JOINT STUDENT HANDBOOK

ARCHMAT - ERASMUS MUNDUS JOINT MASTER IN ARCHAEOLOGICAL MATERIALS SCIENCE

PRESENTATION

The ARCHMAT Consortium support students in their integration throughout their EMJM course. At each ARCHMAT partner institutions (UEVORA-AUTh-UNIROMA1), you will find a designated academic course manager, with the aim of providing personalized assistance and support to students on each course. At UEVORA the Academic Services (SAC) also include the Student Integration and Monitoring Division (DIAE), which is committed to inclusion in academic and social contexts, providing personal, social, psychological and psycho-pedagogical support through multidisciplinary teams.

The ARCHMAT Consortium is committed to the continuous improvement of the services provided to ARCHMAT students, with the aim of optimizing their quality and effectiveness. Our students are our focus, their difficulties are our challenges, which we aim to resolve by acting with our knowledge and experience and in accordance with the regulations and orders in forThe purpose of this guide is to help students and researchers, teachers and non-teaching staff

This guide is to help you to prepare your ARCHMAT EMJM stay in Portugal, Greece, and Italy and more specifically at the universities of UEVORA, AUTh and UNIROMA1, institutions that are proud to be upholding values of fairness, transparency and professionalism.

This Handbook was created with the aim of making you aware of your rights and obligations thus contributing to the success of your ARCHMAT academic performance and living experience.

1. Glossary

It is essential to be aware of the terminology used in the academic field of higher education and in the context of the ARCHMAT University regulations, so we briefly present the main concepts here.

Curricular year - part of the course syllabus that must be completed by the student on a full-time basis over the course of an academic year.

School year - the period between 1 September and 31 August of the following year.

School year - the period of time in the school year during which lessons and assessment periods take place.

Accreditation - awarding ECTS to students on the basis of training undertaken in higher education, nationally or abroad, or on the basis of previously acquired professional experience.

ECTS credits - the European Credit Transfer System, represents the unit of measurement of student work in all its forms, namely collective teaching sessions, personal tutorial sessions, internships, projects, fieldwork, study and assessment. At UÉ, one ECTS corresponds to 26 hours of student work (which includes contact hours and hours of autonomous student work).

Course Unit Sheet - contains all the useful information that characterises a course unit.

Fraud - any behaviour on the part of the student in tests or assessment elements that is likely to distort the result of the test and adopted with the intention of intentionally favouring themselves or a third party.

Enrolment - the act by which the student, with active enrolment, is able to attend the UCs in which they are enrolled in a given academic year and undergo the respective assessment.

Enrolment - the act of obtaining student status by assigning a student number. As long as the student does not interrupt their studies or ask for them to be cancelled, enrolment remains valid until the end of the course.

Curricular semester - component of the course syllabus that takes the form of one semester of the academic year, corresponding to a total of 780 hours, to which 30 ECTS correspond.

Curricular unit (UC) - a unit that is part of the course syllabus, with its own training objectives, which is subject to administrative enrolment and assessment translated into a final classification.

Extracurricular unit - UC not included in the syllabus of the course in which a student is enrolled, but which can be attended by the student (such as Portuguese, Greek andItalian Language Courses

Compulsory curricular unit - UC included in the syllabus of the course in which the student is enrolled, which must be attended and passed or credited, without the possibility of substitution by another.

Optional curricular unit - UC provided for in the study plan of the course in which the student is enrolled, which the student can choose from a set of other optional UCs, and which are made available for enrolment.

Free optional curricular unit - optional curricular unit chosen by the student from among all the curricular units of the same study cycle, or of a higher degree study cycle, in operation at the UÉ.

Resit curricular unit - a curricular unit that is offered in the even and odd semesters, allowing students who failed the first time they attended the curricular unit to enrol again in the same curricular unit in a different semester to the one on the syllabus, with a view to increasing their chances of passing.

2. Digital resources and communication channels

In order for students to obtain information, clarification and support, the University of Évora provides various digital resources and means of contacting the Academic Services, other services and lecturers through different channels:

2.1. UEVORA Portal

At https://www.uevora.pt the UÉ provides information about the institution, with a specific space for UÉ students at https://www.uevora.pt/estudar/estudantes-ueum and information on social support, student support programmes and merit awards and scholarships at https://www.uevora.pt/estudar/apoios. In the event of mobility, students can consult the portal at https://www.uevora.pt/estudar/Mobilidade .

2.2. SAC ONLINE Counter - Online customer service

The ONLINE SAC Desk at https://atendimento.sac.uevora.pt provides quick answers to more than two hundred frequently asked questions (FAQ), organised by subject. Students can select the subject/question/doubt they want from the list. If they are not clear, they can ask their question and it will be automatically submitted via email to the Academic Services, to the unit responsible for answering it. The student receives a notification with the ticket number that was generated when they raised the query, and they can monitor the response or status of the request using this number.

2.3. Student Desk - In-person service

The Academic Services of the University of Évora are located in the Santo Agostinho Building, situated in Rua Duques de Cadaval, where they offer the Student Desk for face-to-face assistance. The Treasury of the Administrative Services and the Student Support Division of the Social Action Services are also located in the same building.

Face-to-face assistance is provided in the St Augustine Building, in room 1 for academic procedures, and in room 2 for DIAE support. The help desks for academic procedures are staffed by academic managers according to demand from our students, with the aim of minimising waiting times.

The service is open Monday to Friday from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

If you want the appointment to take place at an earlier time, you can book it **online at SIIUE** (student profile/top of the right-hand menu). The appointment can be made between 7 days in advance and half an hour in advance. When the student arrives at the St. Augustine Building, he must wait near room 1, in the corridor (on the left), for his ticket to be called up on the screen.

If you don't want to book an appointment, you can **get a ticket at the entrance to the building** for the service/service point you want, and then wait in the corridor (on the right) for your ticket number to be called, which will be visible on the screen. People with an online appointment always have priority over people with a physical ticket without an appointment, based on no. 2 of article 9 of Decree-Law no. 135/99, of 22 April, amended by Decree-Law no. 73/2014, of 13 May.º 73/2014, of 13 May, which states: "2 - Without prejudice to the provisions of the previous paragraph or special applicable legislation, holders of summonses or users with prior appointments, made in particular by telephone or online, have priority in attendance at the public service to which they have been summoned or at which they have made a prior appointment."

2.4. Non-face-to-face service desk
This Academic Services desk provides telephone assistance via the Call Centre, as well as answering questions by email via the ONLINE SAC Desk.
The number of callcentre varies and is increased according to demand and the number of people on the line, in an attempt to minimise waiting times.
The telephone service is available **on 266 740 220** and, like the face-to-face service, operates **continuously** from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

2.5. GESDOC Platform

GESDOC is the Document Management System, available at https://gesdoc.uevora.pt or on SIIUE, in the student profile, in the right-hand menu under "Requirements". GESDOC allows you to consult the rector's orders and regulations, as well as submit requests and monitor the process (flow and content) that the request entails, right up to the outcome of the decision it involves. Students can access GESDOC using the same access details as the information system (SIIUE).

When **submitting an application**, the student is notified of the confirmation of the application via their institutional email address, and is provided with the application number (gesdoc), which allows them to check its status and the flow and contents associated with the process at any time. When the final order has been obtained, the student is notified of this in order to be aware of the order obtained in the gesdoc in question.

A request in GESDOC should be submitted whenever the student wishes to request a curricular act, and not to clarify doubts or make requests for information. For these purposes, the student should use the SAC ONLINE Counter at https://atendimento.sac.uevora.pt, as mentioned in 2.2.

2.6. SIIUE System

SIIUE is the University of Évora's integrated information system, in which all the data relating to each student's academic career is recorded. It is also through the SIIUE that practically all curricular acts must be carried out.

After enrolling, the student will receive a notification on their personal email address (the same email address they used to enrol) with instructions on how to **set their SIIUE access password**. Once this password has been set, it is immediately valid and the student can access the IT platforms provided by the UÉ, namely the SIIUE.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "forgot my password" procedure.

By accessing the SIIUE, students can consult information about their academic career, consult regulations/decrees and carry out **various academic procedures**:

- entries;
- obtain proof of enrolment and registration;
- consult the curricular units (UC) in which you have enrolled and the respective marks obtained (in Academic Record);
- access the timetable;
- see tuition fees and payment methods;
- request special attendance or tuition fee schemes;
- request credits;
- submit applications online;
- apply for mobility;
- request certification;
- check notifications;
- consult regulations (Academic Regulations, Tuition Fees Regulations, School Calendar, Academic Procedures Calendar, etc.);
- other functionalities that will be of interest to you.

To help you access the various features of SIIUE, the IT department has made the **User Manual | Student Profile** available **at** https://docs.google.com/document/d/1syJDfsdaK4vntdIz6fvI2oojSyNRX-OjcRYkCNRNO_8.

2.7. MOODLE platform

MOODLE is a study support platform, available at https://www.moodle.uevora.pt, where students can consult relevant documentation relating to the classes they are enrolled in, as well as communicate with lecturers and fellow students.

In particular, students can access the timetable for assessments, teaching materials and other information provided by the teachers of the courses. If the timetable for a course includes several classes, the student can be informed by the Course Director and information on how to choose a class can be provided via MOODLE.

Access to MOODLE implies that the student is enrolled in the respective UC and does not owe tuition fees, under the terms of the Tuition Fees Regulations in force.

2.8. Student's institutional e-mail address

Each student who enrols at the UÉ is assigned an institutional email address with the following format <user name>@alunos.uevora.pt. The password used to access the respective account in Gmail is the same as the one used to access the SIIUE and can only be changed in the SIIUE.

To find out the e-mail address, the student must access the SIIUE after enrolment, in the side menu "Contacts".

Under the terms of the regulations in force, the student is responsible for consulting all notifications sent to their institutional e-mail address, and can consult them in their student profile in SIIUE.

2.9. Other digital resources

The Student Support Guide, provided by the IT Services**,** is a digital resource where students can find out more about free access to the various digital resources provided by the UÉ, including:

- **EDUROAM**, wireless network   access available   in   all   UÉ buildings (https://wifi.uevora.pt)
- **B-on,**   acess   to   the   Online   Knowledge   Library (http://www.si.uevora.pt/servicos/B-On)
- **Office365**,   provision   of   productivity   platform (https://www.si.uevora.pt/servicos/Office-365)

3. Academic integration and reception

3.1. How to get to Évora

Évora is 120 kilometres from Lisbon. The average journey time from Lisbon to Évora is approximately one and a half hours and can be made by the following means of transport:

BY BUS: From Lisbon there are regular routes to Évora operated by different companies, including: Rede Nacional de Expressos (http://www.rede-expressos.pt); Flixbus https://www.flixbus.pt/ You can buy your ticket online for both.

TRAIN: There is a regular service from Lisbon, provided by CP-Comboios de Portugal (http://www.cp.pt/passageiros/pt or 808 208 208). You can buy your ticket online or at the station.

BY CAR: From Lisbon you have the option of travelling via the A2 and A6 motorways (with tolls). If you prefer not to use the motorway, the journey can take around two hours on national roads.
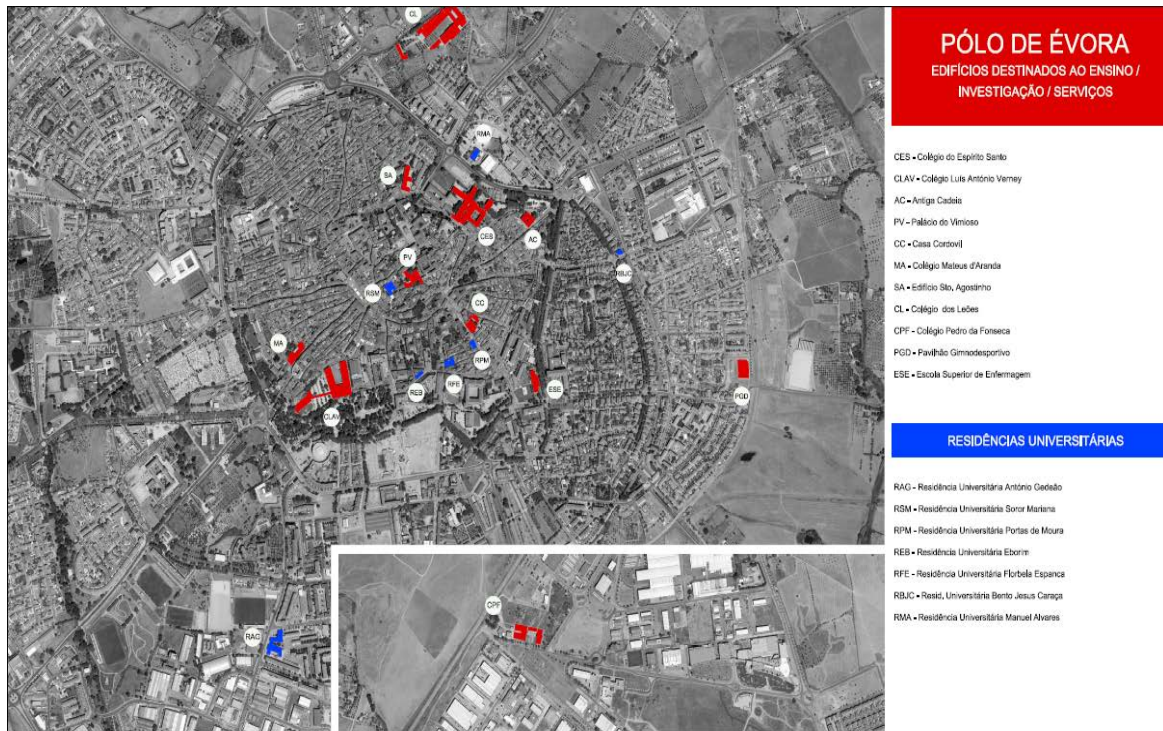
3.2. Campus - UÉ Buildings

The University of Évora campus is mainly located in the city centre of Évora, where the various buildings where students take classes are located, as well as services and residences.

3.3. How to get around Évora

- **Urban Transport** - In Évora, students can travel by urban transport, provided by the company TREVO (http://www.trevo.com.pt).

- **U-BIKE Project** - You can get around by bicycle. The U-BIKE Project provides for the free and temporary use of bicycles by the UÉ academic community. You can sign up by filling in the enrolment form available in your student profile on SIIUE (www.ubike.uevora.pt).

- **Transport from the University of Évora** - The Mitra Campus is located 13 kilometres from the city of Évora. If you have classes at this centre, you can use the university buses to get around.

Circuito dos autocarros ao serviço da Universidade de Évora
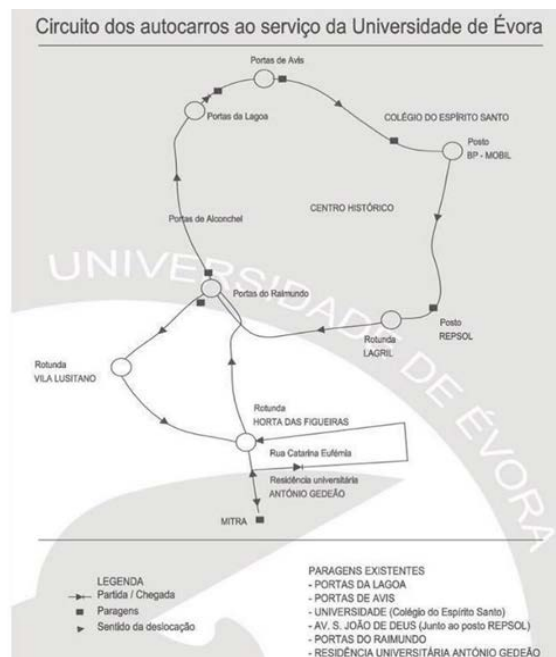
● **On foot** - Évora is a city of human dimension, and practically flat. Students can opt for the most natural, economical and healthy way of getting around. This way also allows you to get to know the city's charms and nooks and crannies better.

