



UNIVERSITA' DEGLI STUDI MAGNA GRAECIA DI CATANZARO

GUIDE FOR INCOMING ERASMUS STUDENT

Link for all informations regarding foreign students:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

On this guide you will find information on the following topics:

1. **Application procedure for incoming student (before erasmus mobility)**
2. **Learning Agreement online (OLA)**
3. **Erasmus+ Departmental Coordinators**
4. **Italian Academic system/Grading system and CFU**
5. **Course/Course Catalogue**
6. **Courses in English**
7. **After Arrival in Catanzaro**
8. **Exams**
9. **Italian Language**
10. **Accommodation in Catanzaro and Restaurant**
11. **Internet Service**
12. **Libraries**
13. **Access to National Health Service**
14. **International NON UE students VISA**
15. **Residence Permit (Permesso di soggiorno)**
16. – Italian “Codice Fiscale”
17. **Students with disabilities service**
18. **After Erasmus mobility**

1 - Application procedure for incoming students (Before erasmus mobility)

The online Application form is compulsory for every erasmus students incoming for studies.

The Application has to be filled online, then application form must printed, signed by student and duly signed and stamp by Home Institution, and send by e-mail, to e-mail address socrates@unicz.it , to Area Affari Generali - International Relation Office/Erasmus Office, within 5 days, with the following documents:

- stamp of the learning agreement online (OLA);
- copy of ID card or passport.

Deadline application form:

- 15 June for first semester and for the whole academic year
- 15 November for second semester

For completed the on line application form, must read the following:

Guide Application procedure for incoming student

Available to link

<http://web.unicz.it/uploads/2017/04/si-registration-guide-for-incoming-students-unicz.pdf>

IMPORTANT:

Remember to keep the password you created during the online procedure.

2 - Learning Agreement online OLA

Learning Agreement form /change to original Learning Agreement form

Follow the information provided by the home university for the compilation of the OLA

To fill the LA, you can find the information concerning course in:

Course Catalogue/Offerta formativa

page updated

Link <http://web.unicz.it/it/page/offerta-formativa>

And

Link <http://web.unicz.it/it/page/bacheca-didattica>

If your field of study is not listed, please contact Erasmus/International Relation Office to socrates@unicz.it.

Learning Agreement must be approved online by you and by your home University.

Learning Agreement, duly approved, must be send by EWP and one copy by **e-mail, to e-mail address socrates@unicz.it**, with application form.

Before the beginning of your ERASMUS at University of Catanzaro, Departmental Coordinator in University of Catanzaro, must examines and subsequently approves or rejects your Learning Agreement Online.

If the Learning Agreement Online is rejected, you have to agree, with Departmental Coordinator in University of Catanzaro, a new "OLA", before the beginning of the mobility.

You can find your **Erasmus+ Departmental Coordinators** to this Link:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

Changes on your Learning Agreement during mobility:

If the courses you listed in the Learning Agreement do not match the ones offered during your stay in Catanzaro, you can change your Learning Agreement using the form "Changes to the Original Learning Agreement" (B. Section to be completed during the mobility).

3- Erasmus+ Departmental Coordinators

At the University of Catanzaro, each Field of study have their own Erasmus+ Departmental Coordinators, who are responsible for field of study.

You can find your **Erasmus+ Departmental Coordinators** to this Link:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

Please refer to your Departmental Coordinator for all questions regarding:

- Courses
- Programme
- Learning Agreement
- Courses taught in English (if available)

Remember that Departmental Coordinators of University of Catanzaro must approved, and sign your Learning Agreement online, before your arrival in Catanzaro

For more detailed information concerning Courses and Programs, you can contact also the following **Didactic Offices**:

Management Didactic Offices

Area Medica:

- CdLM Medicina e Chirurgia
- CdLM Odontoiatria
- CdL delle Professioni Sanitarie
- CdL Ingegneria Informatica e Biomedica
- CdLM Ingegneria Biomedica

didatticascuolamedicina@unicz.it

scuolamedicinachirurgia@unicz.it@unicz.it

- CdL Infermieristica

infermieristica@unicz.it

didatticascuolamedicina@unicz.it

scuolamedicinachirurgia@unicz.it@unicz.it

- CdL/CdLM Scienze Motorie

scienzemotorie@unicz.it

didatticascuolamedicina@unicz.it

scuolamedicinachirurgia@unicz.it@unicz.it

Tel.: +39 09613694200/4292/4179/4365/4364/4206

Area Giuridica, Economica e Scienze Sociali:

- CdL/CdLM Area Giuridica
- CdL/CdLM Area Economica
- CdL/CdLM Area Sociologica

dida.giur@unicz.it

Tel.: +390961.3694983/4985

Area Farmacia:

- CdLM Farmacia
- CdL/CLM Area Biotecnologie
- CdL Scienze e Tecnologie delle Produzioni Animali

scuolafn@unicz.it

Tel.: +39 0961.3695732/5727

Link_

<http://web.unicz.it/it/page/offerta-formativa>

<http://web.unicz.it/it/page/bacheca-didattica>

For any problems you can contact the International Relations/Erasmus Office
socrates@unicz.it

Tel.

