

# UniPa Orienta

## UNIPA GUIDANCE and TUTORING SERVICES



Università  
degli Studi  
di Palermo



UNIPA  
ORIENTA

INDEX

WHO WE ARE	2
FROM SECONDARY SCHOOL TO THE UNIVERSITY SYSTEM	4
CHOICE OF UNIVERSITY SUBJECT	6
COURSE OF STUDY GUIDANCE	8
GUIDANCE TRAJECTORY	10
GUIDANCE WORKSHOP	11
SCHOOL-UNIVERSITY TRANSITION	12
TOWARDS UNIPA	14
UNIPA GUIDANCE EVENTS	16
TUTORING	18
PSYCHOLOGICAL COUNSELLING	20
IN BRIEF	22
GUIDE FOR INTERNATIONAL STUDENTS	24
GLOSSARY	50

1

## WHO WE ARE

[www.unipa.it](http://www.unipa.it)
[www.orientamento.unipa.it](http://www.orientamento.unipa.it)

Founded in 1806 by Ferdinand III, of the Bourbon royal family which ruled over the Kingdom of Naples and the Two Sicilies, who made Accademia Panormitana degli Studi a University, now UniPa, ours is a huge campus with a vocation evenly divided up between teaching, research and third mission. The current educational programme consists of 144 courses of study ranging from undergraduate Degrees to Single Cycle Master Degrees and specialisation Degrees, 31 specialisation schools and 21 research doctorates.

The courses on offer cover vast fields of knowledge and combine tradition and experience with a constant openness to innovation, to the job market and to social inclusion.

A number of eminent scientific figures have studied at University of Palermo: astronomer Giuseppe Piaz-

zi; chemist Stanislao Cannizzaro; architect Giuseppe Venanzio Marvuglia and Nobel Prize for Physics winner Emilio Segrè.

Giovanni Falcone and Paolo Borsellino and the President of the Republic, Sergio Mattarella, have also studied at UniPa.

# THE ACADEMIC COMMUNITY

**43,133**  
Students

**1,481**  
Professors and Researchers

**oltre 1,000**  
Bursary Students ,  
Phd Students,  
Post Doc Grant Holders,  
Specialisation Degree Students

**1,380**  
Technical  
and Administrative Staff

**215**  
Student Tutors

**9**  
Master Degree  
Single Cycle  
courses

**70**  
Master Degree  
courses

**67**  
Bachelor  
Degree courses


2

## FROM UPPER SECONDARY SCHOOL TO THE UNIVERSITY SYSTEM





# CHOICE OF UNIVERSITY SUBJECT

 [www.orientamento.unipa.it](http://www.orientamento.unipa.it)

## Who can help me choose what to study?


University of Palermo's Guidance and Tutoring Centre (COT) implements and promotes guidance, advice and information giving work both in-presence and in online mode for:

- **students in the last three years of their upper secondary school** studies, with a view to providing them with an in-depth understanding of University of Palermo's educational programme;
- **international students**, including to help them with the required paperwork;
- **teachers and parents of upper secondary school students** to introduce them to the University and its educational provision and services. The goals are:
  - **promoting the University's educational programme** and the services available to students;
  - **helping students** decide which programme to enrol on;
  - **reinforcing** the school-university **partnership**.

## Who can help me in my choice of university?


 [www.unipa.it/strutture/orientamento/studenti/](http://www.unipa.it/strutture/orientamento/studenti/)

 [www.unipa.it/strutture/orientamento/studenti-stranieri/](http://www.unipa.it/strutture/orientamento/studenti-stranieri/)

The **Student Assistance and Guidance Desk** offers information and assistance on the University's educational programme, the guidance services designed to help them choose a subject, COT's services, the enrolment process, selections, post graduate educational opportunities and career openings. A special help desk gives parents a place to find out more, ask questions and think about university choice related issues in order to support their children in their educational and career decisions. 

### Advice and tutoring for international students

The **International Student Assistance and Guidance Desk** for both EU and non-EU students, is designed to be students' first help desk for information, guidance and support, especially in adapting to a different cultural context in which difficulties in fitting into the University world can emerge.

The desk assists students in the process of validating foreign qualification for University enrolment purposes. Support is also available for residence permit application/renewal paperwork and with any bureaucratic problems which non-Italian citizens may encounter. 

### How to use services:

Sessions can be in-person, at the COT offices, or online on the Microsoft Teams platform.