3.4. Accommodation
University residences

The UÉ has seven university residences, located in different parts of the city. Scholarship students have priority access to accommodation in the residences.

To apply for university accommodation, go to **SIIUE** > Student Profile and find the **Application Form**. All notifications and communications are made electronically to the address indicated on the application form.

Information & contacts: **Social Action Services** (Student Support Division) - located in the same building as Academic Services (St Augustine Building) or via e-mail: daa@sas.uevora.pt .

Private accommodation

Private accommodation can be a resource, for example by renting a room in a family home or a furnished apartment/house that you can share with other colleagues. The price varies according to the number of rooms, location and other rental conditions.

The search for this type of accommodation is the student's responsibility. Some contacts that may be useful are the following:

- **Academic Association of the University of Évora** (AAUE) - provides a list of available accommodation that students can use: AAUÉ accommodation platform (http://alojamento.aaue.pt/).
- Sites with accommodation offers:
    - BQUARTO [https://www.bquarto.pt/];
    - OLX.co.uk [https://www.olx.pt/];
    - FairCost [https://www.custojusto.pt/];
    - Imovirtual [https://www.imovirtual.com/].

Students **travelling to the University of Évora** have the support of the Erasmus Student Network (ESN) (esn.uevora@gmail.com), a network made up of students, which helps them find a room/house for their period of mobility.

The University of Évora also has **protocols with hotels**:

- Hotel - Moov Évora - https://hotelmoov.com/en/hotels/evoraen/moov-hotel-evora
- Hostel - Heaven Inn Suites & Terrace - https://www.heaveninnhostels.com

The **Laços para a Vida** | Casa & Companhia (**Ties for Life** | Home & Company) programme provides accommodation for UÉ students in senior residences in the city of Évora, preferably in the historic centre. It's a programme that simultaneously aims to alleviate the loneliness of the elderly and support young students.

Cafeterias and bars
The UÉ has canteens, bars and a differentiated catering unit. Menus are available online and social meal vouchers are purchased on SIIUE via the student account.

Programmes to support academic integration
The Student Integration and Support Division (DIAE), part of the Academic Services, endeavours to ensure that all UÉ students enjoy an excellent integration into the University. It offers support programmes that students can apply for, and further information can be found in the DIAE's Manual of Procedures. These programmes include:

Part-time student occupation programme
This program allows part-time University of Évora students to collaborate in specific activities within the scope of University initiatives (seminars, fairs, exhibitions). Following this participation, compensation will be awarded, subject to an analysis of the student's socio-economic situation and authorization from a higher authority.

University of Évora Volunteer Program

Students have the opportunity to take part in volunteering projects and actions in various areas of intervention, which may respond to individual, group or general academic community needs and which are carried out on a non-profit basis.

Registration for the Volunteering Program is done online. For more information, students can contact the Student Integration and Monitoring Division (DIAE): diae@uevora.pt.

CONTA CONNOSCO programme

The program includes a Podcast cycle, which will be announced at the beginning of the school year and is available on SPOTIFY.

Available topics:
1. Stress and anxiety management
2. Personal and academic time management
3. Volunteering
4. Peer mentoring
5. Self-care
6. Being an African woman
7. Sitting and waiting
8. Echoing diversity - The sound of LGBT+ rights

Learning Support

It is aimed at students in any cycle of studies who, for reasons of a physical, sensory, cognitive, socio-emotional, organisational or logistical nature, have difficulties expressed in their interaction with the environment and which limit their activity and participation in an equitable situation, particularly with regard to learning.

Students wishing to take advantage of this support must apply for the Special Student Scheme with Learning Support via the SIIUE and submit the requested documentation to the GAE. Subsequently, an interview will be held with one of the psychologists working at the GAE to assess needs and draw up measures to support learning. In the absence of documentation, the student may ask the GAE or other specialised technicians at the University of Évora to assess their difficulties.

3.5. School insurance

The DIAE is responsible for managing claims and all issues related to school insurance, providing information and clarifications to the insurance company, students and university structures. School insurance covers all students enrolled and registered at the UÉ. To find out how to proceed in the event of a claim, students should consult the document School Insurance - Guide to Procedures.

3.6. University Sports

The AAUE supports many sports, both collective and individual, including: Beach Handball M/F | Athletics | Badminton | Basketball M/F | Bodyboarding | Canoeing | Duathlon | Beach Football M | Football M | Futsal M/F | Futvolei | Hockey M | Judo | Kickboxing | Swimming | Orienteering | Padel | Water Polo M | Rowing | Rugby M/F | Surf | Taekwondo | Air Pressure Shooting | Beach Volleyball M/F | Volleyball M/F | Chess. For more information, students can contact the AAUE (dtdesportivo@aaue.pt)

3.7. Associations

At the UÉ there are various groups, associations and centres which, being geared towards different areas, enable students to broaden and enrich their extracurricular training, culture and sports practice.

ACADEMIC ASSOCIATION OF THE UNIVERSITY OF ÉVORA

The Academic Association of the University of Évora (AAUE) represents all students at the University. Organised in various sectors of activity, from Social Action to Sports, from Health to Educational Policy, from Volunteering to Academic Festivities, it aims to work on behalf of students, based on the motto "From students to students".

Information & contacts: www.aaue.pt | geral@aaue.pt

STUDENT CENTRES

There are multiple student groups that aim to promote academic spirit and development.

Information & contacts: a.nucleos@aaue.pt

ACADEMIC CULTURAL GROUPS

These groups allow students to experience musical activities in a unique way, accompanied by traditions that go back many years.

- CORUE Choir of the University of Évora;
- Seistetos Academic Group;
- TAFUE Tuna Académica da Universidade de Évora;
- TESESJD Tuna of the São João de Deus School of Nursing. Information

& contacts: a.nucleos@aaue.pt

Comprehensive Student Participation Plan - PIPE_UÉ

The UÉ is committed to increasing and improving knowledge, cooperation, training and awareness of student participation. It is the first university at national level to develop and implement a Comprehensive Plan for Student Participation (PIPE-UÉ 2022/2026), which defines a broad set of actions covering all the dimensions in which student participation can be viewed. It is also an integrated plan, coherently aligned with the University's objectives and strategy, and involves the entire academic community. Student participation in governance and management decisions, in training processes, in social, cultural and sporting activities, in movements to promote and guarantee equality and inclusion, in volunteering and in many other dimensions of academic life, is part of a dynamic that characterises us as a University. As part of PIPE, a Charter of Student Rights , which aims to publicize the rights of students at the University of Évora, and the creation of the figure of **Delegate for each year of the course**.

UEVORA Student Disciplinary Regulations

The UÉ Student Disciplinary Regulations (Rector's Order no. 59/2019) apply to all students at the University, i.e. all those who attend any training activity, regardless of whether or not they have a degree or diploma grade. The Disciplinary Regulations aim to clarify what is not permissible in student behaviour, with a view to maintaining an overall healthy climate of coexistence where everyone feels comfortable, which is fundamental in such a broad system of relationships and communications as a university, where different interests and needs intersect and where learning is an essential value. The definition of sanctions that are adjusted to the infractions committed seeks to favour, through external control and sanctioning, progressive self-regulation on the part of the student.

Code of conduct and ethics

This [code](#) establishes the ethical benchmark to be followed by all members of the academic community, including teachers, students, researchers, non-teaching staff and non-researchers, regardless of their function, contractual relationship or hierarchical position, including those in retirement, not only in reciprocal relationships, but also in relationships that are established with third parties on behalf of the institution, on a lasting or occasional basis.

Whistleblowing channel

The University of Évora's [internal whistleblowing channel](#) can be used by students to report various offences. This resource was created to comply with the provisions of Law 93/2021 of 20 December, which transposes Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of EU law into the national legal order.

Student Ombudsman

The [Student Ombudsman](#) is a guarantor of the defence and promotion of the rights and legitimate interests of the University's students, who can turn to him. He is responsible for analysing complaints and claims submitted to him in this context, as well as acting on his own initiative, making appropriate recommendations to the competent bodies and entities on the basis of the results obtained from analysing situations.

Course Year Delegates

It is the responsibility of the ARCHMAT [Course Year Delegate](#) to represent the students of each year of the course, to act as an interlocutor between them and the various structures of the University, facilitating communication and promoting student participation in its different dimensions.

SUPPORT TO INTERNATIONAL STUDENTS UEVORA

a) **Welcome session for international students**

International students must book a face-to-face [appointment] at the Academic Services by contacting the Student Integration and Monitoring Division (DIAE) Internationalization and Mobility Division of the Rectorate Services, if they are an In mobility student, in order to obtain information on how to do this:

- Looking for accommodation;
- Apply for a residence permit;
- Request a National Health Service user card;
- Obtain your Portuguese tax identification number (NIF);
- Open a bank account;
- Contact the Course Director;
- Meet the Academic Manager to help with academic procedures such as enrolment, registration, obtaining proof of enrolment, etc;
- Get to know the Social Action Services (SASUE) for support with accommodation in a university residence, if a place is available, or with food, if applicable;
- Know relevant information for everyday life in the city (location of supermarkets, shopping centres, cafés, etc.).

The DIAE also helps to monitor and manage each student's academic career, as well as providing personal, psychological, psycho-pedagogical and social support.

In conjunction with the Academic Association, ESN and other associations/groups, DIAE and DIM ensure the best welcome for international students and the start of a new stage in their lives!

b) Residence permit

In order to regularise their stay in Portugal, international students must **apply for a residence permit from the Agency for Integration, Migration and Asylum (AIMA)**, otherwise they will be in an irregular situation in the country and will have to pay a fine. The application for a residence permit is made by making an appointment online at AIMA (https://aima.gov.pt/pt/estudar). Students should make this appointment as soon as they are travelling or upon arrival in Portugal.

When contacting AIMA, the student should check information on the documents to be presented on the scheduled day at AIMA, Évora, Avenida Lino de Carvalho, 7 e 7A - 7005-467 Évora on working days: 09h00 to 12h30 and 14h00 to 16h30. General telephone contact (+351) 217 115 000

c) Portuguese Tax Identification Number (NIF)

The NIF, or tax number, is used to identify an organisation or individual to the tax authorities. With it, students can open a bank account, receive a receipt for goods or services acquisitions (internet, telephone, etc.).

The NIF can be applied for online or in person. The University of Évora, through the DIAE, can help students apply online, with the UÉ acting as their legal representative for a period of 183 days. Alternatively, if the student wishes, they can apply for their NIF in person at the Tax Office, accompanied by someone who will act as their legal representative in Portugal.

In order for the DIAE to support the student with the online application, the following documents are required:

- passport;
- proof of residence in the country of origin;
- power of attorney issued to the University of Évora, which must include the student's details and authorisation for the University of Évora to be their legal representative to obtain their NIF and handle all their tax affairs. A draft power of attorney will be made available, which must be notarised by a notary or lawyer, at a cost of approximately €25 charged to the student.

d) Open a bank account

With a bank card, students can carry out most of their everyday transactions at an ATM, in shops (payments for water, electricity, gas, mobile phones, everyday purchases, etc.).

Transactions can be made at any ATM, regardless of the bank you have an account with, without any charges for use.

In order for students to open a bank account with a particular bank, they need to present the following documents:

- Passport;
- NIF (tax identification number);
- Proof of enrolment;
- Proof of accommodation (in the case of university residence accommodation, proof can be obtained from the UÉ Social Action Services).

6. Academic Procedures

During the course of their studies, students have duties and rights that they must be aware of, which are set out in the University of Évora's Regulations, and which are summarised in this Guide. This does not exempt the student from knowing and complying with the Academic Regulations (RAUÉ), the Tuition Fees Regulations and other orders available in the student profile in SIIUE.

6.1. Enrolment

6.1.1. How to enrol

In order to be a student at the University of Évora and have access to all the resources that are available, students must enrol in accordance with the procedures below.

To enrol, you need to access the University of Évora Information System (SIIUE):

- Step 1 - Access the EUIS;
- Step 2 - enter credentials as explained in 6.1.2Step 3 - Select the "Enrolment" option and the following scanned documents will be required:
    - photo in jpg format;
    - scanned ID document with ID number in jpg or pdf;
    - prerequisite form completed by the doctor, if the Bachelor's or Integrated Master's programme requires it.
- Step 4 - Fill in the form. Watch the video tutorial "How to enrol"
- Step 5 - Finalise your enrolment by clicking on **CONFIRM**;
- Step 6 - Check the e-mail address registered in the registration login for the **registration confirmation notification**.

6.1.2. Credentials to be used for enrolment

Credentials correspond to the username and password for accessing the UÉ Integrated Information System (SIIUE), and the credentials for enrolment depend on the form of access and the place where the application was submitted:

- application submitted online at the UÉ, through the SIIUE - the student already has credentials to access the SIIUE, and must use these same credentials from the application to enrol;
- application submitted to DGES, within the scope of the National Access Competition
  - the student must use as credentials:
    - o User: e-mail address entered in the DGES application;
    - o Password: the password contained in the e-mail sent by DGES to the student informing them of their placement.
- application submitted to DGES, within the scope of the Special Regimes or the competition for Holders of Vocational Secondary Education Courses
  - the student must use as credentials:
    - o User: e-mail address entered in the DGES application;
    - o Password: identification number entered in the application at DGES.

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By October 31st of the year of entry, the student must deliver the original of the prerequisite declaration to Academic Services (see how to make an appointment).

Until the prerequisite declaration has been submitted, the student will not be able to obtain proof of enrolment. In addition, if you do not submit the prerequisites declaration by the deadline, your placement and enrolment will be cancelled.

6.1.3. Support for enrolment

Academic Services (SAC) provides the following means of support for students:

By phone from 9.30am to 4pm from August 26th to 29th.

- **Enrolment hotline**: 266 760 222
- **General line,** enrolment option: 266 760 220

WhatsApp message: 931910381

There are also **zoom sessions** taking place between 26 and 29 August at different times, which you can check out here.

In person, by obtaining a password in person or remotely (by appointment), see here for how to obtain a password.

6.1.4. Procedures to be followed after

enrolment After registering, the student must ensure:

a) Validation of qualification documents, within 30 consecutive days of enrolment.

a. **In person**, at the SAC (see how to schedule), by presenting the original documents that were submitted digitally in the application;

b. By registered mail with acknowledgement of receipt, by sending a certified **copy of the original documents**. The documents must be certified by a national public entity, CTT, Notaries, Lawyers, Solicitors, Registry Offices, Parish Councils, or Chambers of Commerce and Industry, in accordance with the combined provisions of article 363 of the Civil Code and article 38 of Decree-Law no. 76-A/2006, of May 29, as amended;

c. By registered mail with acknowledgement of receipt, by **sending the original documents** that were submitted digitally in the application, and the University of Évora cannot be held responsible under any circumstances for lost documents. The originals will be returned to the student in person, when they present themselves at the SAC.