+39 0961 369 6074

+39 0961 369 6073

Opening hours

9.30 - 11.30 Tuesday, Wednesday, Friday

15.00 - 16.00 Tuesday

The International Relations/Erasmus Office will receive by appointment, to be requested by phone or email.

4 – Italian Academic System/Grading system and CFU

Italian Academic system

For years Italian universities have been taking part in the Bologna Process. It organizes university studies in 3 cycles:

1. Bachelor (first level, 3 years)
2. Master course (second level, 2 years)
3. PhD (third level, 3 years).

Courses at the University of Catanzaro consist of lessons with Professors, but also tutorials, workshops, seminars.

Grading System and CFU

Examinations (written or oral) are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30 e lode) as a mention of special distinction. University of Catanzaro adopts the system of credits (CFU). Each CFU corresponds to 25 hours of commitment to student comprehensive of educational, personal study or other individual learning activities. Students acquire the CFU by passing the exam or the final test. The student must achieve 60 credits for year. The University releases, as a supplement to the diploma for each degree obtained, a certificate stating the main references to the curriculum followed by the student, even in English.

5 – Course/ Course Catalogue

The University of Catanzaro offers a wide variety of disciplinary and interdisciplinary teachings organized in following Didactic Structures:

School of Medicine and Surgery

School of Pharmacy

Department of Law, Economic and Sociology Sciences

Link of Didactic Structures:

<https://web.unicz.it/it/page/strutture-didattiche>

You can find the information concerning **Course Catalogue/Offerta formativa**

Link <http://web.unicz.it/it/page/offerta-formativa>

page updated

And to Link <http://web.unicz.it/it/page/bacheca-didattica>

For more detailed information concerning didactic aspects, you can contact also the **Didactic Offices** indicated in the **previous** paragraph **3**.

The Course Catalogue (or Offerta Formativa) contains all courses offered at the University of Catanzaro and is available online.

The course catalogue lists details for each course such as units for semester, amount of CFU, language of instruction etc. in the respective course descriptions.

Once you have chosen your field of study, all the courses are listed structured by study cycle and modules. If you click on a certain course you will be directed to the detailed course description with information on the course's programme as well as the link to the course registration.

Attention: page on web-site is updated

Please note, that as an exchange student you have to select courses in the field of study that you have been nominated for. In case you would also like to attend courses outside your nominated field of study, please discuss this with the Departmental coordinator of the other field of study before your arrival in Catanzaro. However, permission to participate in courses from other fields of study cannot be guaranteed beforehand.

The course catalogue for the upcoming semester will be available online approximately in August (I semester) and January (II semester). It will, however, still be updated and new courses can still be added until the beginning of the semester. If you need to know what kind of courses are offered in your field of study in order to fill your Learning Agreement before the new course catalogue is published, please use the one of the previous winter or summer semester, which will give you an idea of the course offer. Please keep in mind, however, that not all courses are offered every year/semester.

Accademic year is divided into two semesters

I SEMESTER: from September – to February (courses and exams)

II SEMESTER: from February – to July (courses and exams)

The starting and finishing dates will vary in the different field of study.

It is therefore advisable to periodically check the university's website, in the area dedicated to the field of study of interest, for more detailed information on the schedule of the didactic activities, on the timetable of the lessons, on the examination sessions and on Programs of the courses..

Please contact **Departmental Coordinator or Didactics Office**, to the contacts indicated in the previous **paragraph 3** for any further questions regarding the course offer and didactic questions.

Course usually starts at the beginning of/in mid-September for the I semester and at the beginning/in the mid of February for the II semester.

Erasmus students will still have to finish their mobility period by September 30th.

Stay abroad to conduct research/ to conduct research for your thesis

In case you are going to come to the University of Catanzaro for research purposes

(for your thesis) and would also like to have additional support beside your independent research, please discuss this matter with your Departmental coordinator at the University of Catanzaro at your earliest convenience.

According to the curricula of the University of Catanzaro, no CFU credits are awarded for pure research activities for bachelor, master or PhD theses or other scientific papers.

