



Università degli Studi di Roma
"LA SAPIENZA"
Amministrazione Centrale

USCITA
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➤ **To all LLP Erasmus
Partner Universities**

**Academic year 2013/2014 - Administrative Procedures for Incoming Erasmus Students
at Sapienza University**

Dear Colleagues,

with reference to the existing Erasmus agreements between our Institutions for the academic year 2013/2014, please find below the application procedures for incoming students, required by our data processing system.

APPLICATION PROCEDURES

1. NOMINATION OF STUDENTS

For the academic year 2013/2014, Sapienza will accept only students with an intermediate knowledge of Italian language (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages). An intermediate level of English is accepted instead of Italian proficiency in the following cases:

- **students who wish to attend lessons from degree programmes or modules taught in English** (<http://en.uniroma1.it/study-us/graduate/english-taught-courses>)
- **students coming for their final thesis project or for training work, whose tutor accepts English as working language.**

The list of nominated students is to be sent to spi@uniroma1.it (International Programmes Office).

Communication deadlines

- **May 10th, 2013** for the 1st semester or full academic year
- **October 15th, 2013** for the 2nd semester

The following data is mandatory for all students:

- Erasmus University code (ex. E MADRID03, TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Erasmus Subject Area Code (ex.: 340, 46, etc.)



- Receiving Faculty at *Sapienza* University (list of Faculties available at <http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>)
- Period of stay (1st semester, 2nd semester, full academic year)
- Duration of stay (in months)

Please note that:

- if you intend to send an additional student or if you intend to modify the period of study (number of months) of the inter-institutional agreement, you **must request** an authorisation (via email to spi@uniroma1.it). We will discuss the matter with the receiving Faculty and will reply to you as soon as possible.
- for further questions, doubts or students' withdrawals, please contact the International Programmes Office at spi@uniroma1.it

2. ON LINE APPLICATION FORM

Your students will receive, by e-mail, a login code for filling in their on-line application form. The application page will be active for a month for registration: students, therefore, have 30 days to fill in their on line application form.

Once students have saved their data and printed the on-line application form, a registration number ("*matricola*") is generated: this number will be completely activated only once students arrive in Rome and register at the Erasmus Office of their receiving Faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>).

Application deadlines

Two copies of the Application Form, the student's Learning Agreement and a hard copy of the latest transcript of records must be sent to the student's receiving Faculty (addresses available at: <http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>).

The above-mentioned documents should be signed and stamped by the Erasmus Coordinators and should reach the receiving Faculties by:

- **June 10th, 2013** for students coming for the 1st semester or full academic year
- **November 15th, 2013** for students coming in the 2nd semester

Students will find detailed information about their Erasmus period at *Sapienza* University by downloading the *Guide for Incoming Students* at the following web-page: <http://www.uniroma1.it/sites/default/files/allegati/Guida%202011%20definitiva.pdf>

3. ENROLMENT IN ITALIAN LANGUAGE COURSES

In order to enrol in the *Sapienza* Italian language courses, which are free of charge, incoming Erasmus students arriving in the first semester must take an on-line placement test before the arrival: further information will be sent directly to students.

For students arriving in the second semester, information will be provided in December, 2013.



4. REGISTRATION AT SAPIENZA UNIVERSITY

On arrival in Rome, students are to go to the Erasmus Office of their receiving Faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>) in order to complete the registration process: please, note that **it is absolutely necessary to register on arrival in Rome**; otherwise, students will not be able to take exams.

5. USEFUL INFORMATION

The academic year at *Sapienza* starts on October 1st and ends on October 31st of the following year (<http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-accademico>).

However, the teaching schedule varies from one Faculty to another: students are strongly suggested to request the specific academic calendar from the administrative office of their receiving Faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>).

Examinations are usually held in winter (January and February), summer (June and July), and autumn (September and October).

In order to get information on programs (timetables, exams, syllabus, etc.) we suggest students to contact the administrator in charge of their receiving Faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>) and to visit the catalogues of Faculty courses at <http://www.uniroma1.it/facolta/default.php>

Our "Welcome Day" for students coming in the first semester will take place on **October, 1st 2013**: this consists of an orientation meeting useful for students to get information about academic life and all services offered by our University. We will give your students further details once they are registered in our database as Erasmus incoming students.

For students coming in the second semester, the "Welcome Day" usually takes place in February: the exact date will be communicated within December, 2013.

We would like to take this opportunity to wish you a very successful academic year and we look forward to welcoming your students.

Should you have further questions, please do not hesitate to contact us at: spi@uniroma1.it

Yours sincerely,

Head of the International
Relations Office
Dott. Antonella Cammisa

President of the Language
Courses Committee
Prof. Paola Giunchi

Erasmus Institutional
Coordinator
Prof. Luciano Saso