They are exempt from submitting the documents referred to in point a):

- Candidates placed through the National Access Competition;
- Candidates placed through the Special Regimes established in Decree-Law no. 64-A/2023 of July 31, as amended;
- Candidates placed by means of re-entry, who have complied with the provisions of paragraphs 1 and 2 of this article during their first enrolment;
- Successful candidates who have obtained the qualifications declared in their application to the University of Évora
- Successful candidates who have submitted in their application a digital document of unequivocal authenticity, namely in non-editable pdf format and with a qualified electronic signature, affixed by the competent authorities, and validated by the services.

The documents should be sent to the following address: Serviços Académicos da Universidade de Évora, Largo dos Colegiais, Apartado 94, 7002-554 Évora, Portugal). These will be returned to the student when they present themselves in person at the University of Évora to validate their identification (until October 31st).

b) Validation of identification document and, if applicable, visa

Present the **identification document, by October 31** of the academic year of enrollment, in the terms referred to above in point i. or ii. of paragraph a), and international students must also present the corresponding visa.

c) Delivery of the original prerequisite form (if applicable)

The student must deliver the **original of the prerequisite** in person to the SAC by October 31st of the year of entry, under the terms mentioned above in point i. of paragraph a), in the case of courses where this applies

d) Obtain credentials to access SIIUE as a student

After enrolling, the student will receive a message in their personal email account (the same email they used to enrol) telling them to set their password to access SIIUE as a student. Once this password has been set, it is immediately valid, enabling the student to access the SIIUE and other UÉ digital platforms and resources.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "forgot my password" procedure.

With these credentials, the student must access SIIUE to:

- Consult the course syllabus to find out which curricular units you have to take in each year, which are compulsory and which are optional and which you can and must enrol in annually..;
- Obtain proof of enrolment and registration;
- Make/change enrolments;
- Consult timetables;
- Request Special Attendance Schemes (student workers, student parents, students with learning support needs, etc);
- Consult notifications;
- Consult Payment Amounts;
- Consult Regulations, Timetables and Academic Guide.

Until the student completes the above procedures (a) to d)), no proof of enrolment or any other certification document can be issued. However, the student can obtain the Letter of Acceptance to the UÉ from the SIIUE, simply by validating the documents and qualifications under the terms of point a) and paying the first installment of tuition fees.

According to a schedule to be consulted here, the Academic Services will hold online zoom sessions for the students of each course, explaining the course syllabus, the procedures that need to be taken care of during the course, the functionalities of the SIIUE, the support programmes for integration and academic follow-up.

6.1.5. Apply for a student card
The student card will be essential for identifying yourself as a university student, for accessing and moving around the various buildings, residences and car parks at the University of Évora, and for speeding up your day-to-day life.

Students can choose the banking side of the card and add the ID card to the debit card.

Before applying for the card, the student must obtain proof of enrolment.

Obtain the student card through one of the following options:

- **In person at the Santo Agostinho building**, between 1 September and 31 October (see here for password), at the Caixa Geral de Depósitos service desk in room 1 of the building. A provisional card will be issued until the definitive card arrives.
- The following documents are required **at a** Caixa Geral de Depósitos **branch** in Évora:
  - o Identification document (Citizen's Card, other);
  - o Tax Identification No;
  - o Proof of enrolment for the 2024/25 school year.
- **Online** : It's simple, you just need a Digital Mobile Key (which you can activate here). It's a good idea to activate the digital signature at the same time as having the PIN. Once the mobile key is active, you can apply for the card online at https://caixaonboarding.cgd.pt . When applying, you will need a scanned ID document (front and back in separate images), a scanned passport photo with a white background and, if the student chooses a bank card, proof of address. (Note: This process is not available to foreign students with a residence permit or passport associated with the CMD).

If the student opts for a UÉvora card with a banking component - Caixa IU Card (free of charge), this will be sent by Caixa to their address. If the student opts for an ID card only, this will be made available by UÉVORA at the Academic Services. The student will be informed by e-mail when the card is ready, so that they can pick it up (see here for password) at the Academic Services in the Santo Agostinho building.

Once you have the card, you should go to the Facilities Management Support Office, at the entrance to the Colégio do Espírito Santo, for the card to be validated at the entrances to buildings or car parks (upon payment of the appropriate fees).

6.1.6. Cancellation of enrolment

Cancellation of enrolment is the act by which the student interrupts/suspends their studies. The cancellation of enrolment must be made by request to be submitted through GESDOC (using SIIUE credentials) or by registered letter with acknowledgement of receipt (requests for cancellation by other means will not be considered).

According to the Tuition Fees Regulations, students can request the cancellation of their registration within the following deadlines, and will always be considered to be in debt for the registration fee and school insurance:

- Within 30 consecutive days of enrolment in the year of entry;
- Until December 31st, the student is considered to be in debt for the tuition fees due for the odd semester, maintaining the link to the institution during the odd semester;
- After December 31st, the student will be considered to be in debt for the entire tuition fee while maintaining their relationship with the institution during that academic year.

By requesting the cancellation of enrolment, the student **can subsequently apply for re-enrolment** on the same or a successor course, within the deadlines established annually by rectorial order**. However, they may not do so under the following conditions:**

- If you request cancellation of your enrolment by 31 October in the year of entry, in which case you must reapply for entry;
- In the academic year following the cancellation of enrollment/registration, they can only re-enter after one academic year of interruption of studies (one academic year without enrolment);
- If the course you wish to re-enter is not accredited at the time of your re-entry request.

6.2. Registration

In order for a student to be able to attend the classes of the UCs that are part of the syllabus of the course they have entered, to be able to be assessed in those UCs, or to be able to access the UCs' Moodle, it is essential that they are enrolled in the respective UCs in the normal term.

6.2.1. Conditions for enrolment

a) Registration in the year of entry

In the academic year in which the entry enrolment is made, the student is automatically enrolled in the compulsory courses. It is necessary to enrol, in the SIIUE, in the optional and free optional courses provided for in the study plan, by the deadlines established for enrolment or by the deadlines defined in the Academic Procedures C a l e n d a r .

Students entering the UÉ for the first time in their 1st year can only enrol in a maximum of 60 ECTS in the UC of the study cycle in which they are enrolled - except for those who obtain credits, to whom the limits imposed for enrolment in the years following enrolment apply.

In the case of enrolment for re-entry, the student is automatically enrolled, within the limits imposed by these regulations, in the compulsory UCs in which they have not previously passed.

Students enrolled on non-degree courses may only enrol on courses totalling the number of ECTS credits in the academic year in which the course is taking place, and may not enrol on extra-curricular courses.

b) Enrolment in subsequent academic years

Enrolment in one or more CUs is only possible if the student:

- is enrolled and has not expired;
- is not in default with the payment of tuition fees, according to the deadlines stipulated in the Tuition Fees Regulations;
- has passed, has been credited or is enrolled in all the UCs of the previous curricular year(s). This does not apply in the academic year in which the student is subject to a curricular change due to the restructuring of the study plan.

On a full-time basis, students can enrol in a maximum of 84 ECTS per academic year, whether the enrolment is in a UC in the syllabus of the course in which they are enrolled, in a UC to improve their grade, in a recovery UC or in extracurricular UC.

Students in the 2nd and 3rd cycles with more than one enrolment will be allowed to enrol in the UC Thesis or D/TP/RE, as long as the enrolments in the other UCs do not exceed 48 ECTS.

Failure to enrol in the normal term of a given academic year, by the deadlines stipulated in the Calendar of Academic Procedures, will result in the cancellation of enrolment, and the student will be subject to re-enrolment to continue their studies or the preparation and submission of a thesis or dissertation/internship report/project work.

6.2.2. Registration and assessment periods

Only students enrolled on a course in the academic year and in the period to which the assessment relates are admitted to the assessment, and it is the responsibility of the teacher responsible for the course to check that all students undergoing the assessment are actually enrolled on the course they are supervising, via the enrolment list in the SIIUE.

a) Normal season

As a rule, enrolment in the normal period will allow the student to choose between two assessment schemes: continuous assessment or final assessment. However, the Course Outline (FUC) of the course may define other assessment schemes for the course.

The **continuous assessment system** must include at least two assessment components, defined in the FUC. The assessment elements considered for this system must take place during the school term, although it is possible to carry out a component during the final assessment period, provided this is included in the FUC.

The **final assessment regime** consists of one or more assessment components, provided that this is included in the FUC and where at least one of the components takes place during the final assessment period. Depending on the specific nature of the course, this system may include assessment components that are common to the continuous assessment system. In this system, the assessment components carried out in the final assessment period must have a greater weight in the student's final classification than in the continuous assessment system.

In cases where the competences to be developed by the student in the UC cannot be assessed through the final assessment regime, this must be provided for in the FUC and marked in the SIIUE, making it impossible to enrol in the special and extraordinary periods and to carry out the final assessment under the special regimes.

In UCs where there is more than one assessment system, students do not have to expressly communicate their choice, but simply present themselves for the set of assessments provided for in the system they have chosen. The following **general rules** apply **to assessment schemes**, except in specific situations that have been duly publicised:

- Students who miss at least one component of continuous assessment are automatically referred to the final assessment system;
- Students who attend all the components of the continuous assessment and fail can only be assessed again in the appeal period;
- Students who do not comply with the minimum number of lessons attended can only be assessed in the appeal period, except in the case of students with special attendance schemes.

b) Appeal/Resit period

No enrolment is required for the appeal period, and students are considered enrolled for this period as long as they are enrolled for the respective course in the normal period.

The student will be able t o take the final assessment for all the courses for which he or she has missed or withdrawn or failed during the normal period

c) Special Period

In a special period, students in a study cycle can take a final assessment of up to a maximum of 3 CUs (including grade improvement):

- Students who fulfil the conditions for obtaining an academic degree by passing these courses;
- Students who are missing a maximum of 3 UC to complete the curricular component of the IM, 2nd or 3rd cycle;
- Students in study cycles who benefit from special attendance schemes, under the terms of the UÉ Academic Regulations.

d) Extraordinary season

In the extraordinary period, a student may take a final assessment if, within the scope of the study cycle, he/she has a UC missing to complete it or the curricular component in the case of the ICM, 2nd or 3rd cycle. If the missing course is an internship or clinical teaching, only the discussion of the report will be allowed.

e) Assessments under special attendance schemes

In the case of students who, under special attendance schemes (namely "Student association leader" or "Student elected to management bodies of the University of Évora"), can take assessments, in addition to the final assessments of the normal and appeal periods, with a maximum limit of two per UC, the enrolment request must be made through GESDOC, and the date of the assessments must be agreed in advance with those responsible for the UC.

6.2.3. Grade improvement enrolment

Students who pass the regular exam in a given academic year may take an assessment in the respective appeal period to improve their grade. They must notify the teacher responsible for the course unit of their intention to do so, and no additional enrolment will be required.

Students wishing to improve their grade in a course that they passed in that academic year or in the previous two academic years, provided that the course is in session in that academic year, may enrol in the special examination period, up to a maximum of 3 courses, via SIIUE, within the deadlines defined in the [Academic Procedures Calendar](#). In the case of the special season, registration will only be considered once the registration fee of 20 euros/UC has been paid, within 3 days of notification in SIIUE, and in all other cases no fees are payable.

6.2.4. Extracurricular UC enrolment

In addition to enrolling in the Curricular Units of the study plan of a study cycle in which they are enrolled, students can enrol in [Extracurricular Units](#) that do not belong to the study plan of their course.

In the case of extracurricular courses in cycles of study subsequent to the cycle in which the student is enrolled, enrolment is subject to the following conditions:

- 2nd cycle students with a duration of 4 semesters or MI can enrol in a 3rd cycle course, provided they have 60 or fewer ECTS remaining to complete the course;
- 2nd cycle students with a duration of 3 semesters can enrol in 3rd cycle courses, provided they have 30 or fewer ECTS remaining to complete the course.

Enrolment in extra-curricular units presupposes enrolment in at least one UC of the course in which the student is enrolled and will not be counted towards the award of a diploma or degree, nor towards academic achievement, nor towards applying for a scholarship or merit award.

In the case of success in extracurricular CUs from the same study cycle, they can only be credited up to a maximum limit of 50 per cent of the total ECTS of the degree or the number of ECTS of the master's or doctorate. However, if you have attended extracurricular courses in subsequent study cycles (example: 1st cycle student attending 2nd cycle extracurricular courses), the Curricular Units in which you succeed will be credited in the event of the student's enrolment and registration in the study cycle of the respective extracurricular UC, without the above limit applying.

6.2.5. Enrolment in Resit courses

In order to improve academic success, resit courses can be offered. Students who have already been enrolled in the course and have not passed can enrol in remedial courses.

Enrolment must be carried out via the SIIUE and by the deadlines set for enrolment or change of enrolment in the Calendar of Academic Procedures. Only those UCs that have been proposed by the Schools to the Rectorate and have been authorised are available for this type of enrolment.

6.2.6. Pre-registration

Each year, departments may propose that enrolment in optional courses supervised by their respective departments in the following academic year be subject to pre-enrolment, and may set a limit on the number of places available.

The pre-registration of 1st Cycle and IM students for optional courses for the following academic year is carried out in the SIIUE, by the deadline defined in the Academic Procedures Calendar.

Pre-registration for optional courses with a limit on places is only permitted for students who, at the time of pre-registration, have not yet taken all the optional ECTS for the course they are enrolled in (ECTS for free electives are not taken into account).

When pre-registering, students must register their order of preference for the optional courses available on their course (the order of preference can be used as a tie-breaker, if necessary). Depending on the preferences expressed by the students, there may be optional courses that are not available.

Until the end of the pre-registration period, the student may make any changes they deem appropriate.

In UCs with limited places, pre-registered students will be ranked in descending order, according to the score, to the tenth, obtained by the following formula:

$$\sum_{i}^{n} nota\ da\ UCi \times ECTS\ da\ UCi$$

only the UCs on the syllabus that the student has passed up to the time of the ranking will be counted.

Conversion table between ARCHMAT Consortium partners will be as follows:

GRADING SCALES	UEVORA	AUTh	UNIROMA1
	20/20	10/10	30/30 e lode
	20/20	10/10	30/30
	19/20	9.5/10	29/30
	18/20	9/10	28/30
	17/20	8.5/10	27/30
	17/20	8.5/10	26/30
	16/20	8/10	25/30
	15/20	8/10	24/30
	14/20	7.5/10	23/30
	13/20	7/10	22/30
	12/20	7/10	21/30
	12/20	7/10	20/30
	11/20	6.5/10	19/30
	10/20	6/10	18/30

ARCHMAT Grading scale conversion table

6.3 Credits

Accreditation is the recognition of the level of knowledge and skills acquired previously and their suitability for the scientific areas of the study cycle in which the student is enrolled for further studies.

As it is a curricular act, to request accreditation the student must be enrolled and registered in at least one UC of the course and pay the respective fees. When accreditation is granted, it translates into the attribution of ECTS to which curricular units of the study plan of the course in which the student is enrolled correspond, for the purposes of attending and obtaining the corresponding degree at the UÉ.

