

AREA
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA
UNIVERSITÀ DI ROMA



Education and Culture DG
Lifelong Learning Programme

➤ To all LLP Erasmus Partner Universities

a.y. 2014/2015 - 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 2014/2015, please find below the application procedures for incoming students, required by our data processing system.

APPLICATION PROCEDURES

1. NOMINATION OF STUDENTS

As anticipated last year and as stated in the new Erasmus + agreements, for the a.y. 2014/2015, Sapienza will accept only students with an intermediate level of Italian language (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages).

Students can demonstrate their level of Italian with an official certificate (issued on behalf of *Università per Stranieri di Siena, Università per Stranieri di Perugia, Università di Roma TRE* or *Società Dante Alighieri* by any recognized centre) or alternative qualifications (i.e. certificate issued by the Home University, language centres, etc.). Students have to send a copy of the certificate before the arrival (**by the end of August**): further information will be sent to them directly.

Please, note that students that do not achieve an intermediate level of written and spoken Italian (B1 or above) may not be registered in the programmes.

An intermediate level of English is accepted instead of Italian proficiency in the following cases:

- students who wish to attend English taught degree programmes or modules <http://en.uniroma1.it/study-us/graduate/english-taught-courses> and <http://en.uniroma1.it/study-us/visiting-and-exchange-students/english-taught-modules>
- students coming for their final research project or for training work, whose tutor accepts English as working language.

Sapienza Università di Roma
Area per l'Internazionalizzazione
CF 80209930587 PI 02133771002
P.le Aldo Moro n. 5, 00185 Roma
T (+39) 06 49690434 F (+39) 06 49690435
erasmusincoming@uniroma1.it
<http://www.uniroma1.it/students-coming-sapienza>



The list of nominated students must be sent to erasmusincoming@uniroma1.it (Erasmus Office).

Deadlines

- **May 15th, 2014** for the 1st semester or full academic year
- **October 15th, 2014** for the 2nd semester

The following details are 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.: 041, 0213, 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 to modify the period of study (number of months) of the inter-institutional agreement, you must request an authorisation (via email to erasmusincoming@uniroma1.it). We will submit your request to the receiving Faculty and will reply to you as soon as possible.
- for further questions, doubts or students' withdrawals, please contact the Erasmus Office at erasmusincoming@uniroma1.it

2. ON LINE APPLICATION FORM

Your students will receive, by e-mail, a login code to the on-line application form.

The application page will be active for a month: students, therefore, have 30 days to fill in their on line application form.

After saving and printing their on-line application form, a registration number ("*matricola*") is generated: this number will be completely active 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

A copy of the Application Form together with the student's Learning Agreement and a copy of the latest transcript of records must be scanned and sent by e-mail 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 at the sending Institution and should reach the receiving Faculty at *Sapienza* by:

- **June 20th, 2014** for students coming for the 1st semester or full academic year
- **November 20th, 2014** 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/students-coming-sapienza>



3. ENROLMENT IN ITALIAN LANGUAGE COURSES

Language courses will be offered from B1 level.

In order to enrol in *Sapienza* Italian language courses, which are free of charge, incoming Erasmus students have to fill in the proper section of the on-line application form and take a placement test at their arrival: further information will be sent to students directly.

4. REGISTRATION AT SAPIENZA UNIVERSITY

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

5. USEFUL INFORMATION

The academic year at *Sapienza* officially 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 faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of their receiving faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-alleestero/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 programmes (timetables, exams, syllabus, etc.) we suggest students to visit the faculty's webpage under "Didattica" (<http://www.uniroma1.it/facolta/default.php>) or the English website (<http://en.uniroma1.it/>).

For the a.y. 2014/2015, *Sapienza* will organize a "Welcome Week" for students coming in the first semester.

It will take place from **September, 22nd to 26th 2014** and it will offer various orientation meetings on academic life and services offered by our University. We will give students further details once they register in our database as Erasmus incoming students.

For students coming in the second semester, the welcome meeting usually takes place in February: the exact dates will be sent by December 2014.

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: erasmusincoming@uniroma1.it

Yours sincerely,

Head of the International Relations Office
Dr Antonella Cammisa

Erasmus Institutional Coordinator
Prof. Luciano Saso