

UniPa Orienta

GUIDE FOR INTERNATIONAL STUDENTS

—

Procedures for your first entry in Italy



Università
degli Studi
di Palermo






VADEMECUM INDEX

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WELCOME TO THE UNIVERSITY OF PALERMO

 www.unipa.it/strutture/orientamento/booking.html

The welcome and tutoring desk for international students of COT is a reference point for international students and doctoral students enrolling in Unipa. The Help Desk was created to help international students arriving for the first time in Italy to deal with complex and little-known bureaucratic procedures. The help desk will provide you with the necessary support before your arrival and during your stay in Palermo. You can contact our service for assistance on:

- registrations (enrolments);
- evaluation of foreign educational qualifications;
- request and renewal of the residence permit;

- registration to the National Health Service SSN;
- residence permit;
- Fiscal Code;
- the services offered by ERSU: scholarships, canteen card, accommodation.

The desk is also available for foreign and Italian citizens who live in Italy wishing to check the validity of their educational qualifications obtained abroad.



WHAT TO DO WHEN ARRIVING TO PALERMO

Residence permit

Non-EU students, enrolled in Degree Courses or individual teachings, wishing to stay in Italy more than 90 days, must ask for a residence permit.

Non-EU students, enrolled in Degree courses or for individual teachings, who intend to stay in Italy for more than 90 days, must apply for a residence permit.

The residence permit application must be submitted within 8 days of arrival in Italy.

The operators of the COT Welcome desk for international students will help you in filling out the request for the issue or renewal of the residence permit.

Documents needed for the release of the residence permit for study:

- original passport, copies of the pages containing personal data, visa and entry stamp and copies of any other pages with visas and entry and exit stamps;

- copy of the registration at Italian National Health Service (SSN) or health insurance;
- a copy of a document certifying the possession of the economic resources needed for staying in Italy. You can deliver the documents used for the visa application or an extract from the bank/post office account or an official letter confirming the assignment, the amount, the duration of a scholarship;
- documents proving the availability of accommodation in Italy;
- a copy of the Pre-Enrolment Application at the Embassy of Italy (Form A);
- a € 16 tax stamp;

After completing the procedure and signing the forms, you must go to one of the qualified post offices (Sportello Amico) to deliver and send the kit.

2 WHAT TO DO WHEN ARRIVING TO PALERMO

In addition, upon delivery of the application to the post office, you must pay:

- the cost of the Electronic Residence Permit (PSE) (€ 30.46);
- the contribution for the residence permit (€ 40);
- the cost of sending the application by insured mail (€ 30).

Anagraphic registration

All European Union citizens have the right of entry, residence and free movement in Italy, for periods not exceeding 3 months and, for this purpose, no formalities need to be fulfilled, except for the possession of an identity document valid for travel abroad (in accordance with the legislation of the State of which the person is a national). For periods longer than 3 months, the European Union citizen has the right to stay in the national territory in the cases provided and according to the formalities set by Legislative Decree no. 30 of 06/02/2007 and subsequent amendments and additions.

EU students wishing to stay in Italy for more than ninety days should apply for residence in Italy at the municipality of reference. The documentation required for (non worker) European Union student is:

- copy of an identity document valid for travel abroad, issued by the competent authorities of the State of which the person is a national;
- documentation certifying enrolment at the University;
- self-declaration certifying the possession of sufficient economic resources not to become a charge on social assistance of the Italian State (at least 448.52 euros per month, for each month of the academic year);
- copy of the rental agreement;
- T.E.A.M. (European health insurance card) issued by the State of which the person is a national or equivalent Community form.

2 WHAT TO DO WHEN ARRIVING TO PALERMO

Codice Fiscale

The tax code is an identification code issued by the Ministry of Finance which is used to open a current account or to sign contracts. Citizens residing abroad can request it from the Italian diplomatic-consular representation in their country of residence. In Italy, it must be requested from the Revenue Agency Office of the city where you reside.

The complete list of offices in the province of Palermo can be found at www.agenziaentrate.gov.it/indirizzi/agenzia/uffici_locali/lista.htm?m=2&pr=PA.