If the accreditation is for further study, it will be counted towards the degree and information about the curricular units in which the accreditation was obtained will be included in the Diploma Supplement and in the qualification certificate. In the case of non-degree courses that award diplomas corresponding to the curricular component of a 2nd or 3rd cycle, if more than 70 per cent of the ECTS credits of the diploma have been accredited, the diploma can only be issued after the respective degree has been awarded. In the event of cancellation of enrolment, change of Course or Institution, the accreditation obtained is invalidated.

Crediting must take into account the number of credits and the scientific area of the competences previously acquired and the crediting **limits stipulated** in the legislation and in the Regulations for Crediting Training and Professional Experience, and crediting can never be given to the Thesis or Dissertation/Project Work/Study Report.

Applications for accreditation and the corresponding documents must be **submitted online** in the SIIUE by the deadline set each year in the Calendar of Academic Procedures.

The application will be **validated** provided that it has been submitted with the required documents and authenticated (authentication in accordance with Decree-Law 28/2000 of 13 March), or alternatively the original documents corresponding to those included in the application have been submitted to the SAC (by appointment) within 10 days of being submitted.

6.4 Dissertation Project or Project Work or Internship or Supervised Teaching Practice within the scope of a master's degree or integrated master's degree Before submitting the project proposal, the respective work plan **must be analysed and reviewed with the Course Director so that** the student can incorporate any suggestions for improvement before the deadline set in the Academic Procedures Calendar for submitting the project in GESDOC.

The following specifications must be met:

- The project must be submitted by 15 November of the academic year in which the student first registers for UC D/TP/RE;
- In the case of re-entry, even if the student has previously submitted a Thesis/D/TP/RE project, they must submit a new project for consideration by November 15 of the year of re-entry.

The project must be submitted through an online application, via the GesDoc platform (email or paper submissions are not allowed) with the following documents:

- Project and work plan on Form T-005;
- Declaration(s) of acceptance from the supervisor(s);
- Curriculum of the supervisor(s) if they do not hold a doctorate.

After the Course Director issues an opinion and submits it to the Ethics Committee or ORBEA- UÉ, if applicable, the IIFA Scientific Council decides whether or not to approve the project proposal, and the student is notified and the details of the approved project are recorded in their profile in SIIUE.

In the event that the **project is not approved on** reasonable grounds, the student has 20 days from the date of notification to submit the reformulated project to GesDoc with the above-mentioned documents.

6.4.1 Project modification

If the student wishes to make any changes to the previously approved project, such as changing the title, the supervisor(s), the language in which it is written, etc., the student must submit a request for a change to the project, which must be accompanied by the supervisor's opinion on the proposed change.

Proposals for changes to the project **must be submitted no later than 30 days before the student submits the application for admission to the examinations**. The request for changes must be submitted in the same way as the project, accompanied by Form T-005 and the declaration(s) of acceptance from the supervisor(s).

6.4.1. Application for admission to public examinations for a master's degree

Master's (2nd cycle) and Integrated Master's students enrolled in a Dissertation/Project Work/Internship Report and with an approved project must submit their scientific work in order to apply for admission to public examinations by the deadlines stipulated in the Calendar of Academic Procedures. If the work is not submitted by the deadline, the student will be liable to pay tuition fees

The request for admission to public examinations can only be instructed and submitted to the School's Scientific Council if the student:

- has included all the required documents in the application;
- has completed the curricular part of the master's degree;
- you do not owe tuition fees. If you have requested a phased payment plan for the debt, you cannot start taking the exams until the plan has been fulfilled and the debt has been settled.

Under the terms of the specific regulations for Supervised Teaching Practice (PES), students can only apply for public examinations once they have passed their internship(s).

After the Academic Services have analysed your application for admission to the exams, you will be notified by a message in SIIUE if the process has been correctly instructed. If not, the submission will not be considered and the tuition fee instalments due will be due until the application is duly instructed.

The submission must be made through an online application, via the GesDoc platform (email or paper submissions are not allowed), and you will be notified via the SIIUE that you have successfully completed your submission. The following documentation must be attached to Gesdoc in digital format (unencrypted pdf and t h e sum of all files must not exceed 128Mb):

- Application for admission to public examinations (model T-006);
- Dissertation, Project Work or Internship Report in accordance **with the approved project** and in accordance with the rules laid down by RAUÉ, namely:
    - **An abstract in Portuguese** and an **abstract in English** (topped by the **title of** the thesis in the same language), each up to 150 words (without mathematical formulae, diagrams or other illustrative material);
    - The **cover** and **title page** must be extracted from the student's profile, in SIIUE, option Dissertation > Issue Cover.
- Opinion(s) of the supervisor(s);
- Curriculum Vitae;
- Declaration (PT or EN), on your honour, regarding the originality of the work, and that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

6.4.2. Reformulation by decision of the jury

After the jury meeting, in the case of a Preliminary Order with a decision to reformulate, the doctoral student has 90 days and the master's or integrated master's student has 70 non-extendable days, from the date of registration of the notification in SIIUE, to reformulate the thesis or dissertation/internship report/project work or declare that they intend to keep the work unchanged.

The copy of the reformulated dissertation/internship report/project work must be submitted online via the GesDoc platform and must be attached:

- Model T-009 application for admission to public examinations after reformulation;
- Thesis or Dissertation, Project Work or Internship Report in accordance **with the proposals for reformulation** and in accordance with the rules laid down in RAUÉ. Alternatively, the student can submit a declaration that they intend to keep the work as they originally submitted it;
- Opinion(s) of the supervisor(s).

A candidate will be considered to have withdrawn if, after the deadline has passed, he or she does not submit either the reformulated thesis or a declaration that he or she intends to maintain it as presented.

6.4.3. Extension of the delivery deadline

In situations of parenthood or illness duly proven by a doctor's certificate, students enrolled in a thesis, dissertation/project work/internship with an approved project can request online, via GESDOC, an extension of the deadline for their submission, corresponding to the period of the certificate.

The extension period begins on the day after the deadline for submission/application for admission to public examinations, as defined annually in a rectorial order, and implies enrolment for the academic year.

After the end of the extension period, if the student fails to hand in the work, the instalments due are due, taking into account the deadlines for payment of tuition fees stipulated in the Tuition Fees Regulations, in order to be able to hand it in at a later date.

6.4.4 Legal deposit after public exams

Students must submit their Thesis/Dissertation/Project Work/Internship Report, with the changes suggested by the jury, within 30 days of passing the public examinations.

According to the law, theses, dissertations, project work and internship reports are subject to the National Register of Theses and Dissertations (RENATES) and to the mandatory deposit of a digital copy in the repository of the Portuguese Open Access Scientific Repository (RCAAP) network.

Submissions must be made through an online application, via the GesDoc platform (email or paper submissions are not allowed), and the following documents must be attached:

- Printout T-007 (PT or EN) - Validation by the supervisor of the changes made to the minutes of the public examinations;
- Dissertation, Project Work or Internship Report with the changes suggested by the jury (in digital format);
- Declaration (PT or EN), on your honour, that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

The **cover**, **title page** and **composition of the Jury** to be included in the work must be extracted from the Student's profile, in SIIUE , option Dissertation > Issue Cover.

Failure to hand in the copies with the supervisor's validation will invalidate the issue of the diploma and any proof of success in the public examinations.

6.5. Certification and proof

Students can request online the issue of documents certifying the training they have obtained and/or their academic situation, with certificates of UC passes being issued on the spot at the Student Desk. Other certification documents are issued within 30 days of payment of the respective fees.

Under the terms of the Tuition Fees Regulations, non-payment of tuition fees means that no diploma, certificate of completion or any other informative document on the student's academic career will be issued for the academic year to which the debt relates.

Requests for certification must be made by the student in the SIIUE, via the option Documents" **Requests for certification documents**.

Requests from former students will only be accepted if they clearly state the student's full name, ID number and type, and course. If you have forgotten your password to access the SIIUE, please contact the SAC ONLINE Centre.

When you request online, you must record in the order how you want to receive the document:

- In person at the Student Desk of the Academic Services (at the time of the request);
- Send by registered post with acknowledgement of receipt (when reception in person is not possible).

Certificates have an associated cost in accordance with the Table of Fees in force. The amounts due are available on SIIUE (see Guide to Amounts to be Paid), and the application is cancelled in the event of non-payment within 3 days of notification on SIIUE .

The maximum period for the Diploma to be made available is 30 days after payment of the respective fees, but it can be requested with an urgency fee of 3 days or 6 days, plus the respective fees set out in the table of fees.

When applying for a certification or proof document, the student must be aware of what they are asking for and the information that will be contained in the document.

6.5.1. Proof of enrolment
Proof of enrolment and registration is free of charge and must be issued annually:

- Student status in the current academic year;
- Attendance at the course in a given academic year;
- Curricular units for which the student is enrolled in a given academic year.

Proof of enrolment and registration must be **obtained online, by the student themselves, via their SIIUE profile**. To do this, the student must access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu choose the option **Document´s Proofs**, followed by the option **Enrolment and Registrations**.

It can only be obtained after authentication of the qualification's documents included in the application (not applicable to students entering via the National Access Competition), payment of tuition fees by the deadlines stipulated in the Tuition Fees Regulations, validation of identification, the student can obtain proof of enrolment and registration for a given academic year.

6.5.2. Certificate of achievement in curricular units

The certificate of achievement is the certificate of approval of the curricular units that the student has passed in the course in which they are or have been enrolled, showing the number of ECTS credits, the academic year in which they passed, the language in which they were taught and the teaching hours of the respective UC.

Students can obtain a pass certificate as long as they have passed the course in which they were enrolled and as long as they do not owe any tuition fees.

In the case of successful attendance of extra-curricular units, the student is also entitled to a certificate of approval.

6.5.3. Certificate of qualification

The **qualification certificate** is a document that can only be issued to students who have already graduated and includes all the curricular units that the student has passed in the context of obtaining the degree, but does not present and as such does not certify the final average and date of completion of the degree.

The request must be made in the EUIS, via the option Documents" **Requests for certification documents**.

The Certificate of Qualifications does not certify the degree, but is a complementary document, the information about which is included in the diploma supplement that is delivered together with the degree diploma

6.5.4. Master's degree diploma

The master's degree diploma is the document that certifies the completion of a master's degree, within the scope of a 2nd cycle or integrated master's degree, certifying the award of the academic master's degree, including the date and average of completion.

The degree diploma can be issued in Portuguese or English, depending on what is requested, and is accompanied, at no extra cost, by the diploma supplement (an informative document that does not certify a degree), which does not apply to pre-Bologna courses.

ARISTOTLE UNIVERSITY OF THESSALONIKI
STUDENT SURVIVAL GUIDE

It is with great pleasure that we welcome you to the Aristotle University of Thessaloniki.

We congratulate you on your success and wish you progress and success in your studies. You now belong to the family of the Aristotle University of Thessaloniki (AUTH), one of the largest universities in Greece and the Balkans, with a long tradition and history, a university with prestige and recognition, a pioneer in education, research and the production of culture.

Your admission to the University marks the beginning of an important period in your life, with new challenges and experiences, a period that will be a milestone and at the same time a starting point for your later life. Your time at university is not just another cycle of learning, education and training in the science you have chosen to study. Your studies will lead you to education, that is, to the spiritual maturity and completion of your personality.

Your study at AUTH is characterized by the high scientific level of knowledge of the teachers, the use of modern technologies and education methods, the interaction of the teachers with the students, the collaborations and the mobility of the students with universities of abroad, access to modern libraries and reading rooms and to electronic bases with hundreds of magazines and books.

AUTH is a student-centered university and offers important student care services, such as meals in the AUTH Student Club, housing in the Residence Halls, sports in the University Gymnasium, the student advocate, psychological support services and support for students with problems motor, vision and hearing. You will be given the opportunity to actively participate in cultural and voluntary actions. For all these services and actions, you can find out from the Survival Guide.

The Rector of AUTH

Charalambos N. Feidas

The Vice Chancellors

Kyriakos Hyacinthos

 George Tzetzis

Dimitrios Kousenidis

Stella Lavva

Useful AUTH

WEB http://www.auth.gr
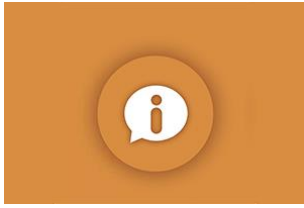
You will find all academic and administrative units with contact information, research centers, laboratories, clinics and studios by Department, information on the benefits offered to you, available facilities, search engine, announcements about events and actions,

FACEBOOK Aristotle University of Thessaloniki

TWITTER aristoteleio

CALL CENTER 2310 996000

ELECTRONIC STUDY GUIDE

Undergraduate: https://qa.auth.gr/el/studyguide

Masters: https://qa.auth.gr/el/masterguide

DEPARTMENT OF STUDIES

You can request information on registrations, transfers, student housing allowance, qualifying exams, scholarships

Administration Building, ground floor, next to ELTA

Web: http://dps.auth.gr

Email: dps@auth.gr

Tel.: 2310 996770

OFFICE OF VEHICLE MARKS

If you have a car, go to the website of the Vehicle Signs Office to find out about the conditions and how to issue a special parking sign on campus.

Entry and parking on the Campus of vehicles with a student badge is not allowed on working days and between 07:00 and 15:00. For the convenience of those who have a valid badge, for the above hours, the open parking area of 200 spaces, on 3rd September Street, has been made available for use, which remains open on working days from 07:00 to 21:00. This restriction does not apply to student vehicles that have a valid AUTH disabled badge.

The Office is located in the Pavilion opposite the south gate (Egnatia) gate of AUTH, in front of the Central Library.

Web: https://www.auth.gr/directorate/admin-gdty/admin-gee/grafeio-simatwn/

Tel. : 2310 996832 (Tuesday & Thursday, 09:00-12:00).

Email: admin-simata@ad.authMEANS OF TRANSPORTATION

– BICYCLE

For advice or questions about safe routes, the implementation of the KOK, shops with cycling goods, bike friendly spots in the city, contact the Cycling Association of Thessaloniki (PASTH).

See here a practical guide for daily commuting by bicycle

Email: pasth.gr@gmail.com

FB: https://www.facebook.com/pasth2016

– PUBLIC TRANSPORT

OASTH: www.oasth.gr

KTEL: www.ktelmacedonia.gr

OSE: tickets.trainose.gr/dromologia

"MACEDONIA" Airport: https://www.skg-airport.gr/el/

Port: https://www.thpa.gr/el/ferry/

– SPEED (Indicative)

http://www.taxiway.gr/

https://www.radiotaximercedes.eu/

https://www.leuko-taxi.gr/ (disabled)

Asking you go… Thessaloniki

CULTURAL LINE 5TH OASTH

Through the projected audio-visual material, as well as the informative forms, it provides a service of getting to know the historical and cultural monuments of Thessaloniki.

