September 24
2020

Erasmus Welcome Day
at
University of Roma Tre
International mobility students

European Student Mobility Programmes Office
Ms. Laura Mocenigo
In charge for Erasmus incoming students

Office for Students with Foreign Qualification and Mobility Programs
Ms. Cristina Spadaro
In charge for exchange students
To be enrolled as Erasmus student, it is necessary to send a ticket through [https://help.uniroma3.it/](https://help.uniroma3.it/) uploading a copy of the following compulsory documents (please in only one attachment):

1) proof of your arrival in Rome (flight ticket and boarding pass, train ticket, bus ticket, etc);

2) copy of Identity card/passport.

Afterwards, you will receive by email with

1) Certificate of Arrival (dated 1ST OCTOBER 2020)

2) registration number («MATRICOLÁ»)

3) credentials to access the STUDENT PORTAL
Programma Erasmus+ 2019-2020
Certificato Erasmus

Si certifica che lo studente:

Nome  LAURA
Cognome  MOCENIGO
nato a  BELZYCE
il  24/04/1995
di nazionalità  POLONIA (UNTIL 31/12/1989)
proveniente dall'Università di  UNIWERSYTET LODZKI
è titolare di borsa erasmus nell'area  0232
per un periodo di 5 mesi a partire dal  17/09/2019
presso  Università degli Studi Roma Tre
Area disciplinare  AREA DI LETTERE E FILOSOFIA
Gruppo  LETTERE

Il presente certificato non può essere prodotto agli organi della pubblica amministrazione o ai privati gestori di pubblici servizi.

you have been assigned to this area of study and you find name and contacts of your coordinator here: http://portalestudente.uniroma3.it/mobilita/programma-erasmus-incoming/coordinatori-disciplinari-erasmus/
Your Learning Agreement must be approved and signed by your home Erasmus Coordinator and by Roma Tre Erasmus Coordinator.

List of Roma Tre Coordinators:
http://portalestudente.uniroma3.it/mobilita/programma-erasmus-incoming/coordinatori-disciplinari-erasmus/

Your LA approved by both the Institutions must be sent by ticket to helpdesk within the 30th October.

Verify with your Roma Tre Coordinator that the exams included in the LA belong to the academic offer 2020/2021.
It is necessary to fill the Study Plan available on https://apps.uniroma3.it/public/erasmus/learningagreement/
To get access to the link you have to insert the User ID and Password that will be received by email after your enrollment.

You can get information about courses and professors on

http://uniroma3-public.gomp.it/Programmazioni/Catalogo/CatalogoErogata.aspx

If you are interested in updating your Study Plan (Change Form), you just need to log in with your credentials from the online Study Plan link, insert your changes and click on “Termina inserimento”.
Modifiche al Programma di Studio - Step 1/2

Informazioni importanti

Puoi modificare il documento tutte le volte che vuoi finché non lo consideri completo e quindi inviarlo.

Il Coordinatore di Dipartimento Erasmus si occuperà di approvarlo o respingerlo. In entrambi i casi riceverai una notifica via email.

Termina Inserimento

Corsi/moduli che si intendono seguire sulla base delle informazioni disponibili

Vai alla maschera di inserimento

<table>
<thead>
<tr>
<th>CODICE DEL CORSO</th>
<th>TITOLO DEL CORSO A ROMA TRE</th>
<th>CREDITI ECTS</th>
<th>MOTIVO</th>
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<tbody>
<tr>
<td>20702710</td>
<td>ESTETICA - L.M.</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>20710063</td>
<td>GEOGRAFIA E LETTERATURA DEL VIAGGIO</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>20702452</td>
<td>STORIA GRECA L.M.</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>20702439</td>
<td>STORIA ROMANA L.M.</td>
<td>6.00</td>
<td></td>
</tr>
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DELETED COURSES

<table>
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<tr>
<th>CODICE DEL CORSO</th>
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<th>CREDITI ECTS</th>
<th>MOTIVO</th>
</tr>
</thead>
<tbody>
<tr>
<td>20702590</td>
<td>STORIA DELL'ARTE MEDIEVALE - L.M</td>
<td>6.00</td>
<td>ELIMINATO</td>
</tr>
</tbody>
</table>
FIRST SEMESTER: LESSONS START 1ST OCTOBER

CHRISTMAS BREAK

EXAMS SESSION: JANUARY/FEBRUARY 2020

SECOND SEMESTER: LESSONS START 1ST MARCH

EASTER BREAK

EXAMS SESSION: JUNE/JULY 2020

SUMMER BREAK

EXAMS SESSION: 1-30 SEPTEMBER
Due to the COVID-19, you will be able to attend classes:

1) On-line: via Moodle or Microsoft Teams platforms

2) Physically, by booking your seat. HOW TO BOOK A SEAT?