During their stay at the University of Catanzaro, exchange students can only obtain CFU credits for completed courses and exams.

Therefore it is not possible to sign CFU credits for research activities on the Learning Agreement.

At the end of the mobility, a report on the research activity carried out will be issued by the Academic tutor.

6 - Courses in English

The list of courses possibly available in English will be made available, for each academic year, at the following link

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

7 – After Arrival in Catanzaro

REGISTRATION AT THE ERASMUS OFFICE

After their arrival, Erasmus incoming students have to come to the Erasmus Office to be officially registered

Area Affari Generali
International Relations/Erasmus Office
Campus Universitario “S. Venuta”
Edificio Direzionale, liv.0,
Viale Europa, loc. Germaneto, 88100 Catanzaro

Opening hours:

9.30 - 11.30 Tuesday, Wednesday, Friday

15.00 - 16.00 Tuesday

The aforementioned Office will receive by appointment, to be requested by phone, Tel.+39 0961 369 6074, +39 0961 369 6073 or email, socrates@unicz.it

After their registration, students receive:

- ATTENDANCE OF ARRIVAL, which certifies that he/she is arriving in UMG as an Erasmus student for a pre-arranged period of time (the date indicated on the certificate will be that of your arrival at Erasmus/international Relations Office).
- REGISTRATION NUMBER (numero di matricola).

Once in Catanzaro, students meet Erasmus Coordinator and Didactic Office, **indicated in the previous point 3**, to receive informations on the course attendance and exams.

Link of Didactic Office:

Link <http://web.unicz.it/it/page/bacheca-didattica>

Attention: page on web-site is updated

Please note that

- Students have to inform the Erasmus Office of any changes occurring in their registration details throughout the year (change of home address, change of phone number, change of e-mail address).
- Students are required to fill in any Changes to their initially proposed Learning agreement, let it sign by the Erasmus Coordinator in Catanzaro and bring a copy to the Erasmus Office.

8 – Exams

Exams are usually held at the end of the semester or shortly afterwards. The exam dates are usually announced during the first course session at the beginning of the semester.

You can find the information concerning **Exams**

Link <http://web.unicz.it/it/page/offerta-formativa>

page updated

And to Link <http://web.unicz.it/it/page/bacheca-didattica>

Please note that it is mandatory to register for a exams within the registration period, even if you are just interested in taking it. It is not possible to attend any exams without prior registration.

IMPORTANT: Exams that are not recorded will be considered void.

The user name and password are required for on-line registration of the exams

User name (MATRICOLA STUDENTE): will be issued by the Erasmus Office after your arrive.

Password: password you created during the application online.

Detailed information on exams registration

Link

<https://web.unicz.it/it/page/https://web.unicz.it/it/page/servizio-di-prenotazione-esamiservizio-di-prenotazione-esami>

9 – Italian Language

The Italian language course, for erasmus incoming students, will have a total duration of 30 hours and will begin, indicatively, in October for I semester and in February for II semester.

For more information contact the International Relations/ Erasmus Office and the link

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

10 - Accomodation in Catanzaro and Restaurant service

The Accommodation and Restaurant Service are managed by “Fondazione UMG” Sito web <http://www.fondazioneumg.it/diritto-allo-studio.html>

e.mail: _

segreteria@fondazioneumg.it

info.fondazioneumg@unicz.it

dirittoallostudio@fondazioneumg.it

Rooms are available in **Students' Residences in University Campus of Germaneto**. The number of accommodation available, **reserved for incoming Erasmus students, is limited** and is assigned according to the criteria established by the UMG Foundation. Accommodation, with priority for non-EU students and according to the order of arrival of the application form.

link

https://www.fondazioneumg.it/servizi/notizie/notizie_homepage.aspx

Restaurant link

https://www.fondazioneumg.it/servizi/notizie/notizie_homepage.aspx

11 – Internet Service

Incoming Erasmus students can avail and access the “computer classrooms” present in the didactic structures, respecting the opening hours.

Wi-Fi service is also available at all the universities.

For more information, see the following Web page

<http://web.unicz.it/it/page/wi-fi-campus>

12 – Libraries Service

Incoming Erasmus students can access the libraries present in the University of Catanzaro.

The information regarding the consultation and the loans of the texts, will be given to you directly in the libraries.

For more information, see the following Web page

<http://web.unicz.it/it/page/sistema-bibliotecario-di-ateneo>

13 - Access to national Health Service

All European Erasmus students have to travel to Italy with their European Health Insurance Card. The European Health Insurance Card, replacing paper forms such as the E111, gives access to immediate necessary care and doctors under the same conditions as nationals of that country.