Remember to bring your passport with you.

Health coverage

To obtain Health coverage, you may either voluntarily register with the National Health Service or subscribe a private medical insurance. With the National Health Service (SSN) you can choose a referring medical doctor, who will take care of your health problems for free and will prescribe you medications, exams and any specialist visits. Registration is valid for one calendar year (from January 1st to December 31st). To register with the SSN:

If you are a non-EU citizen you must:

- fill in and pay at the post office a payment slip of 149.77 Euros (cost of the service for the calendar year) on the postal account n ° 618900 addressed to “Regione Siciliana” with the reason: “iscrizione volontaria al SSN anno 20__”;
- contact the ASP (Provincial Health Authority) office closest to your home address (find all the addresses on the website <https://www.asppalermo.org/informazioni-dettaglio.asp?ID=7>) bringing with you:
 - payment receipt;
 - Fiscal Code;
 - passport;
 - receipt of the residence permit request;
 - self-certification of residence or stay.

2 WHAT TO DO WHEN ARRIVING TO PALERMO

If you are an EU citizen:

If you have a TEAM card you can access the National Health Service (SSN) in the first three months of stay in Italy without paying any registration. Should you stay in Italy for more than 3 months, the European health card entitles you to benefit only from the necessary medical treatments, while for complete health coverage you must request, before departure, the form E 106/S1 /S072. If you are in possession of the form E 106/S1 /S072, you can register with the National Health Service for free by contacting one of the local ASP health offices. The documents required for registration at the ASP offices are:

- self-certification of university enrolment;
- tax code;
- copy of passport or other identity document;
- self-certification of residence or stay;
- E 106/S1 /S072 form.

If you do not have the E 106/S1 /S072 form, you can voluntarily register with the NHS by paying a registration fee and following the same procedure as for non-European citizens.

Bank current account - prepaid card

Before opening a bank account, it is useful to inquire about the rates charged by the various banks. In general, online checking accounts/prepaid bank or postal cards offer students more convenient terms. When opening your account, you must fill in some forms, present an identification document (passport or national identity card if EU citizen), a residence permit or a receipt for a residence permit request (non-EU citizens) the tax code, the registration at the Municipality of residence or the declaration of domicile and a certificate of registration at the University.



3

SERVICES FOR STUDENTS

Academic calendar

The academic calendar is divided into two semesters: the first one from late September to February, and the second one from late February to July. Classes usually start in late September and end by mid-December; they start again in late February and end in late May. The exams of the first semester are held in January and February and those of the second semester in June and July. Each department publishes its academic calendar with class times and exam dates.

CFU and votes

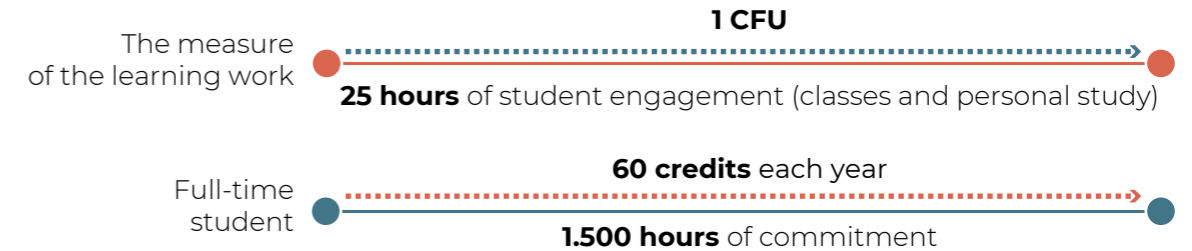
Italian Degree courses are structured in University Credits (CFU), which are considered equivalent to ECTS (European Credit Transfer and Accumulation System) credits (1 CFU = 1 ECTS). The CFU is the measure of the learning work and generally corresponds to 25 hours of student engagement (classes and personal study). A full-time student should achieve 60 credits each year, upon passing the exams, equal to 1500 hours of commitment. The credits do not replace the mark which is expressed out of 30: the minimum mark is equal to 18 and the maximum mark is equal to 30. Students can obtain "praise" (30 mark and honors) if their examination is considered excellent.

