



SAPIENZA
UNIVERSITÀ DI ROMA



Education and Culture DG

Lifelong Learning Programme

Roma,
Prot. No.

Università degli Studi di Roma
"LA SAPIENZA"
Amministrazione Centrale

USCITA
prot. n. 0004600
del 24/01/2012
classif. III/13

➤ To all LLP Erasmus
Partner Universities

Academic year 2012/2013 - 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 2012/2013, please find below the application procedures for incoming students, required by our data processing system.

APPLICATION PROCEDURES

1. NOMINATION OF STUDENTS

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

Communication deadlines

- **May 15th, 2012** for the 1st semester or full academic year
- **October 15th, 2012** for the 2nd semester

Mandatory mention of the following data for every student:

- 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/students-coming-sapienza/administrative>)
- 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 have to ask for an authorisation (writing an e-mail to spi@uniroma1.it). We will discuss the matter with the receiving Faculty and we will reply you as soon as possible.
- for further questions or doubts, please contact the International Programmes Office at spi@uniroma1.it



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2. ON LINE APPLICATION FORM

Your students will receive, by e-mail, a login code useful to fill their on line application form in.

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

When students save the data and print the on line application form, a registration number ("matricola") is generated: this number will be completely active only once students arrive in Rome and register to 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 have to 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 before:

- **June 15th, 2012** for students coming in the 1st semester or full academic year
- **November 15th, 2012** 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/internazionale/studiare-e-lavorare-allestero/erasmus/students-coming-sapienza>

3. ENROLMENT IN FREE ITALIAN LANGUAGE COURSES

In order to enrol in the Italian language courses, the incoming Erasmus students need to fill in the proper section of their on line application form, within the following deadlines:

June 15th, 2012 - for courses starting in September/October (1st semester)

November 15th, 2012 - for courses starting in February (2nd semester)

Students with a beginner level of Italian are suggested to enrol in the intensive courses starting in September (60 hours), that usually take place before the beginning of the institutional courses in many of our Faculties.

The dates for the Placement Test will be published on the web page:

<http://www.uniroma1.it/erasmus/students-coming-sapienza>

4. REGISTRATION AT SAPIENZA UNIVERSITY

Once arrived in Rome, students are supposed 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 at the arrival in Rome**; otherwise, students will not be able to take exams.



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5. USEFUL INFORMATION

The academic year at *Sapienza* usually starts on November, 1st and ends on October 31st (<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 ask for the specific academic calendar to the administrative responsible of their receiving Faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/gestione-accordi-e-mobilita3a0/raef>).

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

In order to get information about didactics (timetables, exams, syllabus, etc.) we suggest students to contact the administrative responsible 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, 2nd 2012**: it is an orientation meeting useful for students to get information about the academic life and all the 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, 2012.

Herewith enclosed you will find our Information sheet and few copies of the Erasmus Incoming Student Guide (also available at the web page <http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmus/students-coming-sapienza>).

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 any other question, please do not hesitate to contact us at: spi@uniroma1.it

Yours sincerely,

Director of Student
Division (IV)
Dr. Rosalba Natale

Language Courses
Coordinator
Prof. Virginia Verrienti

Erasmus Institutional
Coordinator
Prof. Luciano Saso