To book an advice and guidance session (both Italian and non-Italian students) in online mode: [www.unipa.it/strutture/orientamento/booking.html](http://www.unipa.it/strutture/orientamento/booking.html)

To book an in-person introductory and guidance session, contact:


- for **Italian students** 091.23863206 or [orientamento@unipa.it](mailto:orientamento@unipa.it)
- for **international students** 091.23865505 or [internationalstudents@unipa.it](mailto:internationalstudents@unipa.it)

# COURSE OF STUDY GUIDANCE

## CHOOSE YOUR FUTURE

 [www.unipa.it/strutture/orientamento/studenti/Test-di-orientamento-Consulenza-individuale/](http://www.unipa.it/strutture/orientamento/studenti/Test-di-orientamento-Consulenza-individuale/)

 [www.unipa.it/strutture/orientamento/studenti/Percorso-di-Orientamento-online-UniPaOrienta/](http://www.unipa.it/strutture/orientamento/studenti/Percorso-di-Orientamento-online-UniPaOrienta/)

Individual advice sessions are designed to help students choose a course of study and consist of two stages: the testing room (collective aptitude and academic/careers tests) and an individual session with a counsellor to help students to take responsible educational and careers decisions. 

### How to use the service:

Sessions can be in-person, at the COT offices, or online on the Microsoft Teams platform.


To book an individual university guidance service in online mode:

access the following on line booking link:

[www.unipa.it/strutture/orientamento/booking.html](http://www.unipa.it/strutture/orientamento/booking.html)

To book an in-person introductory session, contact: 091.23863206 or [orientamento@unipa.it](mailto:orientamento@unipa.it)

### UniPa guidance. The online guidance conferences and platforms for upper secondary school student

are designed for young people in the final years of secondary school to offer an overview of University of Palermo and an academic basics. The themes dealt with: the educational programme; the way the Degree programme departments are organised; the university education credits system (ECTS) and additional requirements (OFAs); how to enrol on programmes; study abroad opportunities; students services and subsidies. The purpose of the online platform is to guide students in the programme of study choices via self-assessment and consideration of their interests and motivations. 

### How to use the service:

To book online conference and guidance services contact the COT staff on 091.23863206 or email [orientamento@unipa.it](mailto:orientamento@unipa.it).





5

## GUIDANCE TRAJECTORY

Programme choice guidance for year 4 students

### DREAMS OF THE FUTURE

 [www.unipa.it/strutture/orientamento/studenti/iv-e-v-anno/](http://www.unipa.it/strutture/orientamento/studenti/iv-e-v-anno/)

This guidance is designed for students in the fourth year of secondary school and involves small group work both on and off line by guidance experts with the goal of stimulating them to think about their education and careers. Educational credits can be awarded to students for this, on agreement with schools. 

#### How to use the service:

To book **Dreams of the future** services contact COT staff on 091.23863206 or email [orientamento@unipa.it](mailto:orientamento@unipa.it).

5

## GUIDANCE WORKSHOP


Programme choice guidance for year 3 students

### FUTURE ORIENTED

 [www.unipa.it/strutture/orientamento/studenti/III-anno/](http://www.unipa.it/strutture/orientamento/studenti/III-anno/)

The programme for year 3 students is designed to stimulate students to think about their interests and attitudes to future employment and the course of study this requires, in small groups.


#### How to use the service:

To book online conference and guidance services contact COT staff on 091.23863206 or email [orientamento@unipa.it](mailto:orientamento@unipa.it). 



# SCHOOL-UNIVERSITY TRANSITION


## Pathways for Transversal Skills and Orientation

 [www.unipa.it/strutture/orientamento/studenti/scuola---universit/](http://www.unipa.it/strutture/orientamento/studenti/scuola---universit/)