CFU & VOTES

Italian Degree courses are structured in **University Credits (CFU)**

equivalent to **ECTS** (European Credit Transfer and Accumulation System) **credits**

1 CFU = 1 ECTS



3 SERVICES FOR STUDENTS

University fees and benefits

University fees are divided into two instalments: the first to be paid at the time of enrolment, the second in December at the end of the first semester. Students can pay online using the PagoPa system, accessible from their personal area of the University website. The tax amounts are calculated on the basis of the ISEE “parificato” for international students with the family residing abroad.

To allow the effective exercise of the right to study, Unipa provides students with various types of financial aids: exemptions and reductions in fees, scholarships, Degree awards, also through ERSU (the regional Agency for the right to study).

The deadlines and payment methods and the rules for exemptions may be found at <https://www.unipa.it/amministrazione/direzionegenerale/serviziospecialeperladidatticaeglistudenti/tasse-e-agevolazioni/>

Scholarships

Scholarships are economic contributions, awarded by competition, provided by ERSU Palermo (www.ersu-palermo.it) to support and facilitate university students in their studies. All international students wishing

to enrol in three-year Degree courses, single-cycle Degree courses, 2nd cycle Degree course, unpaid PhD courses can participate in the ERSU Call which is published annually, generally in July, before beginning of the academic year.

Specifically, the winner will obtain:

- a monetary contribution;
- the bed inside the university residences;
- free meals at university canteens.

To be admitted to the competition, students must be in possession of the economic-patrimonial and merit requirements foreseen by the call.

For international students with a family residing abroad, it is necessary to have the ISEE “parificato” which is issued by the authorized CAF (tax assistance office) www.unipa.it/strutture/orientamento/studenti-stranieri/isee-parificato/

Accommodation**Ersu Palermo housing service.**

The Regional Agency for the Right to Study, ERSU Palermo, confer accommodations by competition to support and facilitate university students. The Agency offers the possibility to all non-resident students participating in the competition to request, at the

3 SERVICES FOR STUDENTS

same time as they apply for a scholarship, the assignment of a bed at one of the university residences managed by ERSU Palermo. The assignees of the bed can use the housing service of the ERSU Palermo at the following residential structures:

- University Residence “Santi Romano”, Viale delle Scienze ed. 1;
- University Residence “San Saverio”, Via G. di Cristina, 7;
- University Residence “Casa del Goliardo”, Vicolo Sant’Uffizio ai Tribunali, 13/15;
- University Residence “Casa Biscottari”, Via dei Biscottari, 12;
- University Residence “Schiavuzzo”, Via Schiavuzzo, 24;
- University Residence “Santissima

Nunziata”, Piazza Casa Professa, 22.

In addition, ERSU Palermo provides a paid guesthouse service for people not participating in the call at one of the following university residences:

- “Hotel de France” Ascent of the Intendenza n. 1
- University Residence “SS. Nunziata”, ground floor - Piazza Casa Professa n. 22

For information and reservations contact the Residences and Guest House Office by sending an email to foresteria@ersupalermo.it

UNIVERSITY RESIDENCES



3 SERVICES FOR STUDENTS

University canteens

The canteens of the University of Palermo are managed by the regional Agency for the right to study of Palermo. The catering service is offered for free to the winners of a scholarship, and it is also available to all students. Therefore all students enrolled in university institutions operating in the area under the jurisdiction of the ERSU of Palermo can access university canteens. Access to the restaurant service is via an app called "MyUniApp".

Positions of ERSU Canteens in Palermo:

- Pensionato "Santi Romano (cittadella universitaria) viale delle Scienze ed. 1;
- Pensionato "San Saverio", Via G. Di Cristina n.7;
- Pensionato "Santissima Nunziata", Piazza Casa Professa n. 22;
- Interno padiglione 19 dell'ARNAS "Ospedale Civico, Benfratelli e Di Cristina";
- Sala del caffè del Teatro Massimo, Piazza Giuseppe Verdi.

