SAPIENZA
UNIVERSITÀ DI ROMA

➢ To all Erasmus + Partner Universities

Academic year 2020/2021 - Administrative Procedures for EU Incoming Erasmus+ Students/Trainees at *Sapienza* University

Dear Colleagues,

please find enclosed 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. 2020/2021.

As for the a.y. 2019/2020, Sapienza University will use the on line nomination tool available at https://relint.uniroma1.it/rm1areapartner. All Partner Universities have received credentials, which are the same for the whole institution, as well as instructions to use the tool. If your university has not received username and password for nominations, please contact erasmusincoming@uniroma1.it. **Nominations sent by email are no longer accepted.**

Deadlines
-    **May 15th, 2020** for the 1st semester or full academic year
-    **October 15th, 2020** for the 2nd semester

The following details are mandatory for Erasmus Student Mobility for Studies (SMS):
• select the available scholarship from the dropdown menu in the nomination tool
• family name
• first name
• gender
• one valid e-mail address
• Period of stay (1st semester, 2nd semester, full academic year)

Sapienza Università di Roma
Area per l'Internazionalizzazione
P.le Aldo Moro n. 5, 00185 Roma
T (+39) 06 49690434
erasmusincoming@uniroma1.it
https://www.uniroma1.it/it/pagina/students-coming-sapienza

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- Notes (changes required to the duration of stay, etc.)

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). The office will submit your request to the hosting Faculty and will reply to you as soon as possible.

LANGUAGE REQUIREMENTS
Candidates are not required to provide any official certificate stating the Italian/English language competence. Students are strongly recommended to have no less than an intermediate level of Italian/English to make the most of their stay and make daily life in Rome easier and more enjoyable.

2.   NOMINATION FOR TRAINEESHIP
Students nominated for traineeship are requested 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 (Erasmus Office).

Deadlines
-    **May 15th, 2020** for the 1st semester or full academic year
-    **October 15th, 2020** for the 2nd 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

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- 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/English, according to the hosting department needs.

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

•   ON LINE APPLICATION FORM

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

The application page will be active for one month: students, therefore, will 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/en/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 15th, 2020** for students coming for the 1st semester or full academic year

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- **November 15th, 2020** for students coming in the 2nd semester

For Erasmus Students for Traineeship (SMP)
- **July 15th, 2020** for students coming for the 1st semester or full academic year
- **December 15th, 2020** for students coming in the 2nd semester

- **ENROLMENT IN ITALIAN LANGUAGE COURSES**
Sapienza University facilitates students in the language learning process by offering **one** Italian language course (free of charge) to each Erasmus candidate.
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 **by the application deadlines**. Further information will be sent to students directly from Sapienza Language Centre. Late registrations to Italian language courses will **not** be accepted.
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 hosting Faculty (https://www.uniroma1.it/en/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 their Erasmus period recognized.

- **ACADEMIC CALENDAR**
The academic year at *Sapienza* officially starts on October 1st and ends on October 31st of the following year (https://www.uniroma1.it/en/pagina/academic-calendar).
However, the course schedule varies from faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of

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their receiving faculty (https://www.uniroma1.it/en/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 course catalogue (https://corsidilaurea.uniroma1.it/en).

- **COURSE CATALOGUE**

Full information on degree programmes, learning outcomes, syllabus, ECTS is available at the course catalogue search tool: (https://corsidilaurea.uniroma1.it/en).

- **WELCOME WEEK**

Each semester Sapienza organizes a "Welcome Week" for incoming students (September and February): it will offer various orientation meetings on academic life and services offered by our University. Students will receive further details on the event once they register in our database as Erasmus incoming students.

- **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

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

- **TREATMENT OF PERSONAL DATA**

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The treatment of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as current national legislation.

- **CONTACTS**

Erasmus + Unit
T: +39 0649690434
E-mail: erasmusincoming@uniroma1.it

Yours sincerely,

Maria Ester Scarano
Head of the International Relations Office

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