS

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Loyola University of Andalucía – Córdoba, Faculty of Legal and Political Sciences, Spain

University of Málaga, Faculty of Law, Spain

University of Girona, Faculty of Law, Spain

University of Jaén, Faculty of Social Sciences and Law, Spain

University of Oviedo, Faculty of Law, Spain

University of Salamanca, Faculty of Law, Spain

University of Valencia, Faculty of Law, Spain

ACADEMIC CALENDAR

University courses usually begin in late September/early October (first semester) and in late February/early March (second semester). The course calendar and the class schedule are published about two weeks before courses begin at

<https://iuslit.units.it/it/node/6609> (general course calendar - calendario accademico)

<https://iuslit.units.it/it/node/6734> (class schedule - orario lezioni)

Seminars, workshops, conferences and moot courts will be scheduled during the semesters.

The exchange coordinators organize one meeting each semester (I semester: by 15 October; II semester: by 8 March) to welcome incoming students and provide general information.

COURSES

Students are recommended to check the availability of the subjects indicated in their learning agreement immediately after their arrival in Trieste. In fact, since one might decide to choose subjects from different years and several optional courses, time conflicts are likely to occur. Students, however, may arrange a change of the original Learning Agreement within a month by the mobility starting date.

Students do not have to enrol to attend lectures. Once lessons begin, it suffices to go to the classroom and join the lesson. However, due to the SARS-CoV-2 pandemic, the use of a specific app, Safety4all, is mandatory to access the classrooms ([The #Safety4All App is mandatory for reservation and access to classrooms. | Università degli studi di Trieste \(units.it\)](#)). Attendance is optional, but is warmly recommended, especially to improve language skills. Some professors may ask students to sign an attendance sheet to keep track of those who attend lessons regularly. Indeed, the course load may vary depending on whether or not students attend the lessons: some professors may ask students who do not attend lessons to integrate their course work with an extra or a different textbook to balance the workload for all students. Textbook requirements and related information for each course are listed on Esse3 and Moodle2 (<https://moodle2.units.it/course/index.php?categoryid=132>) platforms.

All courses in the Law degree program are taught in Italian. Italian is also requested as the language to be used to take (and pass) the exams: it is therefore fundamental for succeeding in the study that the incoming students possess a good knowledge of Italian language.

EXAMS

Except in cases of health emergency declared by the authorities or of safety measures ordered by the rector, all exams follow an in-person (“offline”) format.

There are three exam sessions:

- Winter (January and February)
- Summer (June and July)
- Autumn (September, October and December)

IUSLIT Department publishes the exam dates (date esami) as soon as possible, at <https://iuslit.units.it/it/node/6735> (please, scroll down the webpage).

In order to take exams, students must book on-line via the Esse3 portal. Most exams are oral, although some may also have a written part. The professors will provide further information about this specific topic.

During a standard oral exam, the professor will question the student for about 15-30 minutes, depending on the subject matter. If there are too many students on one exam day, the professor may decide to divide the students booked for that day into two or more groups, which means that some students will have to take the exam on another day. If this is necessary, the professor will inform the students on the day of the exam or a few days beforehand, whenever possible.

After the exam, the student will receive a score ranging between 18/30 (minimum score) and 30/30 (maximum score). In order to praise outstanding results, the examiner may add the phrase “e lode” (“cum laude”) to a maximum score. A conversion table of the degrees is available at

https://iuslit.units.it/sites/iuslit.units.it/files/all_pagi/Tabella%20di%20conversione%20voti%20per%20gli%20studenti%20di%20Giurisprudenza%20in%20scambio%20Erasmus_Muffato_FFlorentini.pdf .

If you are not satisfied with your exam score, you may refuse it, but only before it is registered. In case of not passing the exam or refusing the score, you may take the exam again on another date, choosing among the official exam sessions dates (date esami) published at <https://iuslit.units.it/it/node/6735>, for which you will have to re-register as above. At the end of the exam session, all the results are uploaded on the university database and a couple of days later they will be visible on the Esse3 student page.

CONTACTING PROFESSORS

Students can contact the professors via e-mail or see them during their office hours (or on appointment), in presence or by Microsoft Team. The institutional e-mail accounts of the professors and the information about their office hours are available at <https://iuslit.units.it/it/dipartimento/organi-dipartimento/consigli-di-corso-di-studio> (scroll down the webpage and click on the professor's name).

Official communications from professors about course-related topics (such as timetable changes, learning materials, seminars, etc.) or institutional events will be done during the lessons, by e-mail or through the web notice board (avvisi dal docente) at https://iuslit.units.it/it/avvisi-docente/all_avdc.

In order to make the communication with professors more efficient, students are invited to follow these simple guidelines:

- 1) students should use and check their institutional e-mail, assigned at the end of the enrolment procedure at the University of Trieste;
- 2) students should keep e-mail correspondence formal, which avoids ambiguity and keeps communication on topic;
- 3) when e-mailing a professor, students should avoid addressing them by their first name, no matter how friendly or approachable they act in the classroom. It is always better to use a professor's proper rank or title in an official e-mail correspondence;
- 4) if, for some exceptional reasons, the professors do not promptly reply to the e-mails or are not available during their office hours, the students may contact the secretary's office (mtpanno@units.it).