MEAL TYPE	COMPOSITION	Equal percentage full meal based value
FULL MEAL	Main course, second course, side dish, fruit or dessert, bread and soft drink	100
	Pizza, side dish, fruit or dessert, soft drink	100
FIRST COMBINATION	Main course, side dish, fruit or dessert, bread and soft drink	50
SECOND COMBINATION	Second course, side dish, fruit or dessert, bread and soft drink	62

3 SERVICES FOR STUDENTS

Costs

The student pays for the meal on the basis of:

- the type of meal;
- the status of the student: eligible student for the scholarship, students regularly enrolled not participating in the ERSU call for applications, undergraduates, and doctoral students;
- to the income bracket defined on the basis of the ISEE and the ISEE “parificato” for the right to education (the latter for international or Italian students with family residing abroad).

The following categories pay only based on the choice of the type of meal:

- people accompanying students with severe disabilities;
- international students participating in European projects (ERASMUS, Leonardo...) or internships at the University of Palermo or other university institutions or in any case international exchanges projects;
- students attending University Master Courses;
- students who attend single courses at the University;
- international students from particularly poor countries (D.M. 9 June 2017 n 1455).

www.ersupalermo.it/ristorazione/

Italian language courses (ItaStra)

The Italian Language School for Foreigners of the University of Palermo, ItaStra, was founded in 2008 with the aim of promoting educational, training, advice and research activities in teaching Italian as a second and foreign language. Throughout the year, ItaStra organizes ordinary intensive and semi-intensive courses for foreigners, Erasmus and Marco Polo students and international students enrolled at the University of Palermo; it also organizes the intensive Italian language and culture courses “Summer School” (from July to September) and “Winter School” (from February to March). An entrance test is administered to assess the language skills, so to provide students with the most suitable course for their needs.

The School organizes courses for adult students of any nationality and level of knowledge of the Italian language, starting from beginner level up to level C2 of the Common European Framework of Reference for Languages. ItaStra provides modern language learning methods. It focuses on intercultural exchanges and organizes workshops on poetry, writing, cooking and cinema culture, including guided tours. To know more: www.unipa.it/strutture/scuolaitalia-nastranieri

3 SERVICES FOR STUDENTS

University Sports Centre

The University Sports Centre (CUS) offers students of the University of Palermo various services, enabling them to combining their studies with training and well-being.

The facilities include a large heated outdoor pool; the CUS provides courses in various disciplines: fitness, indoor cycling, tennis, Caribbean dance, Argentine tango, yoga, etc.

The services are offered to students with discounted rates of at least 50% compared to the prices reserved for external members.

Student associations

Association of Foreign Students in Sicily/Sicily foreign Students

Sicily Foreign Students is a voluntary association created in 2010 by international students enrolled at the University of Palermo; it is registered in the Official Register of the Student Associations of the University of Palermo.

The purpose of the association is to carry out its voluntary work within the national territory and in Sicily. The Association pursues the following purposes:

- welcoming all international students;
- developing and promoting the interests of international students of the University of Palermo;
- providing students with tools to improve student and cultural life etc;
- providing a framework containing all the information necessary for better orientation and support for obtaining a Degree within the established time;
- promoting the integration of international students in the Italian university system and in the city in which they live;
- proposing itself as a meeting and aggregation place in the name of cultural interests, fulfilling the social function of human and civil maturation and growth;

INFO SERVICE ACCESS METHODS:

📍 Via Altofonte, 80 90129 Palermo

✉ cuspa.campus@libero.it

☎ +39 091422750

📘 [cuspalermounipa](https://www.facebook.com/cuspalermounipa)

3 SERVICES FOR STUDENTS

- promoting cultural values and intercultural exchanges and initiatives that encourage dialogue, comparison, coordination of action and operational effectiveness between the various groups and associations.

These activities are aimed at improving the material, spiritual and psychological quality of life of the students and this in the name of ethical principles, solidarity and subsidiarity.

