

Welcome to Unitus!

Erasmus Incoming Student Guide
Academic year 2026/2027



UNIVERSITÀ
DEGLI STUDI DELLA
TUSCIA



Your first days at Unitus

Your first checklist

- Log in to GOMP and Moodle
- Check your Department, courses and timetable
- Check your Learning Agreement
- Ask about your Erasmus documents
- Get your Italian tax code (codice fiscale), if needed
- Get your permit of stay (if not European)
- Get health coverage sorted
- Check your UNITUS account and official email



The Unitus digital ecosystem

Three things to remember

- **GOMP** → your academic career: exams, grades, study plan, administrative information and certificates
- **Moodle** → your courses: teaching materials, announcements and online learning activities when used by the lecturer
- **UNITUS website** → official information: departments, calendars, services, regulations and contacts

!!! Golden rule: check official information before acting.



Your Unitus email

Check it regularly

- Use your institutional email for university communications
- When contacting an office, include: full name + student number + clear subject + relevant document
- Do not send sensitive documents to unofficial addresses
- Keep important emails and signed documents in a dedicated Erasmus folder



Finding your courses

Before attending a course, check

- Course title and code
- Department and degree programme
- ECTS/CFU
- Semester and timetable
- Classroom
- Syllabus / programme
- Assessment method



Teaching at Unitus

What may be different from your home university

- Lectures, seminars, laboratories and practical activities may have different attendance rules
- Attendance is generally not compulsory unless the individual course provides otherwise
- Always check the course page and ask the lecturer about specific requirements
- Use Moodle when the lecturer makes materials or announcements available
- If you have a problem with a course, contact the lecturer first



Learning Agreement

Your academic map

- **BEFORE MOBILITY** → select courses and obtain the required approvals
- **DURING MOBILITY** → changes may be possible; inform your Erasmus Coordinator and follow the required approval procedure
- **AFTER MOBILITY** → completed activities and grades are documented for recognition at your home university

!!! Never change your study programme silently.



Exams at Unitus

From course to grade

- Check the exam format: written, oral, practical/laboratory or a combination
- Check the exam date and registration procedure
- Register through GOMP when registration is required
- Check the room and any instructions before the exam
- After the exam, check that the result is correctly recorded
- Useful vocabulary: *appello* = exam date/session - *scritto* = written - *orale* = oral - *voto* = grade - *verbalizzazione* = official recording of the grade



Erasmus documents

Keep digital copies of everything

- Learning Agreement
- Changes / During the Mobility documentation, if applicable
- Certificate of Arrival / Attendance
- Certificate of Departure, when required
- Transcript of Records
- Extension documents, if applicable
- Any forms required by your home university



Certificate of arrival

Do not leave this until the last minute

- If your home university requires a Certificate of Arrival, send the required document to the Erasmus Office
- If your home university does not provide a form, ask which UNITUS procedure/form you should use
- Check dates, signature and institutional details before sending it
- Keep the signed copy



Italian tax code

Codice fiscale

- The codice fiscale is the Italian tax identification code
- It may be needed for accommodation, administrative and other practical procedures
- GOMP registration can allow a foreign student to indicate that they do not have a tax code
- For the official Italian tax code, follow the current procedure indicated by UNITUS / the Italian tax authorities
- Important: do not assume that a code displayed during university registration is automatically the official Agenzia delle Entrate certificate



Healthcare in Italy

Before you need a doctor, know your coverage

- EU/EEA/Swiss students: carry your EHIC/TEAM when applicable and check the conditions of coverage
- Non-EU students: make sure you have the health insurance required for your stay; depending on status, access to the Italian National Health Service may be possible under the applicable rules
- For non-emergency care, check the appropriate doctor/ASL route
- Emergency number: 112
- Viterbo ASL currently lists 116117 for out-of-hours medical continuity care (Guardia medica)



If you need a doctor

A simple decision tree

- EMERGENCY → 112 / Emergency Department
- URGENT BUT NOT LIFE-THREATENING → 116117 / appropriate local medical service
- NON-URGENT → ASL / insurance provider
- Bring ID and your health insurance/EHIC information
- Always check the current ASL procedure before travelling to a health facility



