

Erasmus Welcome Guide

Accademia di Belle Arti GB Tiepolo

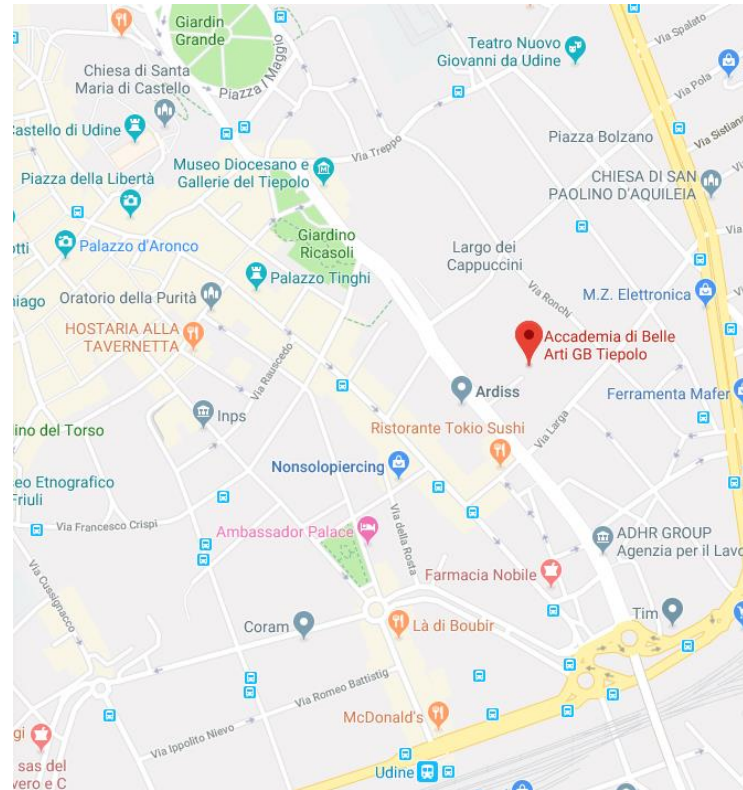


Things to do *at your arrival*

Register to the Erasmus Office of the GB Tiepolo Academy.

This is the first office you have to visit (don't forget to bring a valid identity document with you). Here, you will be registered and enrolled, you will receive a matriculation number and all necessary documents.

After your enrolling, you will be able to access to facilities and services you are entitled as a student of GB Tiepolo Academy.



Erasmus Office

Viale Ungheria, 22, 2° floor, 33100 Udine

Tel. 0432292256

E-mail: erasmus@accademiatiempolo.it

Things to do *after your registration*

▶ **Take part in *Italian Language Course*:**

The GB Tiepolo Academy of Fine Arts organizes *Italian language courses* for foreign students, completely free of charge. If you want to take a course, you have to put a tick in the appropriate section in the Application Form.

▶ **Contact the person responsible for the exchange:**

The responsible will support you in matters concerning your study plan and the course units.

▶ **Contact the Erasmus Office.** It will provide all useful information concerning the organization of the structure, academic calendar and course units.

***Learning agreement and changes**

The *Learning agreement* has to be completed in accordance with the Sending Institution and the Professor responsible for the study exchange at our Academy. As regarding to Receiving Institution, the document has to be approved by the professor responsible for the exchange and/or the ECTS Departmental Coordinator. If the document needs the approval of the Erasmus Institutional Coordinator, you have to come to the *Erasmus Office* after obtaining the signature of the professor responsible for the exchange.

ABAUDPASS

Once enrolled at ABAUD by the Erasmus Office, you will receive the ABAUDPASS to access all the online services, such as:

- Wi-Fi internet access;
- E-learning Platform;
- Use of Multimedia room;
 - Library services.

Things to do *during your stay*

► **Ask for the extension of the Erasmus period**

If you wish to extend the duration of your Erasmus stay, you need the authorization of your Sending and Receiving Institution.

The request form is available on the webpage for incoming Erasmus students.

The extension request has to be sent at least 1 month before the end of the registered Erasmus period.

After receiving both authorizations, the Erasmus Office will issue a confirmation of acceptance.

► **Contact ESN NASE Udine**

ESN (Erasmus Student Network) is a non-profit international student organization promoting cultural and social events in the framework of university exchange projects.

ERASMUS WELCOME DAY

The GB Tiepolo Academy of Fine Arts organizes a *Welcome Event* dedicated to international students.

Student will receive the invitation by email to confirm their participation.



Things to do at the *end of your stay*:

► **Ask for the attendance certificate:**

This is an essential document stating your Erasmus exchange period spent at the GB Tiepolo Academy. Before leaving, you have to contact the Professor responsible for the exchange or the Erasmus office of the competent didactic structure, in order to get your confirmation of attendance duly signed and stamped.

► **Pick up your transcript of records:**

At the end of your exchange period you have to require the *transcript of records*, the document stating your didactic activities during the Erasmus period.

Contacts

Erasmus Office

erasmus@accademiatiempo.it

Opening hours:

Monday- Wednesday- Friday 9:00-12:00

Tuesday-Thursday 9:00-13:00

► Professor responsible for the exchange

All useful information regarding the responsible of your Erasmus exchange is given at arrival by the staff of the Erasmus Office. His consulting hours and other contacts can be asked directly to the Erasmus Office of the Didactic Structure of interest.



Erasmus Office