Email: studentistranierisicilia@gmail.com

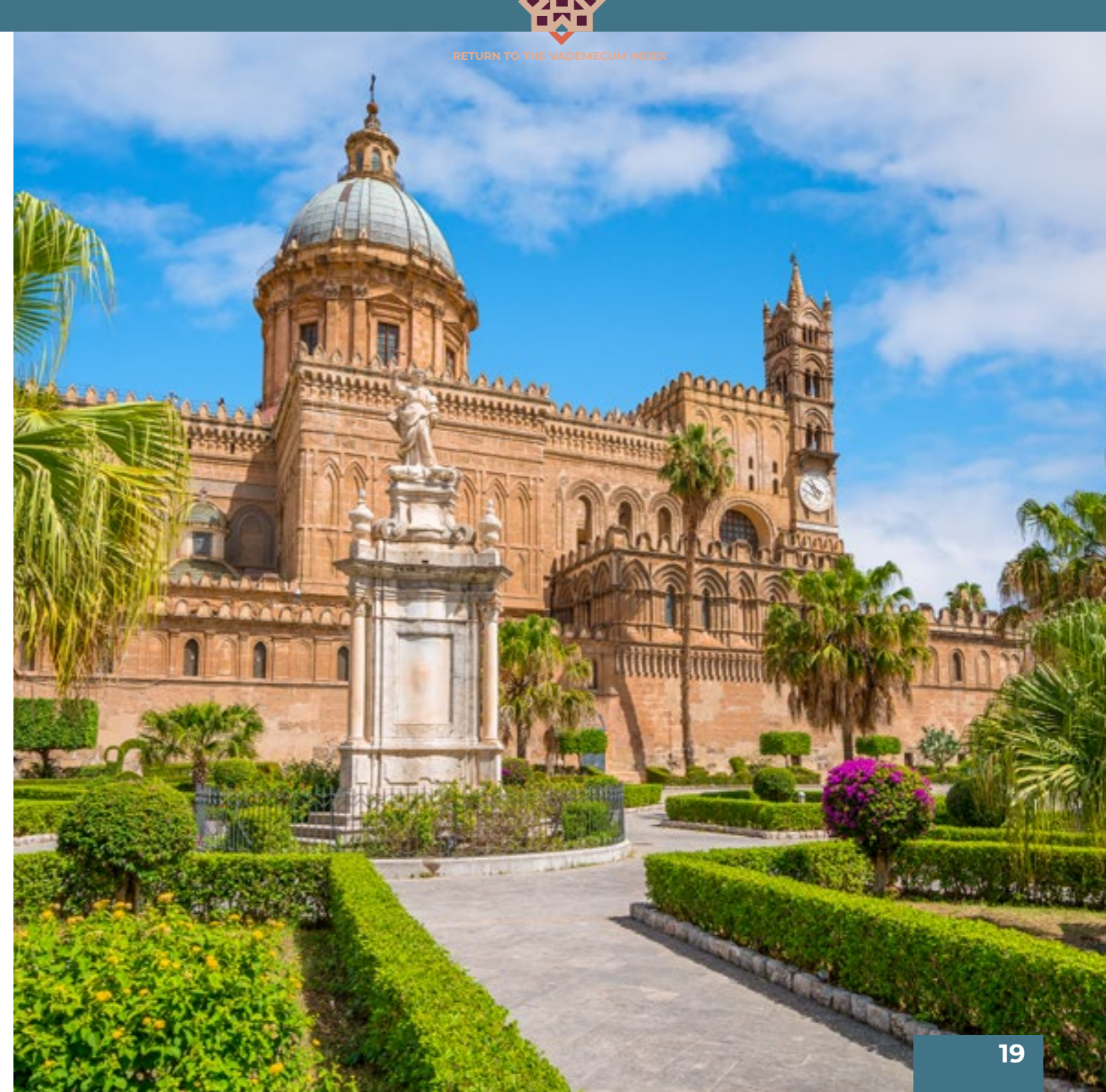
Facebook: Sicily Foreign Student

Erasmus Student Network (ESN)

Erasmus Student Network (ESN) is an international non-profit student organization. Its mission is to represent international students, thus providing opportunities for cultural understanding and self-development according to the principle of Students Helping Students.