Starting point: White Tower

Tour time: 50 minutes

Web: oasth.gr/#el/politistikh-diadromh

CITIZEN SERVICE CENTER (KEP)

Web: https://www.kep.gov.gr/ (services for citizens)

Angelaki 4

Tel: 2313 316 – 440, 471, 472, 473

Email: n.thessalonikis-parartima@kep.gov.gr

Hours: Mon-Fri: 8:00-19:30, Sat: 8:00-13:30

MUNICIPALITY OF THESSALONIKI

Information on services to citizens, actions, participation in networks, cultural and sports events

Web: https://thessaloniki.gr

REGION OF CENTRAL MACEDONIA

Submitting an application to exercise a medical specialty in the territorial jurisdiction of the Region of Central Macedonia (prefectures: Thessaloniki, Imathia, Pella, Kilkis, Serres,

Pieria, Halkidiki), conducting examinations for granting a certificate of practicing the profession of pharmacist

Web: www.pkm.gov.gr

DECENTRALIZED ADMINISTRATION OF MACEDONIA-THRACE

Hague Notice (APOSTILLE), Residence permits for foreigners for studies, research, scholarship, professional training, obtaining a medical specialty

Address: Takis Oikonomidis & Prof. Rosidou 11, Thessaloniki

Contact (Apostille)

Tel.: 2313 309183

Email: sfhagis@m-t.gov.gr

Contact (Directorate of Foreigners and Immigration of Thessaloniki)

Tel.: 2313 309-174, 202, 257, 423

Email: dam-the@m-t.gov.gr

POLICE

Issuance of identity cards and passports of Greek citizens

Telephone lines that you can contact for information, complaints and complaints and in any case to the nearest Police Authority

A.T. White Tower

Aristotelous 18

Tel: 2310 2533 – 40, 41 (duty officer)

Email: talefkoupyrgou@astynomia.gr

A.T. Democracy Square

Dodecanese 6

Tel.: 2310 5027-20, 44

FIRE DEPARTMENT: 199

ELTA

AUTH Administration Building, ground floor, on Egnatia

ELECTRONIC UNIVERSITY (e-University)

ELECTRONIC SERVICES

With the institutional account you get upon completing your registration, you can:

- on the website https://webmail.auth.gr to read the e-mails addressed to your university address, from the Secretariat or the teachers of the courses of your study program, as well as useful announcements from the University,
- on the website https://it.auth.gr/services/software/ to obtain free commercial software available for academic or research purposes, such as Microsoft software, SPSS, etc.,
- on the website https://elearning.auth.gr/ to register for the online courses of your Department, to submit any of your work to them, to post on the course forum,
- to connect to the eduroam wireless network from any device, at the AUTH facilities, but also at any University in Greece or abroad that participates in the network.

Visit the website https://it.auth.gr/el/dashboard to discover all the online services available to students.

Information - User Support:

AUTH Electronic Government Center

Frontdesk: lobby of the AUTH Library & Information Center reading room (Mon-Fri: 8:15-15:00)

Email: support@auth.gr

Tel: 2310 999000 (Mon-Fri: 8:15-15:00)

Chat: https://it.auth.gr

Web: https://it.auth.gr/el/users/students

FB: https://www.facebook.com/itauth

ELECTRONIC SECRETARIAT

Visit the website https://students.auth.gr whenever you want:

to declare the courses of the semester,

to see the course schedule,

to see your declared courses, your grades and your grade point average,

to apply electronically for issuing certificates from your Secretariat.

ELECTRONIC RESOURCES

The AUTH Library and Information Center offers, through its catalog, access to 1,500,000 books, printed and electronic, 16,000 electronic journals - subscriptions of AUTH and the Association of Academic Libraries - and 36 bibliographic search bases.

Its archival collections give access to 4,680,000 digitized pages of books, magazines, newspapers, doctoral theses, master's and undergraduate theses, scientific publications

It has

– User Education Service, which organizes seminars in cooperation with teachers of the Faculties and Departments of the university or with groups of students

– Online Service Service

On the Library website there is information on the location, opening hours and specialist resources of both the Central and Regional Libraries

Web: http://www.lib.auth.gr

Information, lending and cross-lending office: Email: onlinereference@lib.auth.gr Tel: 2310 995390

FB: https://www.facebook.com/aristotlelibrary

For reading, you can go to the Reading Room of the Central Library, Monday to Friday, 08:00 to 02:00, weekends 08:00 to 24:00 and during examination periods 24 hours a day!

Tel: 2310 995343

"SECRETARIAT" folder

MAKE SURE TO LEARN FROM THE BEGINNING:

• Where it is housed

• Trading hours

• The School/Department website

• Electronic Address (e-mail), telephone

• The responsible officer for undergraduate student affairs

You can contact the Secretariat for issues such as:

Enrollment, Curriculum, Certificates,

Certificates, Student Care,

Interruption of studies, Study advisor etc.

Web: https://www.auth.gr/registrars

Academic Programme

The academic year starts on September 1 every year and ends on August 31 of the following year. The educational work of every academic year is organized in two semesters, the fall semester and the spring semester, each of which comprises 13 weeks of teaching and two or three weeks of exams.

• Fall semester courses start in the last week of September and end in late January, followed by the first exam period of the fall semester.

• Spring semester courses start in mid-February and end at the end of May, followed by the first exam period of the spring semester.

Exact dates are determined by the University Senate (https://eurep.auth.gr/en/students/info/academic_calendar).

Every semester has two exam periods:

- Fall semester courses are examined during the exam period January-February and re-sit exams are held in September.

- Spring semester courses are examined during the exam period of June and re-sit exams are held in September.

   The exam periods usually last for three weeks.   Every semester, before the beginning of each exam period, students have the right and obligation to evaluate their courses and instructors, in order to improve the quality of their studies.

HOLIDAYS   Neither courses nor exams are held in July and August, the two months of summer holidays. Holidays also include:

- **Christmas Holidays**: December 24 to January 7.

- **Carnival Holidays**: from Thursday before Lent to the day after Lent Monday.

- **Easter Holidays**: from the Monday of Easter Week to the Sunday after Easter Sunday.

OTHER HOLIDAYS

- **October 26**: Saint Dimitrios Day – Feast of the city's Patron Saint. Liberation of Thessaloniki from the Ottoman occupation (National Holiday).

- **October 28**: National celebration.

- **November 17**: Students' uprising in the National Technical University of Athens against the junta in 1973.

- **January 30**: The Three Patron Saints of Education Day.

- **March 25**: National Anniversary of the revolution of 1821 against the Turkish rule.

- **May 1**: Labour Day.

- **Holy Spirit Day**: Monday (after Pentecost).

ARCHMAT EMJMD Academic Programme of the second semester (Spring Semester)

The structure of the ARCHMAT EMJMD Academic Programme is summarized in the following table:

Second Semester (Spring Semester) (AUTH)
All Students
Greek Archaeology - 6 ECTS
Advanced Scientific Methods in Archaeometry - 9 ECTS
Preventive Conservation of Archaeological Sites – 6 ECTS
Linguistic Skills Applied to Archaeometry - 3 ECTS
ARCHMAT Summer School – 6 ECTS
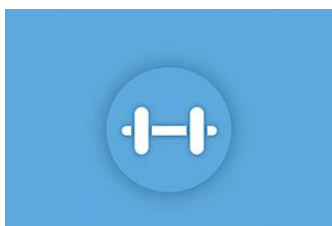
UNIVERSITY GYM

It is housed next to the Student Club, on 3rd September Street.

To register at the Gym, you need:

– valid academic ID

– payment of the registration fee per academic year

You can exercise every day from 8:00 am. until 22:00 p.m. from Monday to Friday.

Its facilities include football, tennis, basketball and volleyball courts, sports halls for group lessons, gym and dance rooms, a fitness center, as well as outdoor strength equipment. For the aquatic's events, the gym uses the facilities of the National Swimming Pool.

The University Gym offers more than 40 activities and classes. Also, championships and tournaments are organized every year in team and individual sports.

You can see the full program of activities here.

Web: www.gym.auth.gr

FB: AUTh-Sports-Centre

Tel: 2310 992630 | 2310 992672

Time for Food

UNIVERSITY STUDENT CLUB

The University Student Club is housed in the east of the campus. It offers breakfast, lunch and dinner 7 days a week. Undergraduate and postgraduate students are entitled to free meals under conditions defined by legislative provisions.

Remember that you must apply for free meals online on the platform https://register.auth.gr/dining-info with your institutional account

On the Club's website you can see the daily/weekly menu.

Web: http://pfl.auth.gr/

Catering Office

3rd September Street, PFL, 1st floor, office 63

Tel: 2310 992623

Tel: 2310 992630 | 2310 992672

Support ? Yes!
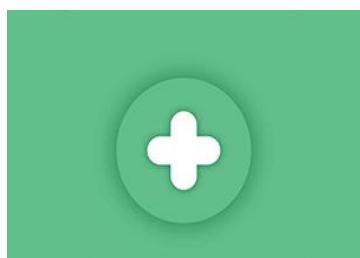
HEALTH CARE

Undergraduate and postgraduate students and PhD candidates, who have no other medical and hospital care, are entitled to full medical and hospital care in the National Health System (NHS), with coverage of the relevant costs by the National Health Service Organization (EOPYY).

STUDENT'S ADVOCATE

The purpose of the institution is to mediate between students of all study cycles and professors of all levels or administrative services. It ensures the observance of legality and academic ethics and order in the context of academic freedom and dealing with phenomena of mismanagement in order to safeguard the proper functioning of the Institution. It does not intervene in substantive matters of teaching or grading in exams, but only examines phenomena of arbitrariness or violation of ethical rules during the conduct of exams (written or oral).

Web: https://www.auth.gr/synigoros-tou-foititi/

Email: synigorosfoititi@auth.gr

Tel: 2310 996916

COMMITTEE ON SOCIAL POLICY, PSYCHOLOGICAL SUPPORT AND STUDENT OBSERVATORY

It takes care of the operation of the university structures related to the support and assistance to the students of AUTH.

It offers support to students who belong to sensitive social groups, who face accessibility problems in the educational process (mobility, vision, hearing) or any form of difficulty in attending classes, educational materials, communicating with teachers, the administrative staff and the other students etc.

Contact: Student Support Office of Vulnerable Social Groups

Administration Building, ground floor, office 18 (next to the Ceremony Hall)

Web: https://studentaid.auth.gr/

Email: eirinisok@ad.auth.gr

Tel: 2310 995362

KE.SY.PSY.

The Psychological and Counselling and Support Centre offers free psychological and counselling support to AUTH students, on issues such as stress, difficulties adapting to a new environment or studies, family/personal difficulties, sexual issues, psychosomatic problems, etc., by appointment. The code of ethics applies to all meetings, specifically professional secrecy and confidentiality.

It organizes informative activities on subjects related to academic and daily life.

Web: https://kesypsy.auth.gr/

Lower Student Club-Health Service AUTH

Tel: 2310 999888 (24-hour line) | 2310 992643 | 2310 992621 (Mon-Fri: 8:30-15:00)

WITH DISABILITIES (DISABLED) OF THE AUTH LIBRARY AND INFORMATION CENTER SUPPORT SERVICE FOR PEOPLE

Provides students with visual impairments, and/or with a perceptual or reading disability, and/or with a physical disability workstations with appropriate equipment in peripherals and software, texts in an appropriate format through the Accessible Multimodal Access

Controlled Digital Library AMELib and conversion material of electronic courses (elearning) in an accessible format.

Web: https://www.lib.auth.gr/el/amea

Email: ameasupport@lib.auth.gr

Tel: 2310 995370

Student Reading Room (Mon, Tue, Thu: 09.00-14.00)

GENDER EQUALITY AND ANTI-DISCRIMINATION COMMISSION

It aims to promote gender equality and combat discrimination based on sex, racial or ethnic origin, religion or belief, health/disability status, age or sexual orientation at all levels of operation and in all the processes and activities of academic life, providing

information and training to members of the academic community on issues related to gender and equality, through cross-departmental courses, seminars, events, announcements, brochures

mediation services in cases of complaints about discriminatory treatment, sexism, sexual harassment and any kind of harassing behaviour in the institution

assistance to victims of discrimination by contributing to the development of support mechanisms for female students and promoting the dialogue on gender issues

Web: https://www.auth.gr/committee/com-gaei/

FB: https://www.facebook.com/isotitaAUTH/

Email: isotita-comm@auth.gr

COMMITTEE OF HEALTH

It takes care of the operation of the university health structures related to the support of the student population of AUTH, especially the socially and economically disadvantaged. At the same time, it proposes and organizes actions to inform and raise awareness of the university community in matters of health and social awareness.

DEPARTMENT OF STUDIES

It collects all kinds of legislation, decisions and circulars related to studies. You can contact the Department of Studies for study matters or other questions regarding your studies.

Web: dps.auth.gr

Email: dps@auth.gr

Tel: 2310 996770
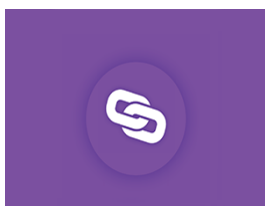
STUDENT SUPPORT UNIT

It offers counselling and career guidance services in matters of studies, careers and entrepreneurship from consultants specialized in the field.

Conducts individual sessions and group workshops. It provides tele-counselling services via e-mail/phone/skype for students living in remote areas or disabled people who are unable to move to the university premises. It has an electronic counselling guide

Web: https://career.auth.gr/

Email: gd@cso.auth.gr

Tel.: 2310 997340

Where can I find valid information about my studies?

STUDY ADVISORS

Questions about your studies can be answered by your Department Secretariat and your Studies Advisor. Each Department designates one or more lecturers as Advisors for each academic year, who provide you with information about your studies and the professional prospects of the Department's graduates.

Information:

– at the Secretariat of your Department

– at the Student Support Office of Sensitive Social Groups

I need advice

DEPARTMENT OF STUDIES

It collects all kinds of legislation, decisions and circulars related to studies. You can contact the Department of Studies for study matters or other questions regarding your studies.

Web: dps.auth.gr

Email: dps@auth.gr

Tel: 2310 996770

We build Knowledge by Doing

PRACTICAL EXERCISE PROGRAM

It enables male and female students of the first and second cycle of studies (as long as a course has been designated in the Department's or PMS's Curriculum) to practice for a period of time defined by the Department of their studies in Private and Public Reception Agencies in Greece, which provide internship positions.

Students who meet the criteria defined by their Department of study have the right to participate.

The compensation and insurance of the interns is carried out based on the current legislation (Law 5128/2024, article 44)

AUTH Internship Office

Administration Building, ground floor (next to the Ceremonial Hall)

Web: https://www.praktiki.auth.gr/

Tel: 2310 997136

Email: praktiki@auth.gr

Visa Requirements / Residence Permit

Visa:

All incoming students from **non-EU countries** need to apply for visa, prior to their arrival in Greece.

A Letter of Acceptance is required for visa, issues by the Department of European Educational Programmes and sent both by e-mail and regular post.

You should contact the nearest authorized Greek Embassy or Consulate and receive information regarding all the necessary documents, as well as the formal application procedure.

Greek Missions around the world can be found at:

http://www.mfa.gr/en/appendix/greece-bilateral-relations/a.html

The students need to go in person to the Greek Embassy or Consulate in their home country and hand in the required documents, as well as the Letter of Acceptance.

Attention: It is advised to start the visa application process as soon as possible, since the procedures sometimes require a considerable amount of time.

Residence Permit:

Once in Thessaloniki, students who are going to spend more than 3 months in Greece must apply for a Residence Permit at the Immigration Office of Thessaloniki (1, Taki Oikonomidi Street, tel: +30 2313309202/ +30 2313309207)

For the list of required documents, please consult the Immigration Office at your first visit.

