

To all Erasmus + Partner Universities

## Administrative Procedures for Incoming Erasmus Students at Sapienza University

Dear Colleagues,

with reference to the *Erasmus+ programme – KA1 International Credit Mobility between Programme and Partner countries*, please find below Sapienza's application procedures for **incoming students** for the 2<sup>nd</sup> semester of 2015-2016 and the 1<sup>st</sup> semester of 2016-2017.

### 1. APPLICATION PROCEDURE

#### 1.1. PRE-SELECTION OF STUDENTS

As stated in the "Quick reference guide for selected higher education institutions in Partner Countries/ Erasmus+ International Credit Mobility" issued by the European Commission, **the sending institution is responsible for selecting participants** and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period. The selection criteria for participants should be defined by the sending higher education institution, in agreement with the receiving institution. The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds. Information on the mobility opportunities available and the selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process. Erasmus+ also encourages the participation of students and staff with special needs.

When selecting your outgoing students, please bear Sapienza's requirements in mind, as specified in the infosheet and inter-institutional agreement.

In particular, as far as **language knowledge** is concerned, Sapienza will accept students with either:

1. an **intermediate level of Italian language** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) – **compulsory for students wishing to attend Italian-taught courses.**

Students can demonstrate their level of Italian with an official certificate (CILS - *Certificazione di Italiano come Lingua Straniera*, CELI - *Certificazione Italiano generale*, PLIDA - *Progetto Lingua Italiana Dante Alighieri*, IT - *Certificato di competenza generale in italiano come lingua straniera*, CITA/TELC The European Language certificates and UNiCert) or alternative qualifications (i.e. certificate issued by the Home University, language centres/schools, etc.). The results of the test and/or the certificate can be sent even after the application deadline, i.e. before the students' arrival (**by January, 30th 2016** for students coming in the 2nd semester **2015/2016**, and **by August, 30th 2016** for students coming in the 1st semester of 2016/2017): further information will be sent to the students directly.

OR

2. an **intermediate level of English** (i.e. Threshold level B1 or Higher of the Common European Framework of Reference for Languages) only for:
  - students who wish to attend English taught modules or pick courses from any of Sapienza's English taught degrees: <http://en.uniroma1.it/study-us/graduate/english-taught-courses>
  - students coming for their final research project or for training work, whose tutor accepts English as working language.

## 1.2. NOMINATION OF STUDENTS

Once the selection by the sending institution has been completed, each partner university (= sending institution) should send Sapienza the list of nominated students (max. 3 participants per study cycle) using the following [online form](#).

Should the form not be accessible from your country, you can send the list via email ([erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it)), including the following details for all nominated students:

1. Name and country of sending institution
2. Level of study
3. Family name
4. First name
5. Gender
6. One valid e-mail address
7. Receiving Faculty at *Sapienza* University (list of Faculties available at <http://www.uniroma1.it/internazionale/studiare-e-lavorare-alleestero/erasmusplus/area-gestione/raef>)
8. Period of stay (1st semester, 2nd semester, full academic year)
9. Duration of stay (in months)

### Deadlines for sending the list of nominated students:

- **November 30<sup>th</sup>, 2015** for the 2nd semester, starting in Feb/March 2016
- **April 30<sup>th</sup>, 2016** for the 1st semester of 2016/2017 (starting in Sep 2016)

## 2. ON LINE APPLICATION FORM

### 2.1. SAPIENZA'S APPLICATION FORM FOR INTERNATIONAL STUDENTS

The nominated (=pre-selected) students whose contact details you have sent us, will receive by e-mail a login code to Sapienza's international students on-line application form.

The application page will be active for a month: students, therefore, have 30 days from the receipt of Sapienza's email to fill in their on line application form. Once the application form has been filled in and the requested documents have been uploaded, Sapienza's Erasmus+ Team will forward the applications to the respective Faculty's academic board for the final selection. The Erasmus+ Academic board at each Faculty will check the students' documents and the fulfillment of Sapienza's requirements and will select the best students according to the agreed selection criteria and to the available funding.

### 2.2. FINAL SELECTION OF STUDENTS

The selected, reserve and non-selected students will be informed via email about the final selection results in due time. A copy of the signed and stamped Learning Agreement should be uploaded on the student's personal page (<http://151.100.101.75/ppincoming/login.aspx>), by:

- **January 15<sup>th</sup>, 2016** for the 2nd semester, starting in Feb/March 2016
- **July 15<sup>th</sup>, 2016** for the 1st semester of 2016/2017 (starting in Sep 2016)

Students will find detailed information about their Erasmus+ period at *Sapienza* University by downloading the *Guide for Incoming Students* at the following link: [http://en.uniroma1.it/sites/sitoen/files/allegati/InternationalES\\_rev11.pdf](http://en.uniroma1.it/sites/sitoen/files/allegati/InternationalES_rev11.pdf)

### 3. ENROLMENT IN ITALIAN LANGUAGE COURSES

A semester-long Italian language course will be offered to all selected Erasmus+ students.

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

### 4. ACADEMIC OFFER & CALENDAR

#### 4.1 ACADEMIC OFFER 2015-2016

Erasmus+ incoming students may apply for any Faculty and course offered at Sapienza University of Rome (both Italian and English-taught). Bachelor students may choose modules taught at Master level, prior to Sapienza's Erasmus+ Academic Committee assessment and evaluation.

Sapienza's full academic offer is available at the following link (dynamic search tool): <http://corsidilaurea.uniroma1.it/>

Alternatively, students can consult the attached PDF files (Annex 1 and Annex 2) which list the academic offer per Faculty and course of study both for the courses taught in Italian and the ones taught in English. International students may find it easier to consult the PDF version of the academic offer.

#### 4.1 ACADEMIC CALENDAR 2015-2016

The second semester of 2015/2016 will start in February or March 2016, depending on the Faculty.

The academic year 2016/ officially starts on October 1st and ends on October 31st of the following year (<http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-accademico>). However, the teaching schedule varies from faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of their receiving faculty (<http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef>)

Examinations are usually held in winter (January and February), summer (June and July), and autumn (September and October). Special exams sessions may be organized for students having to leave Sapienza prior to the official end of the semester.

In order to gather information on programmes (timetables, exams, syllabus, etc.) we suggest that students to visit the faculty's webpage under "Didattica" (<http://www.uniroma1.it/facolta/default.php>) or the English website (<http://en.uniroma1.it/>).

### 5. FURTHER INFORMATION

For further questions, doubts or students' withdrawals, please contact the Erasmus+ Team at [erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it)

Finally, should you have additional funding to support extra-scholarships for incoming or outgoing students, please inform the Erasmus+ team when sending the list of nominated students.

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

Should you have further questions, please do not hesitate to contact us at: [erasmusworld@uniroma1.it](mailto:erasmusworld@uniroma1.it)

Yours sincerely,

Head of the International Relations Office  
Dr Antonella Cammisa