Palermo has an ESN section, called ESN Palermo, linked to the University. The association provides services such as pick-ups, housing, tandems, guided city tours, theme nights, excursions in the island and trips around Italy. Among the annual appointments we mention: ICE, Sunweek. The spearhead of ESN events are undoubtedly its incredible themed parties: through curious disguises, masked balls and crazy animation, ESN colours the town with the craziest and most awaited evenings in Palermo.

Email: palermo@esn.it



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LIVING IN PALERMO

 www.amat.pa.it

Getting around town

Students may reach Palermo by various means of transport, such as plane, train, bus, taxi and car. Once you reach the city, there are various possibilities for the traveller to get around it: the centre of Palermo can be easily visited on foot, thus avoiding travel by car, which would be chaotic, given the heavy traffic in the historic centre.

In the city you can also move using the public transport, (bus, tram, underground) or the bicycle, preferable in the historic centre which is a limited traffic area.



To encourage students to use public transport and to promote sustainable mobility, the University has provided subscriptions with the AMAT company at discounted prices for students:

- subscription for n. 4 lines of bus and/or tram:
amat.pa.it/percorsi-e-orari/;
 validity 30 days and cost €15.00
amat.pa.it/abbonamentiamat/
 AMAT offices amat.pa.it/contatti/

4 LIVING IN PALERMO

In addition, the University of Palermo and AMAT have signed an agreement for a sustainable mobility project dedicated to the university community (students, teachers and technical-administrative staff), providing discounted fares for the services AmiGO car sharing and Bike sharing. The agreement provides facilities dedicated to the entire university community for the purchase of the annual AmiGo car and Bike sharing subscription at a reduced price of 50%. The service can be activated by registering on the AmiGO by AMAT website or by downloading the AmiGO app for Android on Google Play or for iPhone on the App Store.


INFO SERVICE ACCESS METHODS:

-  app AmiGO
-  AMAT www.amat.pa.it/contatti/



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USEFUL NUMBERS

 Medical emergency: 118

Emergency medical Services in Palermo	Address	Telephone number
PPI PTA "Biondo"	Via Gaetano La Loggia, 5	0917033331
PPI PTA "Casa del Sole"	Via UR, 3	0917035356
PPI PTA "Enrico Albanese"	Via Papa Sergio I, 5	0917036667
PPI PTA "Guadagna"	Via Villagrazia, 46	0917037250
PPI PTA "Palermo Centro"	Via Turrisi Colonna, 43 Via Corso dei Mille, 930 Piazza degli Aragonesi	0917032223 0917037253 091581316

FIRE BRIGADE	115
CARABINIERI	112
AIRPORT	+39 091-7020111
TAXI	+39- 0918481
IMMIGRATION OFFICE Palermo Police Department	+39 091-6725111
IMMIGRATION OFFICE Prefettura of Palermo	+39 091-338111