The Department of European Educational Programmes AUTH (https://eurep.auth.gr/en/) will provide the students with the necessary certificates for their application.

Don't Get Lost... Keep in Touch...

As a graduate of AUTH you can

• maintain your institutional account and enjoy useful online services

Web: https://it.auth.gr/service/alumniweb/

• register on the Graduate Portal of the Liaison Office and be informed about postgraduate studies, scholarships, jobs or internships

Web: http://career.auth.gr/

• become a member of our University's Alumni Association, with a minimal subscription

Web: http://alumni-association.auth.gr/

Email: alumni@auth.gr

SAPIENZA
UNIVERSITÀ DI ROMA

International Student Guide

Vocabulary

Salve, Ciao	Hi, Hello
Grazie	Thank You
Per favore	Please
Scusa	Excuse me/Sorry
Arrivederci	Goodbye
Non capisco	I don't understand
Come ti chiami?	What's your name?
Piacere di conoscerti	Nice to meet you
Come stai?	How are you?
Un biglietto per...Per favore	One ticket to... Please
Quanto costa?	How much does it cost?
Lezione	Class
Aula	Classroom
A che ora iniziano le lezioni?	What time do the classes start?
Cacio e Pepe / Gricia	Traditional Roman Pasta
Saltimbocca alla romana	Traditional Roman dish
Grattachecca	Granita, Slushy
Daje	Very common Roman expression
Zi	"Dude" in Roman
Ao!	Hey, you!

TABLE OF CONTENTS

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WELCOME TO SAPIENZA!

Sapienza University of Rome is happy to welcome you to our community!

Sapienza hosts nearly 9000 enrolled international students from around the world, along with nearly 1500 incoming exchange students every year. We are proud of the diversity of our student population and look forward to the contribution that you will make to life at Sapienza.

Settling into a different environment and adjusting to new situations can be challenging, but Sapienza provides students with a variety of extra-curricular activities, services and counselling. We truly hope you will enjoy your time at Sapienza and make the most of it both

academically and personally. Sapienza International Office will provide you with guidance and support before, during and after your stay. We look forward to meeting you and helping you make the most of your time in Rome.

Sapienza Programmes for International Students:
· Erasmus+
· Bilateral Agreements
· Double/Multiple Degrees
· Mobility Confap Italy
· Visiting Students
· Invest your talent in Italy

2

SAPIENZA
UNIVERSITY OF ROME

Sapienza University, which was founded in 1303 by Pope Boniface VIII, is one of the oldest universities in the world and a top performer in international university rankings.

The 113,000 students enrolled at Sapienza can choose from over 360 Degree Programmes (Bachelors, Masters and PhDs) and 194 Professional Courses, while the "Scuola Superiore di Studi Avanzati" manages honours programmes. Sapienza has 11 Faculties, 58 Departments and various research centres that drive high levels of excellence in archaeology, physics and astrophysics, as well as humanities and cultural heritage, environmental studies, nano technology, cellular and gene therapy, design and aerospace. Moreover, students enjoy 54 libraries (three of which are open 24 hours/day), 18 museums, the Ciao/Hello Student Orientation Office, the SORT Faculty Orientation Office and an Office for Disabled Students. Throughout the course of the year, Sapienza organises a myriad of cultural, social and sporting activities to encourage students to enjoy life on campus. These include the Sapienza MuSa orchestras, choirs and ensembles; the Theatron - Ancient Theatre Group; Sapienza web radio and wide range of sports facilities. Sapienza's large student population includes over 30,000 students from outside of Rome, more than

9,000 foreign students and 1,600+ exchange students from all over the world. Thanks to its extensive network of universities from around the world, Sapienza provides its students with a wide range of international opportunities, including double-degree programmes, scholarships for writing theses abroad, traineeships in European and non-European countries, and international PhDs.
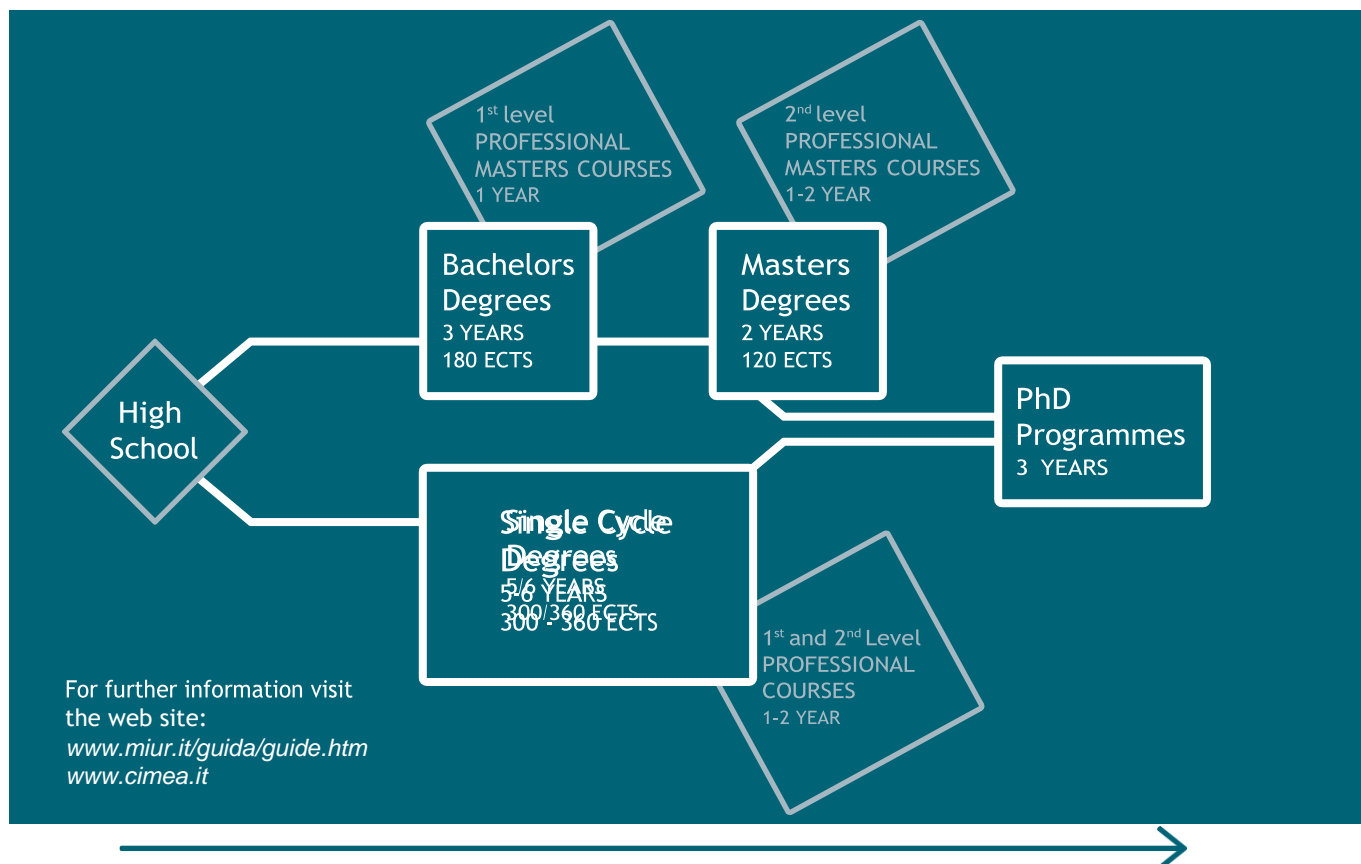
Sapienza provides all international students a very convenient flat rate for enrolment.

The main Sapienza campus, which was designed by Marcello Piacentini, opened in 1935. It is located close to the city centre. It is the largest university in Europe - a city within the city - where teaching activities are integrated with laboratories, libraries, museums and a wide range of student facilities and services. Faculties and Departments also pursue their activities in off-campus buildings throughout the city. Sapienza also has two other campuses, outside of Rome, in the Lazio Region.

SAPIENZA AT A GLANCE

· 113,000+ students
· 58 Departments & 11 Faculties
· More than 360 Degrees Programmes
· 54 libraries
· 18 museums

1st level
PROFESSIONAL
MASTERS COURSES
1 YEAR

2nd level
PROFESSIONAL
MASTERS COURSES
1-2 YEAR

Bachelors
Degrees
3 YEARS
180 ECTS

Masters
Degrees
2 YEARS
120 ECTS

PhD
Programmes
3 YEARS

High
School

Single Cycle
Degrees
5-6 YEARS
300 - 360 ECTS

1st and 2nd Level
PROFESSIONAL
COURSES
1-2 YEAR

For further information visit
the web site:
www.miur.it/guida/guide.htm
www.cimea.it

3

THE ITALIAN HIGHER
EDUCATION SYSTEM

Grading System

The Italian university grading system for course exams is based on a 30-point scale (18 and above is considered passing), while a 110-point grading scale is used for the final dissertation (66 is the minimum grade necessary to graduate).

The *Cum Laude* is equivalent to *with Honours* and assigned to praise outstanding students for each exam and/or upon completion of their university degree.

Academic Calendar

Academic calendars provide information on the beginning and end of courses, exam sessions, vacations, and national and religious holidays.
Typical schedule for Bachelors and Masters Programmes:
Fall Semester
Courses: September - December
Exams: January - February
Spring Semester
Courses: February - May
Exams: June - July

Courses

University courses usually begin in late September/early October (first semester) and in March (second semester), but this may vary slightly from faculty to faculty. The course calendar for every faculty is usually published about one month before the courses begin. Some professors also publish the academic calendar on their faculty or personal web pages, as well as on the office notice boards.

Students do not have to enrol for courses to attend lectures. Once lessons begin, just go to the lecture hall and attend the lesson. It's a good idea to get to the lesson on time as some classes fill up fast. In fact, attendance is often optional, although some professors may ask you to sign an attendance sheet to keep track of the students who attend lessons regularly. Moreover, the course load may vary slightly depending on whether or not you attend the lessons. Some professors may ask students who do not attend lessons to integrate their course work with an extra or a different textbook to balance the workload for all students. Textbook requirements and related information for each course are listed on the faculty website (Lista dei programmi).

Exams

There are three exam sessions at Sapienza:
- Winter (January and February)
- Summer (June and July)
- Autumn (September)

Faculties publish the exam dates as soon as possible, so check your faculty website or notice board for exact dates and times.
In order to take exams, you must book on-line via the Infostud student portal. You can book an exam on-line from one month to one week before the exam date. Once the exam is booked, remember to print your

receipt, as you will need to show it and have it signed by your professor. Remember to hold on to it as final proof of your exam.

Most exams are oral, although some may also have a written part. Your professor will provide further information on this. During a standard oral exam, the professor or one of his/her assistants will question the student for about 15-30 minutes, depending on the subject matter.

If there are too many students on one exam day, the professor may decide to divide the students booked for that day into two or more groups, which means that some students will have to take the exam on another day. If this is necessary, the professor will inform his/her students on the day of the exam or a few days beforehand, if possible.

On the day of the exam, when you are called for the exam by the professor or assistant, you will need to show the receipt of your exam booking and a form of photo ID. After the exam, you will receive a score ranging between 18 and 30 (18 being the minimum passing grade).

In order to praise outstanding results, the examiner may add "cum laude" to a maximum score. If you are not satisfied with your exam score, you may refuse it (before it is registered) and take it again on another date for which you will have to re-register as above.

At the end of the exam session, all the results are registered on the
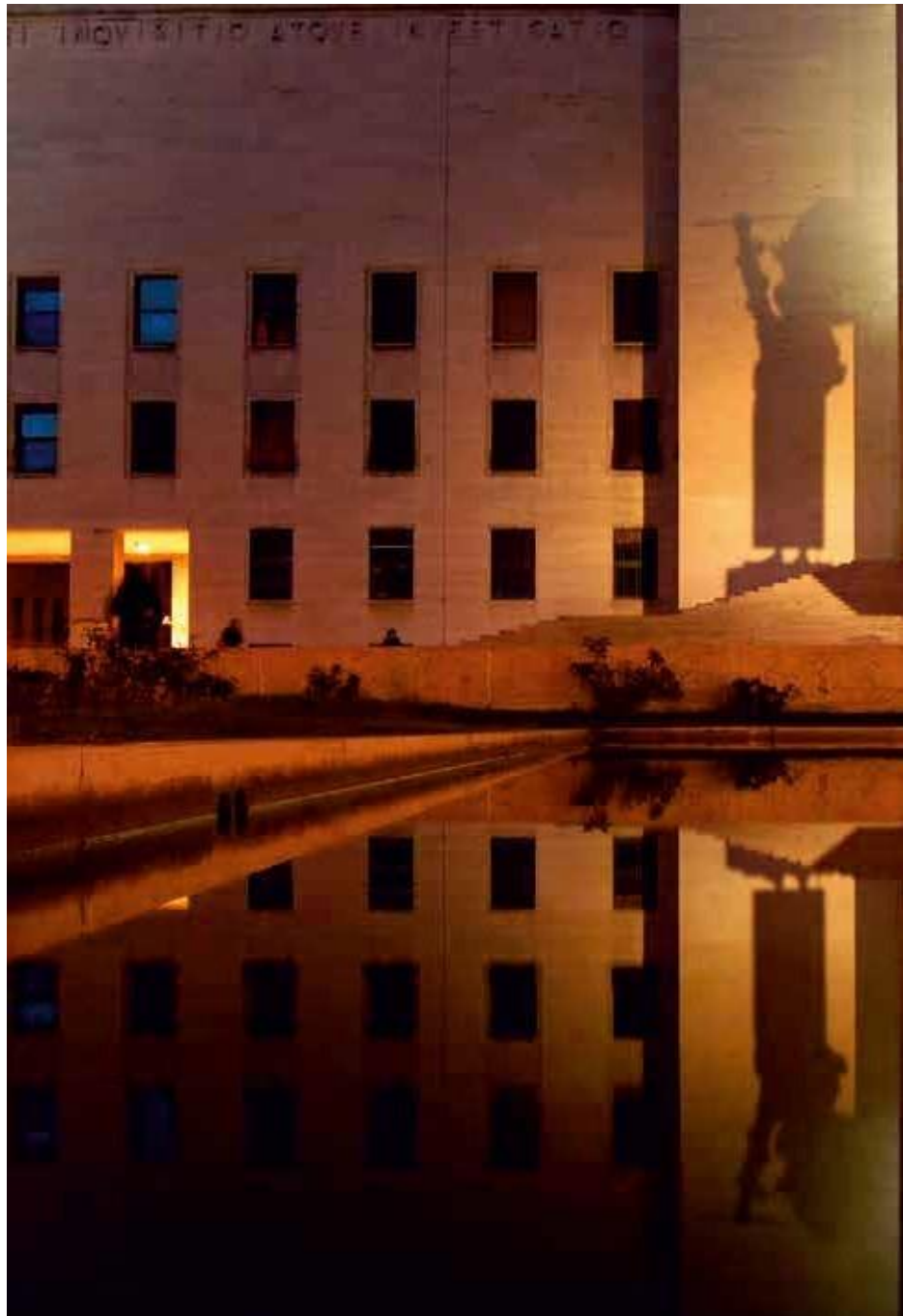
university database and a couple of days later they will be visible on your Infostud portal personal page.