From your PC ➔ Read the instructions or watch the tutorial

From the APP ➔ Read the instructions or watch the tutorial
You can find the code of each exam searching for the subject at:

http://uniroma3-public.gomp.it/Programmazioni/Catalogo/CatalogoErogata.aspx

You are allowed to enroll only for the exams duly approved in the Learning agreement and included in the Study Plan online

The registration for the exams is available on the Portale Studente “GOMP”.

Student Portal «GOMP»

https://gomp.uniroma3.it
IDENTITY CARD

Don’t forget to upload your valid ID card on the Student Portal.
After your registration, it is compulsory to create your Roma Tre institutional e-mail (Posta elettronica di Ateneo)

ROMA TRE UNIVERSITY E-MAIL
HOW?
Access the following link:
http://portalestudente.uniroma3.it/iscrizioni/posta-elettronica-di-ateneo/

Guide to create an account
UNIVERSITY FACILITIES & SERVICES
University Library System

- University of Roma Tre’s libraries make available reading rooms, workstations, free Wi-Fi assistance in bibliographic researches and a huge collection of books, magazines and audiovisual, which you can read and borrow.

- Before you leave Roma Tre, don’t forget to return all borrowed library items! If you will not return the borrowed texts, you will not receive your certificate of attendance.

- You can find more information on the website of University Library System (SBA):
  http://www.sba.uniroma3.it/en/
Welcome to the Roma Tre Wi-Fi network.

If you already have your username and password, please login and then click the Continua button, granting you access to the wireless network until logout.

If you have problems with the signal, please fill in the online form.
If you have problems with your wireless account, please visit the following webpage: Roma3Pass.

How to Get an Account

• Academic and administrative staff, PhD students and guests of the university can use their domain account. If your do not have one, you can request it by filling in the on-line form on line form.
• Students, including those enrolled in post graduate courses or students in mobility programmes (for example Erasmus students) can use the same username and password (Roma3Pass) necessary to log-in at the Portale dello Studente. If your do not have one, you can request it by filling in the on-line form Roma3Pass.

More Info

• Sito dell'Area Telecomunicazioni
• Sito dell'Area Sistemi Informativi
• Policy di accesso alla rete GARR

The access to the Roma Tre Network is strictly allowed to authorised staff and students.
The username and password is strictly personal, and should not be disclosed to third parties. We kindly ask users to contact us immediately if you are aware that somebody else is using your account by filling in the online form.
Before leaving and after taking all your exams, you have to ask for the *Certificate of Attendance*, which certify the duration of your Erasmus stay (no less than 3 months).

You will have to upload on [helpdesk](#) a copy of your return ticket (flight ticket and boarding pass, train ticket, bus ticket, etc). The date of the *Certificate* will be based on the Academic Calendar.
Check at the end of each session that the exams have been recorded on “GOMP”.

You have to access to Gomp with your UserID and password in the section “Carriera, Piani di Studi ed Esami” click Certificati > Certificato di iscrizione con esami

This is an official document with digital stamp that substitutes any signature or stamp from our Institution. If your University needs a physical printed original Transcript of Records, you can require it to the Erasmus Office by writing an email with the specific object «Original Transcript Requirement» and by paying a tax.

If after the check you can’t find an exam, send a ticket on helpdesk, where you need to specify the following information: Name of the course, Exam date and Professor of the course.

If you need the TOR duly signed you have to ask for it before leaving Roma. Otherwise, you will be asked to pay for the expedition.
HOW TO REACH US

OPEN A TICKET ON HELPDESK:
https://help.uniroma3.it/

BOOK AN ONLINE APPOINTMENT ON MICROSOFT TEAMS:
http://servizivocali.uniroma3.it:8099/PrenotazioneColloqui/
ROMA TRE:
A Young University for Young People

https://youtu.be/800zeeWkhC0
WHAT YOU NEED TO DO?

1. ENROLLMENT & CERTIFICATE OF ARRIVAL
2. LEARNING AGREEMENT
3. STUDY PROJECT ONLINE
4. REGISTRATION FOR EXAMS
5. STUDENT PORTAL «GOMP»
6. IDENTITY CARD ONLINE
7. ROMA TRE INSTITUTIONAL E-MAIL
8. UNIVERSITY FACILITIES & SERVICES
9. WHAT TO DO BEFORE LEAVING
10. TRANSCRIPT OF RECORDS
thank you