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CONSULATES IN PALERMO

AUSTRIA CONSULATE

📍 Piazza Acquasanta, 12

☎️ 091 549338 – 339 7680 555

✉️ consolatoaustria.pa@gmail.com

BRASIL HONORARY CONSULATE

📍 Via Fratelli Allotta, 5/7

☎️ 320 7273324

✉️ info@chbrasilpa.it

BANGLADESH CONSULATE

📍 Piazza Vittorio Emanuele Orlando, 41

☎️ 091-349600

✉️ studiolegaleditanto@libero.it

BURKINA FASO CONSULATE

📍 Via Emerico Amari, 58

☎️ 091 6110329

✉️ consoleburkfasopalermo@gmail.com

BELIZE HONORARY CONSULATE

📍 Via Noto, 12

☎️ 091 325410

✉️ consolatopalermo@ambasciatabelize.it

CHILE HONORARY CONSULATE

📍 Via Emerico Amari, 8

☎️ 091 329744

✉️ consolatocilepa@gmail.com

BOLIVIA CONSULATE

📍 Via Principe Di Belmonte, 78

☎️ 091-589053

✉️ drgreco.benedetto@libero.it

SOUTH KOREA CONSULATE

📍 Piazza Federico Chopin, 13

☎️ 091 305317

✉️ adifres@tin.it

DENMARK CONSULATE

📍 Via Praga, 48

☎️ 091 325410

✉️ mamaca@umgate.dk

GERMANY HONORARY CONSULATE

📍 Viale Principe Di Villafranca, 33

☎️ 091 9820808

✉️ palermo@hk-diplo.de

RUSSIAN FEDERATION CONSULATE

📍 Viale Orfeo, 18

☎️ 091 6842121

✉️ text@consolatorussopa.it

UNITED KINGDOM CONSULATE

📍 Via Camillo Cavour, 117

☎️ 091326412

PHILIPPINES CONSULATE

📍 Via Umberto Giordano, 2

☎️ 091 2526357 - 329 0506315

✉️ consolatofilippinosicilia@gmail.com

GHANA CONSULATE

📍 Via Mariano Stabile, 221

☎️ 091 334625

✉️ consolatoghana.palermo@gmail.com

FINLAND CONSULATE

📍 Via Colombo Cristoforo, 24

☎️ 091 361 290

✉️ consolatodifinlandia@ltsnet.it

GREECE CONSULATE

📍 Via Noto, 34

☎️ 091 6259541

✉️ grhoncon.pal@mfa.gr

FRANCE CONSULATE - Consular Agency

📍 Via Principe Di Belmonte, 101

☎️ 091 6622301

✉️ fsalernocardillo@notariato.it

LATVIA HONORARY CONSULATE

📍 Corso Tukory, 8

☎️ 0924 505744

✉️ cons.latvia.sicilia@virgilio.it

KINGDOM OF MOROCCO GEN. CONSULATE

📍 Via Nunzio Morello, 4

☎️ 091 6886023 - 091 6882486

✉️ consolato-cg-palermo@libero.it


LIBYA CONSULATE

📍 Via Libertà, 171

☎️ 091 343930


LUXEMBOURG CONSULATE

 Via Siracusa,34


 091 6256218

 bcc@studiobcc.it


SPAIN HONORARY CONSULATE


 P.le Ungheria, 73


 091 320954 - 091 583706

 info@studiocaramanna.it

NORWAY CONSULATE


 Via Giovanni Bonanno, 122


 +39 338 294 5912

 consolatonorvegia.palermo@hotmail.com

TUNISIA CONSULATE


 P. Ignazio Florio, 2

 091 321231

 cgt.palermo@libero.it


PRINCIPALITY OF MONACO CONSULATE

 Via Principe Di Villafranca, 57

 091 33390


SWEDEN AND HOLLAND CONSULATE


 Via Trapani, 1/D


 091 6306005

 s.deluca@esterminal.com

CZECH REPUBLIC HONORARY CONSULATE


 Via Quintino Sella, 76


 091 336892

 palermo@honorary.mzu.cz

UNITED STATES GENERAL CONSULATE


 V. Giovan Battista Vaccarini, 1

 091 305857

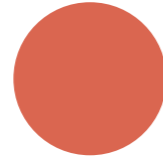
 cucinellab@state.gov

SLOVAKIA CONSULATE

 Via Papa Sergio I

 091 8691673

 slovacchia.sicilia@helg.it



GLOSSARY



Università
degli Studi
di Palermo

GLOSSARY

● ACADEMIC YEAR

Twelve month period of lessons, exams and graduation sessions beginning on 1 October and ending on 30 September of the subsequent year.

● BACHELOR DEGREE

Course of study lasting three years (180 ECTS). Access to these is via a five-year high school diploma course or a recognised foreign equivalent.

● COURSES OF STUDY

These comprise BA/BSc and MA/MSc courses, single cycle MA/MSc courses as well as specialisation courses, research doctorates and first and second level Master's.