Please note:
If you are an exchange student and you need to leave earlier than a scheduled exam session, you will have to organise this with the professor at the beginning of the semester. Without an official or regular examination, you will not be able to receive your transcript of records.

Contacting Professors
You can contact your professor via his/her email. These are available on the office notice board or on the faculty websites. You can also see your professor during his/her office hours, which are also published on the office notice board or the faculty website.

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ARRIVING IN ROME & PRACTICAL INFORMATION

Arrival in Rome

Visa and Customs
EU citizens don't need a visa to enter Italy. However, if your stay will be longer than three months, you will need to register at the *Anagrafe* of the *Comune* where you live.
Non-EU citizens have to apply for a student visa at the Italian Embassy or Consulate in their home country. Please keep in mind that you can only apply for your visa after having received confirmation of your admission to the university.

The following documents are usually required for visa application:
- Visa application form
- Inviation Letter
- Photo (passport size)
- A passport with at least six months validity
- Proof of funds for your stay in Italy: about €450 per month for the academic year. Such proof may be a personal bank account, family assets or proof of a scholarship (Erasmus+; Mobility Confap Italy; etc.)
- Proof of accommodation in Italy

Some countries also require medical insurance and/or additional documents. The full list of documents required for visa application is available on Italian Embassy websites and on the website of the Ministry of Foreign Affairs:
(www.esteri.it/MAE/EN).

Passport Control
If you are travelling from a Schengen country, there is usually no passport control at the airport (in compliance with the Schengen agreement). If you are travelling from a non-Schengen country, you will undergo a passport and visa check. Please make sure you have all the required documents and keep the invitation letter from Sapienza with you.
Airport Security
You may be stopped and asked additional security questions. If you encounter any problems on arrival or if you have any concerns regarding your passage through immigration/passport control, please ask the Immigration Officer to contact Sapienza International Office by telephone (Tel. 06 4991 0789 From Monday to Friday, 9:00 am – 5:00 pm).

Getting to Rome from Fiumicino Airport

Train
The Rome Fiumicino "Leonardo da Vinci" Airport (FCO) is connected to the city centre via a direct express train and slower trains on the FR1 Regional Railway line.
Leonardo Express:
· direct train to Termini Station;
· journey time 32 minutes;
· tickets cost €14;
· the train leaves the airport every 15-30 minutes from 6:23 am to 11:23 pm.

FR1 trains:
· (destination Orte/Fara Sabina) make several stops;
· journey time 30-60 minutes, depending on your destination;
· tickets cost €8;
· the service runs from 5:57 am to 11:27 pm with a train leaving every 15 minutes, except on Saturdays and Sundays. Weekend trains run every 30 minutes.
To reach the airport train station follow the indications in the airport arrivals hall. Train tickets are sold at the station counter and at automated machines. You can pay with cash or by credit card.
Alternatively, you can buy the tickets on-line: *www.trenitalia.it*

Bus
A number of bus companies provide transportation from the airport to the centre of Rome ('Termini' central train station or Piazza Cavour - Vatican Area).
· tickets cost €4-6 one-way and €8/12 return trip;
· the journey lasts ca. 1 hour, but traffic during peak hours can severely delay the buses.
Night bus 40N (€4.50)
· connects the airport with the train stations of Rome Tiburtina and Rome Termini;
· tickets cost €4.50;
· buses depart at 1:15 am, 2:15 am, 3:30 am and 5:00 am;
· tickets are sold on board.

Taxi
The cost of a taxi ride from Fiumicino Airport to the city centre (within the Aurelian Walls) is €48. Beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi and agreed Taxis in Rome are white and they have an identification name and number on the front door.

A word of advice:
· we highly recommend you take the train to Rome as it's the fastest and most direct route straight to the city centre;
· beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi.

For further information:
www.adr.it/pax-fco-treno (train from FCO)
www.adr.it/pax-fco-autobus (bus from FCO)
www.adr.it/pax-cia-autobus (bus from CIA)

www.atac.roma.it/index.asp?lingua=ENG

Key words:
Metro line A (*Linea A*) goes from Anagnina to Battistini.
Metro line B (*Linea B*) goes from Laurentina to Rebibbia/Jonio.
Metro line C (*Linea C*) goes from San Giovanni to Monte Compatri/Pantano.

Getting to Rome from Ciampino Airport

Bus
Direct bus services from Ciampino to Termini station are provided by several bus companies (SIT, Terravision, Schiaffini);
· tickets can be bought at the airport;
· tickets cost €4.00/€4.50

Bus and Metro
To get to Rome city centre from Ciampino airport (CIA) you can take bus number 520 at the airport to the Underground (Metro) Line A Cinecittà station;
· tickets cost €1.20;
· buses leave every 40 minutes from 6:00 am to 10:40 pm.
From Anagnina, you can take the underground or city buses;
· you can use the same ticket for buses and the underground;
· the ticket costs € 1.50 (valid for one Metro ride or 100 minutes on all buses).

Bus and Train
Alternatively, you can catch the bus from the airport to Ciampino railway station;
·tickets cost €1.50
from there you can board a train to Termini station;
· tickets cost €1.30;
· journey time 15-20 minutes.

Taxi
The cost of a taxi ride from Ciampino to the city centre (within the Aurelian Walls) is €30. Beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi. Also make sure you are taking a Rome Taxi Cab and not a Ciampino Taxi Cab, as the latter will be far more expensive.

Residence Permit
All non-EU citizens who intend to stay in Italy for longer than 3 months must apply for a residence permit within 8 working days from their arrival in Italy.
Please note:
1· This does not apply to students from a European Union member state (or EU equivalent states);
2· If you lose your residence permit you will have to reapply following the instructions below.
How to Apply
Pick up a residence permit kit at any post office. There is one on the main campus by the Viale Regina Elena entrance or you can go to the main post office branches either at Piazza San Silvestro or Piazza Bologna (10 minute walk from the main campus). Complete the application form using a black pen and attach photocopies of the required documents along with a tax revenue stamp (ask for a €16 *marca da bollo* at any tobacconist). Instructions are included in the Residence Permit Kit; however, if you

are unsure or have any difficulties, you can ask for assistance at our International Office or at the HELLO Office.

Alternatively, you can make an appointment with *Patronato Labor*, an Italian government office established to assist people with their Residence Permit applications. To find locations and opening hours visit: *www.patronatolabor.it*

Once you have completed your application form, you need to present it at the post office.

On filling your application, you will have to pay around €130 (for the Residence Permit procedure).

The post office will give you a receipt for your application, which is your proof of having applied for the residence permit and also indicates the date/time/place of your appointment with the Immigration Office (Police).

You will have to go to the appointment to complete the application for your residence permit. For the first appointment, you must bring 4 passport-sized ID photos with a white background, one of which will be attached to your residence permit.

Tax Code

The *Codice Fiscale* is an alphanumerical code based on your first name, family name and date and place of birth. It is used by the public administration to identify citizens living in Italy.

Everyone living in Italy must have one. The *Codice Fiscale* is also necessary to apply for a residence permit, to open a bank account, to sign a rent agreement, to obtain a canteen card and for many other procedures/activities.

Applying for a Tax Code

You will be able to apply for your tax code directly on campus during the Welcome Week or Info Day that is organised for incoming students.

Should you not be able to attend the welcome event, you can apply at the Agenzia delle Entrate (Via Ippolito Nievo 36) when you arrive in Rome.

Office Hours: Mon-Wed-Fri 7:50 am – 1:30 pm and Tues-Thurs 7:50 am – 3:30 pm

The office is located about 500m from the Trastevere train station and can be reached with tram n. 8 or bus no. 3 or 780, getting off at the Piazza Ippolito Nievo stop.

The Italian Embassy/Consulate in your country of residence could also issue your tax code before your departure.

Healthcare

EU citizens can take advantage of the Italian National Health Service.

Key words:
Permesso di soggiorno is the residence permit
Poste Italiane are the Italian Post Offices
Marca da bollo is the Tax stamp
Codice Fiscale is the Tax code
Pronto soccorso is the Emergency room

For further information:
- about residence permit
www.poliziadistato.it
www.portaleimmigrazione.it
- about tax code
www1.agenziaentrate.gov.it/inglese/

Please remember to request an E106 (S1) Form in your country before leaving for Italy.

Your private health insurance (where applicable) should cover your medical needs for the entire period you are in Italy. If your private insurance only covers medical care for a 3-month period, you can register with the Italian National Health Service (NHS) from the 91st day onwards.

The Italian NHS will provide you with the same care as any Italian citizen. This includes:

· Free access to a general physician
· Free access to first aid hospital services
· Access to day-hospitals
· Access to surgical procedures in all public structures
· Access to blood tests and other analyses, examinations and specialist visits for which you have to pay a reduced fee (ticket).

Registering with the Italian NHS
Registration with the NHS requires payment of an annual tax of around €150. You can make the payment at any post office to "Amministrazione P.T. – contributo Servizio Sanitario Nazionale", C/C number 370007. You must also specify the reason for your payment: "Iscrizione volontaria al Servizio Sanitario Nazionale".

To use the NHS, visit a Local Health Unit (ASL) in your area of residence (municipalità) with your NHS tax payment receipt and you will be able to select your general physician from a list of doctors in your area of residence.

Documents required for registering with the Italian NHS:
· Certificate of residence, municipal application receipt or self-certification;
· Valid Identity Card and/or Passport; Tax identification code (codice fiscale);
· Name of the selected general physician;
· Payment of around €150 at the Postal Office to account no. 370007;
· Certificate of enrolment in a legally recognised university (or self-certification).

Emergency Health Issues

For emergencies: call 112 (toll-free) or go to a hospital first aid centre. (pronto soccorso).

You will be assigned a colour code (white, yellow, green, red) based on how serious your condition is. Patients are treated based on these codes, not in order of arrival.

Please note:

if you are assigned a white code, the wait may be very long.

Remember to take your health care card (tessera sanitaria) and residence permit with you.

Other Health Issues

For minor health problems (flu, cold, etc.) you should see your general practitioner (GP). Visits to a GP are free, as long as you are registered with the NHS (see above).

Always bring your residence permit and health care card with you.

For specialist visits (gynaecologist, dentist, etc.) your general practitioner will provide you with a referral called a "ticket". You then need to book an appointment through the dedicated CUP Call Centre (Tel. 06 9939). You will need to provide the operator with your personal details, including your tax identification code and other information specified on the ticket. Be sure to get a booking number from the operator before you hang up. Always bring your residence permit and health care card with you to the medical appointment.

Public Transport

Metrebus, Rome's public transport system, integrates a variety of different transport services: underground/tube, urban trains, buses and trams.

There are several different types of Metrebus tickets that can be bought at ticket offices, newsagents, tobacconists and automatic machines in stations. You should not board on the public transport without a ticket. Please remember that you must always validate your ticket at the beginning of your journey and when transferring onto the metro (your

Key words:
Metro is the underground
Treno metropolitano is the local train

For further information and
real time news:
http://www.atac.roma.it

A word of advice:
Rome is a large, hectic city with lots of traffic,
especially during peak hours. The best way to
reach the main university campus is with the
subway line "B" getting off at the Policlinico
stop. It's just a few minutes walk from there to
the campus.

ticket must be re-stamped within 100 minutes from the first validation stamp and is then valid until the end of your journey on the metro). It is only valid for one metro journey, but you can take more than one bus. You must keep your ticket with you while travelling on public transport and be ready to show it, on request, to ticket inspectors.

Types of Tickets
BIT - Integrated Time Ticket:
· costs € 1.50 and lasts 100 minutes from the initial validation;
· only one metro or train journey is permitted.
Daily Pass:
· costs €7 and is valid for 24 hours from first validation for an unrestricted number of journeys.
Monthly Pass:
· costs €35 and lasts for the calendar month, as printed on the pass, for one person for an unrestricted number of journeys;
· you can buy a monthly pass from any tobacconist and news agency up to the fifth day of each calendar month;
· starting on the sixth day of each month, the pass can only be purchased from ticket offices and

ATAC sales points;

· the holder must complete the pass with his/her personal details. Holders must show their pass along with some form of ID to ticket inspectors.
Annual Pass:
· costs €250 and is valid for 365 days

from the date stamped on the pass;
· it can be purchased at any ATAC ticket office by filling out the forms and attaching a passport photograph.
Need help figuring out your route?
Use the ATAC wizard:
viaggiacon.atac.roma.it
Taxi
Taxis in Rome are white. They have an identification name and number on the front door and all have meters. They can be easily found in every part of the city at special taxi stops or you can call one of the numerous radio-taxi companies at: 06 3570, 06 6645, 06 8822, 06 4157, 06 4994 or 06 5551.

University Affiliated Accommodation

Sapienza University does not have student housing per se, but offers a series of affiliated housing agreements and recommendations for finding housing. The Sapienza website provides constantly updated information on housing opportunities, rental agencies, etc.
Private Accommodation
On average, prices for a private room in a shared apartment range from

€350 to € 550 (or higher) per month,

depending on distict/area. Please note that you will also be required to pay a 1-3 month deposit when you sign a contract. Always demand a signed receipt of payment, if it is not given to you.
Rome is a large city and students live

in many different neighbourhoods, depending on their faculty location, costs, etc. While Sapienza has a main campus (Città Universitaria) in the Rome city centre (by the Roma Termini train station), many Faculties have buildings in different parts of the city… after all, Sapienza is Europe's largest university! To find our more about the location of your Faculty, have a look at the map at the end of this document!

Banking

You can open a bank account at any bank in Italy by presenting the following documents:
· Tax identification code (codice fiscale);
· Passport and Visa;
· Letter of invitation/acceptance by host university (where applicable).

You can also choose to open a BancoPosta account at Poste Italiane (Italian Post Office).
Unicredit bank and Poste Italiane have a branch at the Sapienza University main campus.

Telephone and Emergency Numbers

Italy's international phone code is +39.
There are many mobile phone providers in Italy including: Tim, Vodafone, Wind, 3, Postemobile, etc. We advise you tocompare services and costs before choosing one. The

same is valid for mobile Internet connections. You may also be able to buy a pre-paid phone card for international calls in your home country before arriving in Italy.

Emergency numbers (toll-free):
112 General Emergency
113 Police
115 Fire Brigade
116 Car Rescue Service
118 Emergency Medical Care

On-campus emergency services:
800 811 192

Costs of Living in Rome

Rome is not a cheap city, but it is much cheaper than many other European cities and there are plenty of reasonably priced and low-cost alternatives for students.
Food is great and generally inexpensive, especially if you shop at a supermarket or local market stalls. Eating out, movies and other leisure activities are, again, less expensive than many other European capitals. A meal at a restaurant will vary depending on where and what you wish to have, but a pizza and a beer in a pizzeria costs about €10-12, unless of course you are in the heart of the tourist city centre!
Public transportation in the city is also relatively cheap - €1.50 per journey - and much cheaper if you invest in a monthly or yearly pass.
Trains are also far cheaper than in other European cities.
Moreover, you can take advantage

For further information:
https://www.numbeo.com/cost-of-living/in/Rome

of a large range of student offers and discounts available at clubs, museums, sporting events, etc. Your greatest expense will be housing, depending on which area of Rome you choose.

Please note:

The cost of renting an apartment described in the link below refers to the cost of the entire apartment, whereas 3-4 or more students usually share an apartment.

