



➤ To all Erasmus + Partner Universities

**Academic year 2018/2019 - Administrative Procedures for Incoming Erasmus+ Students/Trainees at Sapienza University**

Dear Colleagues,

we are glad to send you the application procedures for incoming students (both for studies and for traineeship), required by our data processing system.

**1. NOMINATION FOR STUDIES**

Student nominations are accepted on the basis of the existing inter-institutional agreements signed by our Universities for the a.y. 2018/2019.

**Deadlines**

- **May 15<sup>th</sup>, 2018** for the 1<sup>st</sup> semester or full academic year
- **October 15<sup>th</sup>, 2018** for the 2<sup>nd</sup> semester

**The following details are mandatory:**

**For Erasmus Student Mobility for Studies (SMS)**

- Erasmus University code (ex. E MADRID03, TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Erasmus Subject Area Code (ex.: 0313, 073, 0222 etc.)
- Receiving Faculty at Sapienza University (list of Faculties available at <https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef>)
- Period of stay (1<sup>st</sup> semester, 2<sup>nd</sup> semester, full academic year)
- Duration of stay (in months)

Please note that if you intend to send one or more additional students or to modify the period of study (i.e. number of months) of the inter-institutional agreement, you must request an authorisation (via email to [erasmusincoming@uniroma1.it](mailto:erasmusincoming@uniroma1.it)). We will submit your request to the receiving Faculty and will reply to you as soon as possible.



## **LANGUAGE REQUIREMENTS**

As per the new Sapienza guidelines, students are no longer required to provide an official certificate stating the Italian language knowledge. Students are strongly suggested to have no less than an intermediate level of Italian to make the most of their stay and make daily life in Rome easier and more enjoyable.

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

## **2. NOMINATION FOR TRAINEESHIP**

Students coming for an internship are supposed to submit a traineeship proposal directly to the department/laboratory/Faculty/structure at *Sapienza* University they are interested in. Only after receiving the official approval, the Home University can send the official nomination.

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

### **Deadlines**

- **May 15<sup>th</sup>, 2018** for the 1<sup>st</sup> semester or full academic year
- **October 15<sup>th</sup>, 2018** for the 2<sup>nd</sup> semester

If you select students after these dates, please, contact us because deadlines for trainees can be extended/flexible.

### **The following details are mandatory:**

#### **For Erasmus Student Mobility for Traineeship (SMP)**

- Erasmus University code (ex. E MADRID03, TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Receiving department/laboratory/Faculty/structure at *Sapienza* University
- Planned period of stay: from... [day/month/year] to... [day/month/year]

## **LANGUAGE REQUIREMENTS**

Students coming for traineeship are strongly recommended to have an intermediate level of Italian, in order to make the most of their stay and make daily life in Rome a smoother and more enjoyable experience.



### **3. APPLICATION PROCESS FOR ALL INCOMING STUDENTS (both for studies and for traineeship)**

#### **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 the 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 (<https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef>).

#### **Application deadlines**

A copy of the Application Form together with the student’s Learning Agreement for studies or traineeship and a copy of the latest transcript of records must be scanned and uploaded on the student’s personal page.

The above-mentioned documents should be signed and stamped by the Erasmus Coordinators at the Home Institution and should be uploaded on the personal page by:

#### **For Erasmus Students for Studies (SMS)**

- **June 15<sup>th</sup>, 2018** for students coming for the 1<sup>st</sup> semester or full academic year
- **November 15<sup>th</sup>, 2018** for students coming in the 2<sup>nd</sup> semester

#### **For Erasmus Students for Traineeship (SMP)**

- **July 15<sup>th</sup>, 2018** for students coming for the 1<sup>st</sup> semester or full academic year
- **November 15<sup>th</sup>, 2018** for students coming in the 2<sup>nd</sup> semester

#### **• ENROLMENT IN ITALIAN LANGUAGE COURSES**

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

Please, note that Sapienza University also organizes intensive language courses before the beginning of each semester, to support students in the learning process upon arrival. Intensive courses are strongly recommended to students with a lower level of Italian knowledge.

#### **• REGISTRATION AT SAPIENZA UNIVERSITY**

Upon arrival at *Sapienza*, students have to go to the Erasmus Office of their receiving Faculty (<https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef>) in order



to complete the registration process: please, note that **it is mandatory to register upon arrival in Rome**; otherwise, students will not have the Erasmus period recognized.

- **ACADEMIC CALENDAR**

The academic year at *Sapienza* officially starts on October 1<sup>st</sup> and ends on October 31<sup>st</sup> of the following year (<https://www.uniroma1.it/it/pagina/calendario-dellanno-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 (<https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-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 courses webpage (<https://corsidilaurea.uniroma1.it/>) or the English website (<http://en.uniroma1.it/>).

- **WELCOME WEEK**

Sapienza will organize a “Welcome Week” for students coming in the first semester, which will take place from **September, 17<sup>th</sup> to 21<sup>st</sup> 2018** 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 week will take place from **February 4<sup>th</sup> to 8<sup>th</sup> 2019**.

- **USEFUL INFORMATION**

Students may find further detailed information about their Erasmus period at Sapienza University by downloading the *International Exchange Student Guide* at the following web-page: <https://www.uniroma1.it/it/pagina/students-coming-sapienza>

For further questions, doubts or students’ withdrawals, please contact the Erasmus Office at [erasmusincoming@uniroma1.it](mailto:erasmusincoming@uniroma1.it)

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](mailto:erasmusincoming@uniroma1.it)

Yours sincerely,  
Head of the International Relations Office  
Dr Maria Ester Scarano