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Students coming from non-EU countries are strongly recommended to get hold of an insurance policy certified, translated by the Italian Diplomatic Representative abroad: in order to get the Residence Permit they are in fact required to have an HealthInsurance for the entire duration of their stay in Italy.

HOW TO OBTAIN THE HEALTH CARD (TESSERA SANITARIA)?

To receive the health card it is necessary to go in person to the counter office (Catanzaro - Via Acri, 24 - 88100 Catanzaro) equipped with:

- RESIDENCE PERMIT, Residence or act of hospitality in Catanzaro;
- Fiscal Code that leaves the revenue agency indicating the domicile or residence deed;
- Certificate of attendance of University;
- Photocopies of documents.

The counter is open from 8:15 to 11:00 every day from Monday to Friday, in the afternoon from 15:00 to 16:00 only on Mondays and Wednesdays, always by reservation via number collected from the totem at the entrance.

If it is not possible to have these documents, they must open a private health insurance.

For any clarifications, contact our number +39 0961 7033543

14 – International NON UE students VISA

It is advisable to inquire early on the rules and documents necessary for arrival and stay in Italy.

Non-EU citizens generally require an entry VISA for Italy for study purposes. The VISA must be requested from the Italian Diplomatic Representation (Embassy or Consulate) of the country of residence, upon presentation of a document officially issued by the University which attests the student's participation in an exchange program.

Check for all the details and correct application procedure on the website of the Italian Ministry for Foreign Affairs.

[Link: http://vistoperitalia.esteri.it/home/it](http://vistoperitalia.esteri.it/home/it)

15 Residence Permit (Permesso di soggiorno)

HOW TO OBTAIN A RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)?

To obtain the residence permit (Permesso di soggiorno) you can follow the following steps:

- 1) you can go to a post office and collect the free "KIT GIALLO" by following all the instructions enclosed inside

OR

- 2) you can go to a Municipality. The address of the "Comune" of Catanzaro is:

COMUNE DI CATANZARO, Palazzo De Nobili, Via Jannoni, 68, 88100, Catanzaro

Or you can ask for help to Patronage (Address of Patronato or Caf you can choose that most near of you in the link: <https://www.paginegialle.it/calabria/catanzaro/caf.html>)

If you decide to go to a Municipality (Comune) or an authorized patronage you do not need the "KIT GIALLO". In this case you can take advantage of free assistance to fill out the application.

We suggest you go to a patronage because they can help you fill out the application and can tell you what type of bulletin you have to pay and the revenue stamp.

When you have finished completing the application and all the required documentation, you will have to deliver it to the post office operator, and together with the collection of your documentation, the post office operator will issue you the summoning letter which contains the date, time and office Immigration of the Questura where you will have to go to collect your residence permit (Permesso di soggiorno).

NOTE

IF YOU GO TO THE POST OFFICE

If you come from a non-European Union country, use the free yellow kit that you find in all post offices

and fill it in carefully following the instructions attached inside. In addition to the completed application, you must submit the following documentation:

passport or equivalent document (currently valid), for the purposes of identification by postal operators
receipt of the postal order relating to the payment of the amount due for the request for the Electronic Residence Permit

photocopy in A4 format of the same identification document (remember that only the pages containing the personal data of the holder and the stamps of the entry and exit visas from the country are required)

photocopy in A4 format of all the additional documentation requested in the instructions

At the end of the delivery of the required documentation, you will be issued a letter containing the date, time and place established for the appointment necessary for the subsequent activities to be carried out at the Police Headquarters.

IF YOU GO TO THE MUNICIPALITY OR THE PATRONATO

You don't need the kit: qualified personnel will help you with the procedures. If you decide to go to a Municipality or an authorized patronage you do not need the paper kit. In this case you can make use of free and qualified assistance to complete the application. You will also be able to know the status of your practice, once it has been presented through the post offices present on the national territory.

The costs to be incurred will be communicated by the operator in charge of submitting the application.

WHERE TO DELIVER THE KIT

The paper kit must be delivered in an open envelope to post offices with Sportello Amico. If you are applying for renewal, you must also deliver a copy of the expired residence permit and you must always show your passport. To find the office closest to you, you can consult the Search office at the following link

<https://www.poste.it/cerca/index.html#/> and select the "Residence permit" item from the drop-down

WHAT ARE THE COSTS

To pay the contribution and the residence permit in electronic format you will need to use only one special current account slip that you will find in all post offices.

The costs due are those indicated by the competent offices.