● DEGREE CLASS

Course of the same level, with the same educational objectives and leading to qualifications of identical legal value.

● DEGREE THESIS

A document written by students regarding a course theme or subject area with the support of a member of teaching staff chosen by the former.

● DEPARTMENT

The structure which fosters the academic work of its teaching staff and provides the relevant academic activities.

● EDUCATIONAL PROGRAMMES

Including course contents and educational materials and the types of exams required.

● E-LEARNING

University of Palermo's e-learning platform supplies subject content for its students.

● ENROLMENT AND REGISTRATION

First year enrolment and registration on years after the first year of a course of study within the education time frames.

● EXAM SESSIONS

The period in which exams can be taken.

● EXEMPTION

Partial or total exemption from university tuition fees and grants to students with specific income needs or merit.

● FREE ACCESS

Students can enrol on free access courses without sitting a selection test. Students will subsequently have to sit a test to check their Additional Educational Obligations (OFAs).

- **INTERNSHIP**

During their course of study, individual students must undertake a period of curricular work experience as set out in their course of study. A post lauream internship is also possible.

- **ISEE (EQUIVALENT ECONOMIC STATUS INDICATOR) AND ISEE PARIFICATO FOR FOREIGN STUDENTS**

To enrol at UNIPA and pay the correct university fees, it is important that students have a valid ISEE (equivalent economic status indicator) certificate valid for university enrolment purposes.

- **JOINT OR DOUBLE OR MULTIPLE QUALIFICATION**

There are international programmes in which multiple, including international, universities are involved in integrated courses of study.

- **LIMITED NUMBER COURSES**

Access to limited number courses involves sitting and passing a selection test. This test also applies to Additional Educational Obligation (OFA) checks.

- **MASTER DEGREE**

Course of study lasting two years (120 ECTS). Access to these is via a Bachelor Degree or a recognised foreign equivalent.

- **MASTER**

These are further academic and higher education courses which require a Bachelor Degree (level 1 Master's) and/or an Master Degree or Master Degree Single Cycle (level 2 Master's).

- **MATRICULATION NUMBER**

Identification number given to a registered student.

- **MYUNIPA**

The university app for registered students and those planning to enrol at University of Palermo.

- **OFA (Additional Educational Obligations)**

OFA's are educational deficiencies in specific areas of learning revealed in entrance tests to limited number courses and assessment exams for free access courses.

- **OFFICE HOURS**

Teaching staff show the days and times they are accessible to students on the various websites.

- **PAGOPA**

Entrance exam tests, tuition fees and taxes can be paid on the PagoPA system (at recognised tobacconists, post offices, banks and online banks, etc.).

- **MASTER DEGREE SINGLE CYCLE**

Course of study lasting five or six years (300 or 360 ECTS). Access to these is via a five-year high school diploma course or a recognised foreign equivalent.

- **SPID**

Public Digital Identity System (SPID). The Public Digital Identity System gives access to online public and accredited private systems with a single digital identity.

- **STUDENT MOBILITY**

The university encourages student mobility and fosters cultural exchange between Italian and foreign universities.

- **STUDY PLANS**

A student's list of educational activities for graduation purposes.

- **STUDENT REPRESENTATIVES**

Students take part in university life, electing their own representatives whose role is to monitor and put forward new initiatives to improve education and services.

- **STUDENT REGISTRAR'S OFFICE**

The office which monitors and manages students' courses of study from enrolment to graduation.

- **SEMESTER**

The academic year is divided up into two semesters within which lessons and exams take place.

- **UNIVERSITY TUITION FEES**

Students planning to enrol on the first year of a course or register for a subsequent year are liable to pay these within the deadline, with the exception of exempted students.

- **UNIVERSITY EDUCATION CREDITS SYSTEM (CFUs)**

This measures the learning, including individual study, required by students to acquire knowledge and skills in the various educational activities: one credit corresponds to an average total of twenty-five study hours.

- **UNIVERSITY PROSPECTUS**

A list of university courses of study held annually.

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