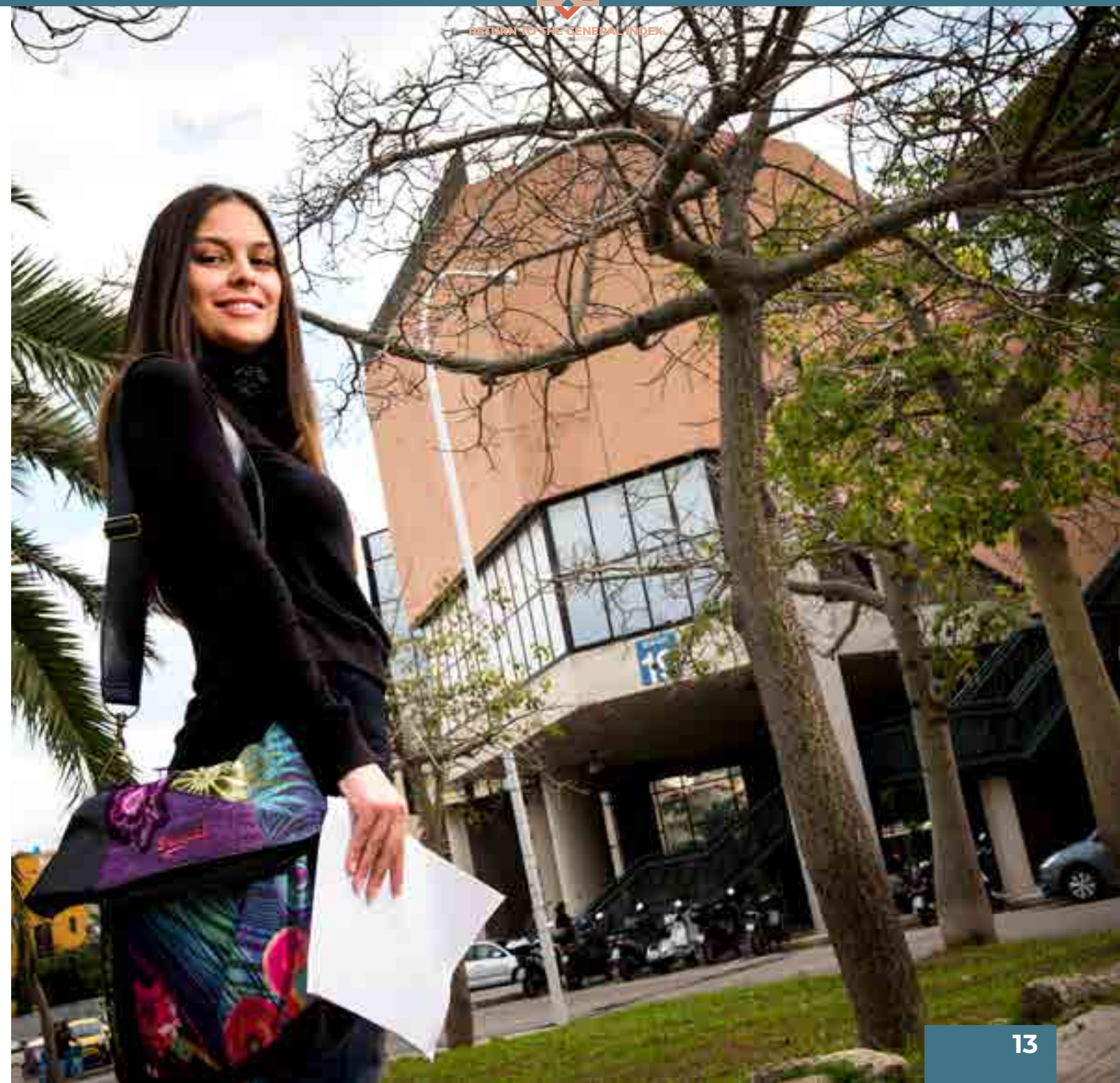
Pathways for Transversal Skills and Orientation (the former School-Work Programmes) for students in the last three years of upper secondary school take place at University of Palermo's workshops and venues and are designed to focus on personal vocation, interests and individual learning styles.

For further information on the activation procedure and the trajectories offered, call 09123865512 or email [orientamento@unipa.it](mailto:orientamento@unipa.it).

A useful link to download the paperwork required for such partnerships with UniPa:


[www.unipa.it/amministrazione/areaqualita/settore-orientamentoconvenz.did.tirocinicurr./u.o.convenzioniperladidatticaetirocinicurr./alternanza-scuola-lavoro/](http://www.unipa.it/amministrazione/areaqualita/settore-orientamentoconvenz.did.tirocinicurr./u.o.convenzioniperladidatticaetirocinicurr./alternanza-scuola-lavoro/) 

University Preparation Courses for Schools supply students in the last two years of upper secondary school with the foundations required for enrolment on University programmes. These take place regularly at school institutions on agreement between universities and schools. 