KEEP THE RECEIPT

You will need to keep the receipt with the hologram code (it's the code at the top right of the receipt) that will be issued to you by the post office operator: it has the value of the current slip. In cases of renewal of the residence permit, it must be attached to the expired permit and replaces the current slip. In addition, the post office operator also issues you the summoning letter containing all the information relating to the appointment fixed at the competent Police Headquarters: the date, time and place are indicated in which to present oneself for the subsequent preliminary investigation activities of the question.

FOR THE ISSUANCE OF THE PERMIT

The post office operator, together with the collection of your documentation, issues you the summoning letter which contains the date, time and the Immigration Office of the Police Headquarters where to go to carry out the photodactyloscopic measurements (fingerprints).

To check the processing status of your application, you can consult the website PortaleImmigrazione.it. You will receive from the Questura the information necessary for collection, as soon as the electronic residence permit has been produced. Finally, on the Poliziadistato.it website you can check the availability of the offices to be able to collect it.

<https://www.portaleimmigrazione.it/>

On the website PortaleImmigrazione.it you can find:

1. general information about the procedure
2. addresses of the Municipalities and authorized patronages
3. addresses of Post Offices with Sportello Amico
4. progress of your practice by entering the user id and password shown on the receipt in a reserved area
5. a

FOR EU CITIZENS AND NON-EU FAMILIES

Rules for entry and stay for European Union citizens and their family members (Legislative Decree 6 February 2007, No. 30)

The residence card issued by the Police Headquarters is no longer needed: for stays of less than three months, no formalities are required, while for stays longer than three months, registration with the Municipality is sufficient, as for the Italian citizen.

EU citizens who submitted their residence card application before 11 April can enroll in the registry office with the receipt issued by the Police Headquarters or the Italian Post Office and with the self-certification of the requisites required by the new legislation.

However, the rules for relatives do not change. In fact, the non-EU family member of the EU citizen will continue to request a residence permit from the Police Headquarters.

16 – Italian “Codice Fiscale”

HOW TO OBTAIN THE “CODICE FISCALE”?

It is necessary to request an appointment from the AGENZIA DELLE ENTRATE. The office will arrange an appointment for the issuance of the “Codice Fiscale”.

Phone +39 0961542251

Address Via Lombardi 88100 Catanzaro

17 – Students with disabilities service

University of Catanzaro offers counseling for students with disabilities and chronic diseases. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Delegato del Rettore - **Prof. ssa Rosa Marotta**

Department of "Scienze Mediche e chirurgiche" University Magna Graecia of Catanzaro, Building of Biosciences, University Campus "Salvatore Venuta" Viale Europa, località Germaneto 88100 Catanzaro (CZ), Italy

E-mail: marotta@unicz.it

Ufficio Amministrativo

Viale Europa, Edificio Preclinico VI livello - Località Germaneto (Catanzaro)

Tel.: 0961.3695175; 0961.3694097

E-mail: gcosentino@unicz.it

<http://web.unicz.it/it/page/servizi-per-il-superamento-della-disabilita>

18 – After mobility Erasmus

At end of mobility, before you leave for your country, make sure that the votes of all the exams are registered on line.

To officially close your period of mobility erasmus at the University of Catanzaro, you must go to the Erasmus Office, where you will be issued an certificate of end of Erasmus period.

You must, also, deliver to Erasmus Office, a list of the exams sustained during the erasmus mobility period, with an indication of the date and the vote obtained.
The aforementioned list will need the Staff for verify that all the exams have been correctly recorded proceed with the issue of your Transcript of records.

Contact for Erasmus+ Incoming students

International Relations/Erasmus Office

E-mail

socrates@unicz.it

Address

Area Affari Gnerali

International Relations/ Erasmus Office

Università degli studi Magna Graecia di Catanzaro

Campus Universitario "S. Venuta"

Edificio Direzionale, liv.0, viale Europa, loc. Germaneto

88100 Catanzaro

Italy

Opening hours

9.30 - 11.30 Tuesday, Wednesday, Friday

15.00 - 16.00 Tuesday

Tel.

+39 0961 369 6074

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The International Relations/Erasmus Office will receive by appointment, to be requested by phone or email.

Checklists

Course Catalogue/Offerta Formativa

<http://web.unicz.it/it/page/offerta-formativa>

Guide for the application form

<http://web.unicz.it/uploads/2017/04/si-registration-guide-for-incoming-students-unicz.pdf>

exams registration guide

<https://web.unicz.it/it/page/https://web.unicz.it/it/page/servizio-di-prenotazione-esamiservizio-di-prenotazione-esami>

Extension mobility

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

Erasmus Student Network (ESN)

<https://www.facebook.com/esn.catanzaro/>