Eating at Unitus

University canteen

- University canteen services are provided through the regional student welfare system (*Lazio DiSCo*)
- Check current canteen locations, opening times, eligibility and access procedures before your first meal
- The UNITUS information page currently lists canteen/student residence services and links to the relevant *Lazio DiSCo* information
- Tip: download/check the current *Lazio DiSCo* canteen app or access procedure before going



Getting around Viterbo

Francigena urban buses

- The Francigena urban network serves Viterbo
- Current published student fares include: €16 monthly student pass and €160 annual student pass
- Single and daily tickets are also available; check the current fare page before purchase
- Check routes and timetables before travelling to a new campus
- UNITUS also highlights a local transport benefit for students living in the historic centre, subject to the applicable conditions



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Sport and well-being

CUS Viterbo

- Erasmus students can join the CUS Viterbo
- Facilities and activities include tennis, five-a-side football, basketball, gym and outdoor sports
- Courses include activities such as tennis, yoga, dance and other sports; some activities are offered through agreements
- CUS Viterbo is near the Riello university area, in Via S. Camillo de Lellis
- Check current membership fees, schedules and availability directly with CUS



Ases and student life

Don't spend your Erasmus only in the classroom!

- ASES is the Erasmus and international student association in Viterbo
- Typical activities: social events, trips, cultural activities, language exchange and opportunities to meet other students
- Follow the association's current social channels for events and registration
- Join activities early: it is one of the easiest ways to build your international network



Languages, libraries and support

Use the university beyond your courses

- CLA / Language Services → opportunities to improve Italian and other languages
- Libraries and study spaces → check your Department and the university library system
- Psychological counselling → UNITUS provides student support; check the current page for access and appointment information
- Inclusion and accessibility services → contact the relevant university service early if you need support
- Do not wait until a problem becomes urgent



Who do I contact?

Choose the right door

- ACADEMIC / COURSE → Erasmus Coordinator, lecturer or Department
- EXAM / CAREER / GOMP → Academic Office (Segreteria Didattica)
- ERASMUS DOCUMENT → Erasmus Office
- MOODLE / COURSE MATERIAL → lecturer / Moodle support when applicable
- HEALTH → ASL / insurance
- TRANSPORT → Francigena
- SPORT → CUS



Italian language course

Free Italian courses for incoming Erasmus students

- UNITUS offers Italian language courses specifically for Erasmus incoming and international students through the CLA / Language Service
- Courses are organised at different levels, according to students' language competence and the current academic-year programme
- Courses are offered at the University's different teaching locations; check the current course notice for the exact classroom/location
- Students receive information about courses, levels, schedules and enrolment through the official UNITUS/CLA communications
- For general information or teaching support, write to: cla@unitus.it
- Check the CLA page regularly for the current timetable, enrolment instructions and course announcements



Your Erasmus survival kit

Before you leave this presentation...

- ☐ I know my UNITUS contacts
- ☐ I can access GOMP
- ☐ I can access Moodle
- ☐ I know where my classes are
- ☐ I know how to register for exams
- ☐ I know what Erasmus documents I need
- ☐ I know my health coverage



Useful official links

Save these pages

- UNITUS → <https://www.unitus.it/>
- GOMP → <https://www.unitus.it/studenti/portale-studenti-gomp/>
- Moodle → <https://moodle.unitus.it/>
- Francigena → <https://www.francigena.vt.it/>
- ASL Viterbo → <https://www.asl.vt.it/>
- CUS Viterbo → <https://www.cusviterbo.it/>
- ASES Viterbo → <https://asesviterbo.carrrd.co/>



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Welcome to Viterbo!

Study well. Ask questions. Meet people. Enjoy Italy. 

Your Erasmus experience is not only about exams — it is also about people, culture, language and independence.

If you are unsure, ask.
The sooner you ask, the easier it is to solve a problem.