# TOWARDS UNIPA

 [www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/](http://www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/)

## How to pass entrance tests workshop

Lasting approximately two hours, this workshop analyses selection processes, bureaucratic elements and useful strategies for entrance tests. It also provides case studies to help students manage and understand the difficulties involved in tests.

## How to study at UniPa: from school to University workshop

The workshop is designed to support the school-university transition, giving students insights designed to help them organise their studies and find the determination and motivation required to take on the new educational challenges before them.

## Preparation courses

Entrance test preparation courses consist of 30 hours of lessons and exercises designed to develop students' knowledge of the individual subject areas tested.

The subject areas covered are: Biology, Chemistry, Physics, Logic and General culture, Mathematics.

The courses are taught by University lecturers and are free of charge.

There are two sessions:


- winter (January - April) with afternoon lessons;
- summer (July-August) with full day intensive lessons.


## • Entrance test simulations

Lasting two hours, entrance test simulations measure students' knowledge levels relative to the subjects of the tests to enable them to plan a learning trajectory and fill in any gaps they may have.

## INFO SERVICE ACCESS METHODS:

 [eventietest.cot@unipa.it](mailto:eventietest.cot@unipa.it)

 +39 091 238 65503

 +39 091 238 65502


# UNIPA GUIDANCE EVENTS


 [www.unipa.it/strutture/orientamento/eventi/](http://www.unipa.it/strutture/orientamento/eventi/)

The Guidance and Tutoring Centre (COT), in partnership with the departments, organises information and guidance events on Bachelor Degree courses, Master Degree single cycle courses and Master Degree courses, services available to students, university facilities and job opportunities made available by the university both during and after university.

## INFO SERVICE ACCESS METHODS:

 [eventietest.cot@unipa.it](mailto:eventietest.cot@unipa.it)

 +39 091 238 65503

 +39 091 238 65502



### SUMMER AT COT

Activities for prospective students and their parents take place in the summer to support future students and their families in their important university programme decisions.

Initiatives encompass information on programmes, time frames and enrolment methods; guidance and access test workshops and simulations.



### WELCOME WEEK

For fourth and fifth year secondary school students, head teachers, teachers and parents.

Every year Bachelor Degree courses and Master Degree single cycle courses are presented at the event.



### DEPARTMENTS' OPEN DAYS

University of Palermo Open Days are organised by its departments for upper secondary school students with guidance and cultural insight activities. The Open Days give school students the chance to find out more about the university's workshops, visit its museums, collections and exhibitions, take part in university lessons and meet university lecturers and students.



### WELCOME DAY MASTER DEGREE COURSES

Initiative designed for undergraduates and graduates. Every year Master Degree courses are presented at the event.



### OPEN DAYS IN UPPER SECONDARY SCHOOLS

The Guidance and Tutoring Centre (COT) takes part in events organised by upper secondary schools to promote and present the university's educational programme and the services offered to students.



### GUIDANCE SALONS

COT takes part in salons on invitation by organisers to present the university's programme and student services.

## 9

## TUTORING




### I've enrolled. What happens next?

University of Palermo's Guidance and Tutoring Centre organises a series of initiatives for students designed to:

- facilitate their transition from school to university;
- foster student learning via the acquisition of a personalised study method, helping them to overcome the obstacles they may encounter in passing university examinations;
- support Italian and international students at times of personal difficulty, including in interpersonal relations, with the potential to impact negatively on their academic performance.

## 9 TUTORING

## What tutoring does UniPa offer?

 [www.unipa.it/strutture/orientamento/metodologia-e-tutorato/](http://www.unipa.it/strutture/orientamento/metodologia-e-tutorato/)

### Personalised study methodology consultancy

For students who are falling behind in their exams, not sitting exams, those who are working and newly enrolled students, this service is designed to help students struggling and falling behind as a result of slow learning and, potentially, exam failures due to inadequate study methods. Sessions are carried out by study methodology experts and can be either in-person or online (booking required).

### Educational tutoring

Educational tutors, PhD students and specialisation Degree students help undergraduates to improve their subject-related learning with exercises and in-

depth workshops. These are course programme support activities. They are also available in online learning mode (booking required).

### Guidance and Tutoring Desks (SOT)


Managed by senior students, for the purposes of setting up departments' educational and managerial organisation to foster active involvement in university life via guidance and assistance.

### How to use the service:

To book online conference and guidance services contact the COT staff on 091.23865515 or email [tutorato.cot@unipa.it](mailto:tutorato.cot@unipa.it).