On average, you will need at least €800-900/month to live in Rome. Although you only need proof of about €450/month to apply for your student VISA, please be warned that this is not enough to live in Rome.

A word of advice:

1 · Do not make any advance payments from abroad. Make sure to meet with the person who is providing the accommodation when you arrive in Rome before making any payments and if you have any doubts do not hesitate to contact the Welcome Office for advice.

To obtain a visa, you may require proof of accommodation (a receipt or letter attesting your accommodation). If this is the case, temporary accommodation at a hostel or bed and breakfast will provide you with the necessary proof without having to spend large amounts of money from abroad.

2 · Unfortunately, due to the high demand for student housing in Rome, some landlords take advantage of the enormous influx of students by trying to rent their properties to students without an official rental contract. Clearly, this leaves the tenant unprotected and is illegal under Italian law. Bill no. 23/2011 has made it easier to report dishonest landlords and force them to provide you with a legal contract.

3 · Like any major city, Rome has its problems. Although it's a relatively secure city in terms of personal safety, you should pay special attention to your purse, wallet and other personal belongings when you are on public transport (buses, subway, trains, etc.).

If you take a Taxi, make sure that the driver activates the meter and only charges you for correct supplements. These are all listed and detailed in Italian and English on laminated posters on the back seats of all taxis.

Should you lose or have your wallet stolen, you must go to a Police or Carabinieri station to file a declaration. Also don't forget to block your ATM card with your bank and any credit cards via phone or web.

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LIFE ON CAMPUS

Sapienza International Student Welcome Week

To help you settle in at Sapienza, we run a Welcome Week in September and February fully dedicated to exchange students. We will help you find your way around, settle in, learn about your courses and faculty and make new friends. Detailed information on the Welcome week agenda and activities will be sent to you 2-3 weeks prior to your arrival.

Sapienza Student Card

Sapienza International Office or Faculty Offices provide all students with a student card that will also enable you to take advantage of special discounts, etc.

Campus Wi-Fi

You can use the campus Wi-Fi by selecting "Sapienza" from the available wireless networks. International students can access the network by using their enrolment identification number (matricola) as a username and their Infostud password.

Libraries

International students have access to all Sapienza libraries upon presentation of a photo ID and their student card. Each library has different regulations, so please consult the library staff for details on how to borrow books.
If you have been a resident of Rome for more than three months, you can become a member of Rome's public library network: Biblioteche di Roma. Membership allows you to access all of Rome's public libraries from which you can borrow books, DVDs, use the Internet and enjoy the vast private study areas. In order to apply for membership, you must show your proof of residence in Rome, proof of enrolment and photo ID. The on-line library catalogue is available at: https://www.bibliotechediroma.it/it

University Canteens

To eat at the university canteens, you have to apply for a canteen card. Please contact the specific referee of your programme (Erasmus+; Mobility Confap Italy; etc.) for further information.

Laziodisco (regional agency managing university canteens) Via Cesare De Lollis 22, 00185 Roma

T (+39) 06 49701
Office hours: Mon - Wed 9:00 am - 12:30 pm and Tue - Thu 2:30 pm - 4 pm
Canteens
- Via De Lollis 22
Mon - Fri 11:45 am - 3:00 pm and 6:45 pm – 9:00 pm
Sat 11:45 am – 3:00 pm

- Via del Castro Laurenziano, 9
Mon - Sat 11:30 am – 3:00 pm

- Via delle Sette Sale, 19
Mon - Fri 11:45 am – 2:30 pm

Key words:
Matricola is the students enrolment identification number
Mensa is the Italian word for canteen

The **on-line library catalogue** is available at:
http://opac.uniroma1.it/

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STUDENT SERVICES

International Office
CU007 – Palazzina Tuminelli (second floor)
Viale dell'Università 36
Office hours:
Erasmus+ EU Mon/Wed/Fri 9:00-11:00 am
All other programmes Mon/Wed/Fri
11:00-12:00 am

HELLO - International Student Help Desk
Piazzale Aldo Moro 5, Rectorate (Aula Magna Colonnade)
Office hours: Monday – Friday 9:30 am to 5:00 pm
FB: Hello Sapienza – Study in Rome
E-mail: hello@uniroma1.it

INFOSTUD - The Student Information System
Infostud, which is accessible from the student section of the Sapienza website, is the main tool to manage administrative procedures for students, including: registration, booking exams, viewing completed exams, printing forms and certificates such as the university fee paying slip, degree records with completed exams, enrolment certificates, etc. Infostud allows students to print certificates and documents with the University digital stamp of certification.
Exchange students can use InfoStud for exam registration only. The results of the exams taken during the stay at Sapienza will be included in the official Transcript of Records issued by Sapienza International Office (non-EU students) or the Faculty (Erasmus+ EU students).

Public Relations Office
Piazzale Aldo Moro 5, Rectorate Building
Office hours: Mon/Wed/Fri 9:00-12:00 am;
Tues/Thurs 2:30 - 4:30 pm
Tel. (+39) 06 49690402-3-4-5
E-mail: urp@uniroma1.it

Students with Special Needs Office
Piazzale Aldo Moro 5, Faculty of Law (Building CU002) Office hours: Mon-Wed-Fri 9:30 am – 13:30 pm Tue-Thu 2:30 pm - 4:30 pm Tel. (+39) 800-410-960
E-mail: sportellodisabili@uniroma1.it

Laziodisco Services for Students with Special Needs
Via Cesare De Lollis, 20 00185 Roma Office hours: Mon-Fri 9:30 am – 1:30 pm and 3:00 pm – 6:00 pm
sportellodisabili@uniroma1.it
Tel. (+39) 06/ 497 0255/256/310

Sapienza Store - Merchandising
Viale Regina Elena, 334 00185 Roma Shop hours: Mon-Fri 8.30 am - 6.00pm

CLA -Sapienza Language Centre
Edificio Marco Polo (ex Sede Poste)
Via Circonvallazione Tiburtina, 4 00185 Roma
cla.erasmus-incoming@uniroma1.it

SOrT – Orientation and Tutoring Service
Piazzale Aldo Moro 5, Palazzo delle Segreterie, Stairwell A, 4th floor
Office hours: Mon/Wed/Fri - 8:30 to 12:00 am; Tues/Thurs 2:30 – 4:30 pm Tel.(+39) 06 4991 2794
E-mail: servizio.orientamento@uniroma1.it

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COUNSELLING SERVICES

Psychological Counselling Centre Office hours: Mon 9 am - 2 pm, Tues 2 - 7 pm, Wed/ Thurs 9 am - 7 pm.
Tel. (+39) 06 4969 0125
Mail:centrocounselling.psicologico@uniroma1.it

The Psychotherapy Clinic
Villa Tiburtina - Via Casal dei Pazzi, 16 Rome
E-mail: fattivivo@uniroma1.it
This service is free.

SSCP - Sapienza servizio di Counselling Psicologico
Azienda Ospedaliera Sant'Andrea

Tel. (+39) 06 3377 4781

E-mail: unicounseling@gmail.com
www.sapienzacounseling.com

Gong - Nutritional and Gastronomic Education
Piazzale Aldo Moro 5, 00185 Rome
Sanarelli Building - Department of Science and Public Health
E-mail: gong-sapienza@uniroma1.it

UNITAB - Anti Smoking Awareness Office
Piazzale Aldo Moro 5, 00185 Rome
Sanarelli Building - Department of Public

Health and Infective Diseases

E-mail: info@unitab.it
http://www.unitab.it/

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LEISURE &
FREE TIME

To help international students get most out of everyday life at Sapienza there are a number of student groups, clubs and organisations keen to involve new international members. These include:
Sapienza Sport
web.uniroma1.it/sapienzasport/
Music at Sapienza (MuSa) Orchestras
· Classical MuSa (orchestra and chamber music);
· MuSa Jazz (bands and solo musicians);
· MuSa Choir (vocalist groups devoted to polyphonic and choral music).
Tel. (+39) 06 4991 0656
FB: MuSa –Musica Sapienza

University Concert Institution (IUC)
Lungotevere Flaminio 50, 00196 Rome
Office hours: Mon - Fri 10:00 am – 1:00 pm/2:00 – 5:00 pm (on concert days: 10 -12 am)
Tel: (+39) 06 36 100 51–2; Fax (+39) 06 36 001 511
E-mail: botteghino@istituzioneuniversitariadeiconcerti.it
FB: Istituzione Universitaria Concerti
www.concertiiuc.it
Three types of memberships are available: full season (€50), Calliope (€30 - concerts on Saturday afternoons) and Minerva (€30 - concerts on Tuesdays evenings).

Theatron – Ancient Theatre at Sapienza
Piazzale Aldo Moro, 5 - 00185 Rome
Tel. (+39) 06 4991 0656 Fax (+39) 06 4969 0360
E-mail: theatron@uniroma1.it
FB: Theatron – Teatro Antico Alla Sapienza

Erasmus Student Network – Sapienza
www.esn-roma.it
Student discounts are available for a wide range of products and services, as well as sports and cultural activities, both on and off campus.

Religion
Rome is a large, multi-ethnic city that caters to followers of many different religions.
A listing of the major places of worship in Rome is available at:
tavolointerreligioso.org/luoghi-di-culto-a-roma/

Cappella Universitaria - Sapienza
Piazzale Aldo Moro, 5 00185 Roma http://www.cappelladellasapienza.it/

CONTACTS

FOR GENERAL INFORMATION ON STUDYING AT SAPIENZA:

Hello – International Student Help Desk
Rectorate Building Colonnade
E-mail: hello@uniroma1.it

FOR INFORMATION ON ENROLLING AT SAPIENZA:

International Admissions Office
Palazzo Servizi Generali
Stairwell C - Second Floor
E-mail: studentistranieri@uniroma1.it

FOR INFORMATION ON STUDENT EXCHANGE PROGRAMMES:

Erasmus+ EU
Office hours:
Mon/Wed/Fri 9:00 am – 11:00 am
E-mail: erasmusincoming@uniroma1.it

Erasmus+ ICM (non-EU)
Office hours:
Mon/Wed/Fri 11:00 am – 12:00 pm
E-mail: erasmusworld@uniroma1.it

Bilateral agreements/Double Degrees
Office hours:
Mon/Wed/Fri 11:00 am – 12:00 pm
E-mail: intstudex@uniroma1.it

Mobility Confap Italy
Office hours:
Mon/Wed/Fri 11:00 am– 12:00 pm
E-mail: csfsapienza@uniroma1.it

Sapienza Programmes for International Students:
· Erasmus+
· Bilateral Agreements
· Double/Multiple Degrees
· Mobility Confap Italy
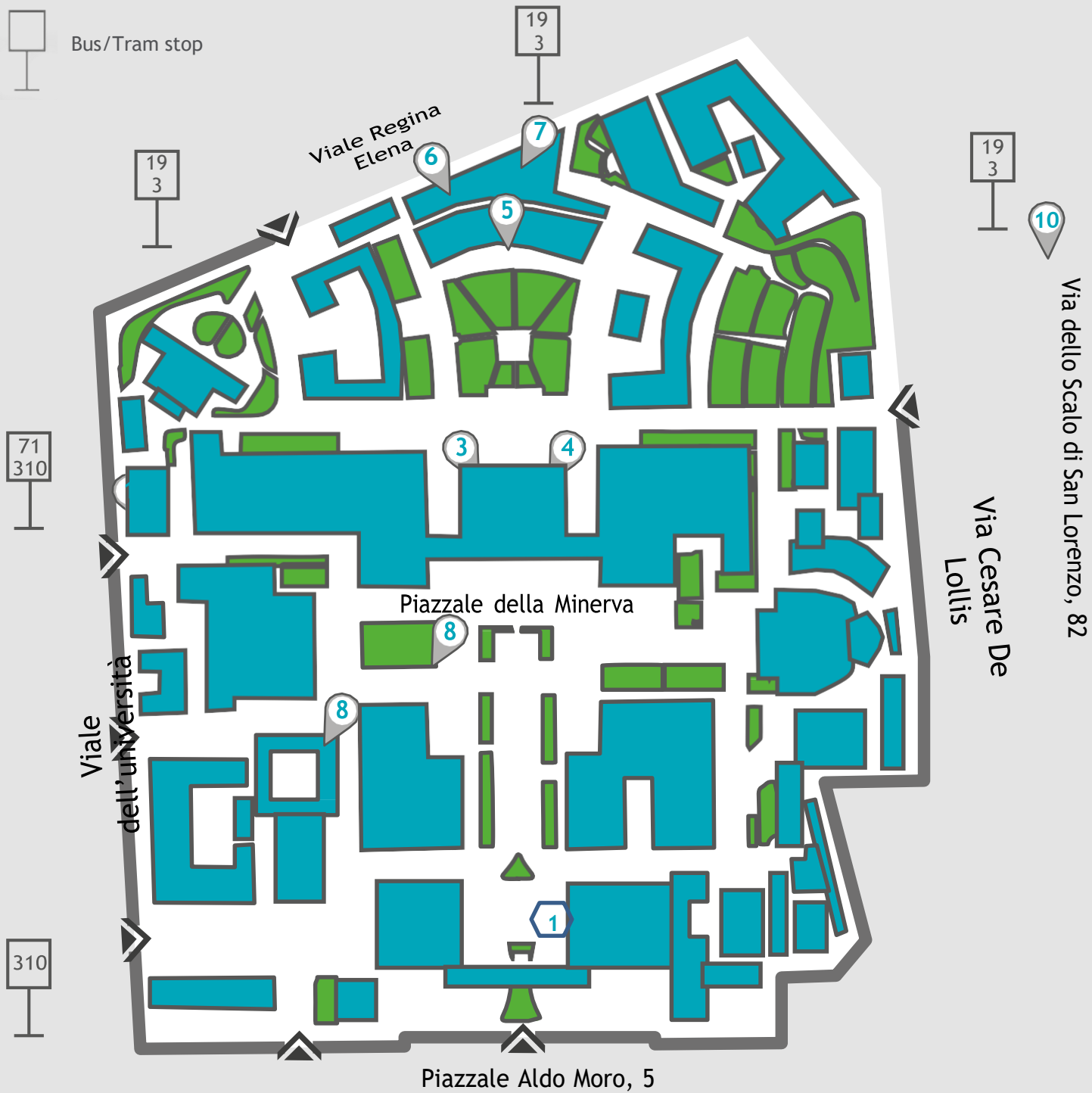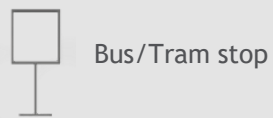· Visiting Students
· Invest your talent in Italy

Sapienza Exchange Students
Hello Sapienza - Study in Rome

Sapienza International Office

Bus/Tram stop

19
3

7

Viale Regina
Elena

6

5

19
3

19
3

10

Via dello Scalo di San Lorenzo, 82

3

4

71
310

Piazzale della Minerva

8

Via Cesare De
Lollis

Viale
dell'università

8

8

1

310

Piazzale Aldo Moro, 5

Map of the campus

1 - International Office (CU007)

2 - Rectorate (CU001)

3 - CIAO - Students Welcome Office (CU001)

4 - HELLO - International Students Welcome Office

5 - Admissions Office (CU029)

6 - Post Office

7 - Bank

8 - PhD Office (CU011)

9 - Faculty of Humanities (CU003)

10 - Language Center (CLA)

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