# PSYCHOLOGICAL COUNSELLING

 [www.unipa.it/strutture/orientamento/counselling-psicologico/](http://www.unipa.it/strutture/orientamento/counselling-psicologico/)

The psychological counselling service is free of charge and provided by University of Palermo's Guidance and Tutoring Centre.

Students can make use of psychological counselling services with a psychologist to help them cope with any difficulties, problems and uncertainties which may emerge during their time at the university.

The objective of the service is to supply a listening, supportive space in which to think about and clear up personal, interpersonal and family matters and identify coping strategies to use at times of difficulty. Students are helped to gain an understanding of emotional requirements, events and experiences seen as problematic and elaborate these, learning how to overcome hurdles in their own way.

Psychological counselling is designed to play a fundamentally important role in preventing and treating student psychological malaise. Its objectives encompass fostering student adaptation to the university organisational framework, facilitating and promoting psychological wellbeing, autonomy processes and individual and interpersonal responsibility.

Sessions can involve personal or group psychological support. This latter is especially suitable to fostering focus and problem visualisation and activating change by dialogue and mirroring with others.

Where individual sessions are concerned the service prioritises the short term, from a few to a maximum of ten approximately 40 minute sessions.

With group work the service offers fortnightly medium to long term sessions.

The service covers all students at the university, the central Palermo and Trapani, Agrigento and Caltanissetta campuses as well as students on transfer. Sessions can be in-person, at the COT offices, or on-line on the Microsoft Teams platform.

Psychological support is covered by professional se-

crecy regulations as regards both contents and the implementation of the service itself.

It is available in both Italian and English.


Students can request psychological counselling services from: [counsellingpsicologico.cot@unipa.it](mailto:counsellingpsicologico.cot@unipa.it)


Requests are processed in around 5-7 days.





## PSYCHOLOGICAL COUNSELLING\*

\*booking required

 Monday/Tuesday/Thursday/Friday  
9 am to 1 pm  
Tuesday/Thursday  
2-5 pm


 091 238 65518

 091 238 65548

 [counsellingpsicologico.cot@unipa.it](mailto:counsellingpsicologico.cot@unipa.it)

11


## SUMMARY

 [www.orientamento.unipa.it](http://www.orientamento.unipa.it)
 [www.facebook.it/orientamento.unipa.it](https://www.facebook.it/orientamento.unipa.it)
 [www.unipa.it/strutture/orientamento/booking.html](http://www.unipa.it/strutture/orientamento/booking.html)

These are free-of-charge sessions with guidance experts in distance or in-presence mode:


**GUIDANCE AND TUTORING CENTRE (COT)**


Viale delle Scienze / Building 2 / 2nd floor / Palermo

 tel. 09123865500

**STUDENT ASSISTANCE/ PARENTS' DESK\***

\*booking required


 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm


 [www.unipa.it/strutture/orientamento/studenti/](http://www.unipa.it/strutture/orientamento/studenti/)

 091 238 63206  [orientamento@unipa.it](mailto:orientamento@unipa.it)

**INDIVIDUAL CONSULTANCY/CONFERENCES/GUIDANCE WORKSHOP\***

\*booking required


 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm


 [www.unipa.it/strutture/orientamento/studenti/](http://www.unipa.it/strutture/orientamento/studenti/)



 091 238 63206  [orientamento@unipa.it](mailto:orientamento@unipa.it)

**SCHOOL-UNIVERSITY TRANSITION GUIDANCE TRAJECTORIES\***

\*booking not required

 Monday/Wednesday/Friday 9 am to 1 pm


 [www.unipa.it/strutture/orientamento/studenti/scuola---universit/](http://www.unipa.it/strutture/orientamento/studenti/scuola---universit/)

 091 238 65512  [orientamento@unipa.it](mailto:orientamento@unipa.it)

**PSYCHOLOGICAL COUNSELLING\***

\*booking required

 Monday/Tuesday/Thursday/Friday 9 am to 1 pm Tuesday/Thursday 2-5 pm

 [www.unipa.it/strutture/orientamento/counselling-psicologico/](http://www.unipa.it/strutture/orientamento/counselling-psicologico/)

 091 238 65518 / 091 238 65548  [counsellingpsicologico.cot@unipa.it](mailto:counsellingpsicologico.cot@unipa.it)

**TOWARDS UNIPA**


How to pass entrance tests workshop\*


How to study at UniPa: from school to university workshop\*


Preparation courses\*


Entrance test simulations\*

\*booking required

 Monday/Wednesday/Friday 9 am to 1 pm


 [www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/](http://www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/)

 [eventietest.cot@unipa.it](mailto:eventietest.cot@unipa.it)

 +39 091 238 65503

 +39 091 238 65502

**UNIPA GUIDANCE EVENTS**

 [www.unipa.it/strutture/orientamento/eventi/](http://www.unipa.it/strutture/orientamento/eventi/)


 [eventietest.cot@unipa.it](mailto:eventietest.cot@unipa.it)


 +39 091 238 65503


 +39 091 238 65502

**ASSISTANCE AND TUTORING DESK FOR INTERNATIONAL STUDENTS\***

\*booking not required


 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm


 [www.unipa.it/strutture/orientamento/studenti-stranieri/](http://www.unipa.it/strutture/orientamento/studenti-stranieri/)

 091 238 65505  [internationalstudents@unipa.it](mailto:internationalstudents@unipa.it)

**METHODOLOGY AND TUTORING\***

\*booking required

 Monday/Wednesday/Friday 9 am to 1 pm

 [www.unipa.it/strutture/orientamento/metodologia-e-tutorato/](http://www.unipa.it/strutture/orientamento/metodologia-e-tutorato/)

 091 238 65515  [tutorato.cot@unipa.it](mailto:tutorato.cot@unipa.it)



# GUIDE FOR INTERNATIONAL STUDENTS — Procedures for your first entry in Italy

## VADEMECUM INDEX

WELCOME TO THE UNIVERSITY OF PALERMO	26
WHAT TO DO WHEN ARRIVING TO PALERMO	28
Residence permit	28
Civil registration	29
Tax code	30
Health coverage	30
Bank account	31
SERVICES FOR STUDENTS	32
Academic calendar -CFU-Votes	32
University fees and benefits	34
Scholarships	34
Accommodation - University canteens	34
Italian language courses (Itastra)	38
University Sports Center	39
Student associations	39
LIVING IN PALERMO	42
USEFUL LINKS	44
CONSULATES IN PALERMO	46



1

# WELCOME TO THE UNIVERSITY OF PALERMO

 [www.unipa.it/strutture/orientamento/booking.html](http://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.



## 2

# 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](http://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

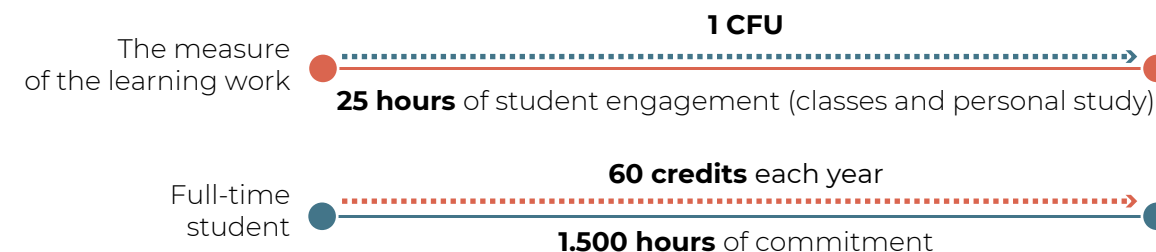
Italian Degree courses are structured in University Credits (CFU), which are considered equivalent to ECTS (European Credit Transfer and Accumulation System) credits (1 CFU = 1 ECTS). The CFU is the measure of the learning work and generally corresponds to 25 hours of student engagement (classes and 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](http://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/](http://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](mailto: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/](http://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](http://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](mailto: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](mailto:studentistranierisicilia@gmail.com)

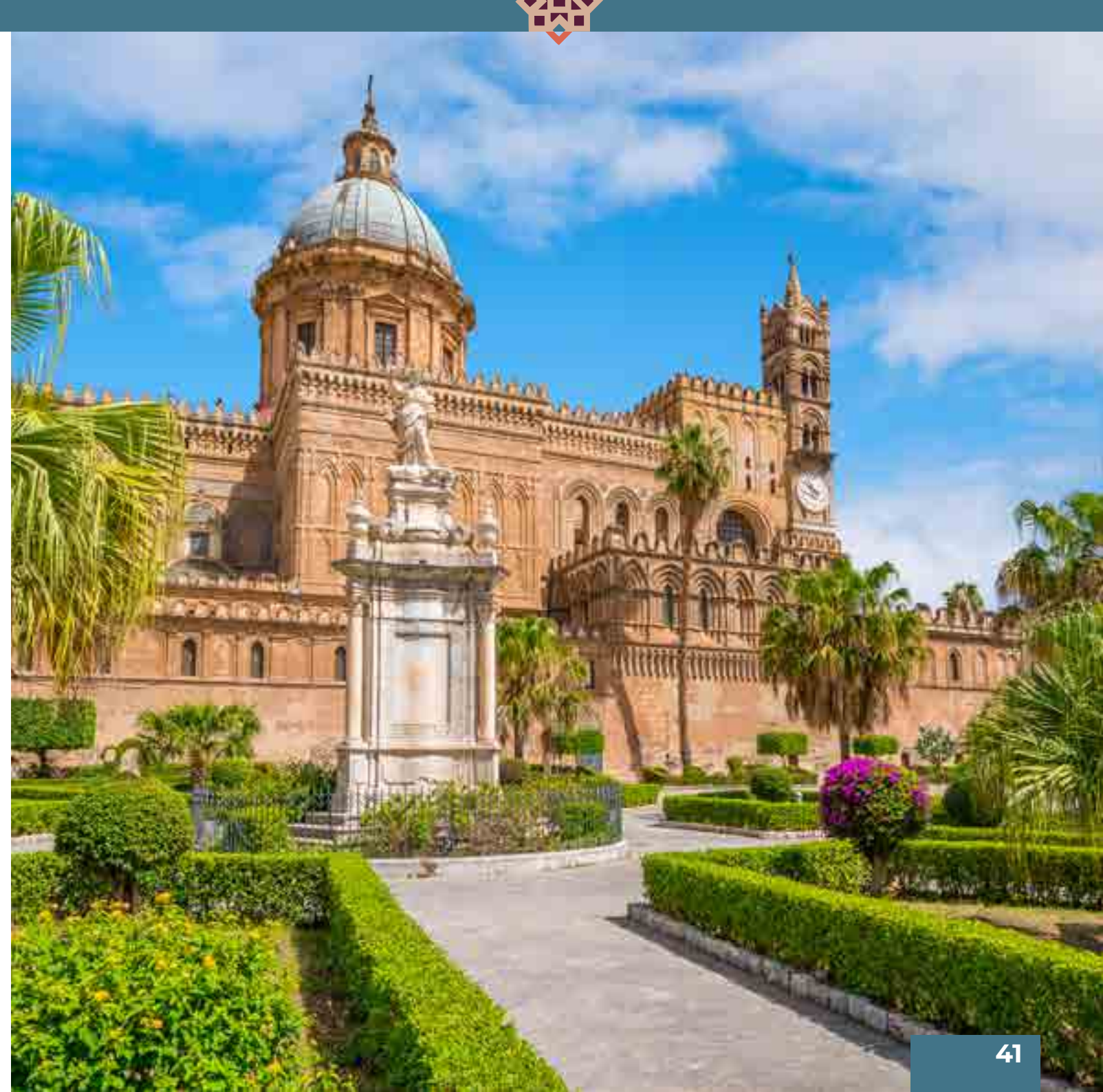
Facebook: Sicily Foreign Student

### 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](mailto:palermo@esn.it)





## 4

# LIVING IN PALERMO

 [www.amat.pa.it](http://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/](http://www.amat.pa.it/contatti/)



5

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





6

# 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



**NORVAY 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**

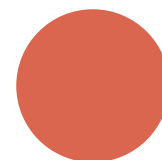
 Via Quintino Sella, 76  
 091 336892  
 palermo@honorary.mzu.cz

**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



## 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.

### ● BA/BSc COURSE

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.

### ● **MA/MSc COURSE**

Course of study lasting two years (120 ECTS). Access to these is via a BA/BSc

or a recognised foreign equivalent.

### ● **MASTER'S DEGREES**

These are further academic and higher education courses which require a BA/BSc (level 1 Master's) and/or an MA/MSc or single cycle MA/MSc (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 tobacco shops, post offices, banks and online banks, etc.).

### ● **SINGLE CYCLE MA/MSc COURSE**

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.

Editorial and graphics work

**HUB Editoriale Srl**

Cover graphics design

**Buonsante+Torro**



Università  
degli Studi  
di Palermo



UNIPA  
ORIENTA



[www.unipa.it](http://www.unipa.it)

