Application Procedures for Incoming Erasmus Students at Sapienza University

Dear Colleagues,

with reference to the *Erasmus+ programme – KA1 International Credit Mobility between Programme and Partner countries*, please find below Sapienza's application procedures for incoming students (II semester 2016/2017) and incoming staff for the academic year 2016/2017 (II semester 2016/2017).

1. APPLICATION PROCEDURES

1.1. NOMINATION OF STUDENTS

Once the selection by the sending institution has been completed, each partner university (= sending institution) should send Sapienza the list of nominated students/staff (max. 3 participants per position available per study cycle) using the provided Excel form.

2. ON LINE APPLICATION FORM

2.1. SAPIENZA'S APPLICATION FORM FOR INTERNATIONAL STUDENTS/STAFF

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

The application page will be active for 15 days: students and staff, therefore, have 15 days from the receipt of Sapienza's email to fill in their on line application form.

The documents the nominated (=pre-selected) candidates will need to upload on our online system are:

A. **1st level or undergraduate/Bachelor and 2nd level/Master students**
   - Curriculum Vitae
   - Motivation letter
   - Transcript of records
   - Learning agreement with detailed list of courses he/she would like to attend in Sapienza among the academic offer enclosed to this e-mail

B. **3rd level/PhD candidates**
   - Curriculum Vitae
   - Exact indication of PhD course of interest among the PhD offer provided
   - Motivation letter + Research topic/research description
   - List of publications
   - Letter of endorsement by academic staff.

C. **staff**
   - Curriculum Vitae
   - Motivation letter
   - List of publications

Once the application form has been filled in and the requested documents have been uploaded, Sapienza's Erasmus+ Team will forward the applications to the relevant Faculties' academic boards

for the final selection. Such Faculties' boards are in charge of assessing the applicants' documents and the fulfillment of Sapienza's requirements and will select the best candidates according both to the agreed selection criteria and to the available funding.

2.2. FINAL SELECTION OF STUDENTS

Sapienza will e-mail the outcomes of the evaluation of the candidatures to the relevant staff of the sending institutions. The selected, reserve and non-selected students/staff will be informed via email about the final selection results in due time.

Students will find detailed information about their Erasmus+ period at *Sapienza* University by downloading the *Guide for Incoming Students* at the following link: http://en.uniroma1.it/sites/sitoen/files/International%20Student%20Guide%202016.pdf.

3. ACADEMIC OFFER & CALENDAR

3.1 ACADEMIC OFFER 2016-2017

Erasmus+ incoming students may apply for any Faculty and course offered at Sapienza University of Rome (both Italian and English-taught). Bachelor students may choose modules taught at Master level. Erasmus+ incoming staff may apply for any Faculty of Sapienza.

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

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

3.2 ACADEMIC CALENDAR 2016-2017

The academic year 2016/2017 officially starts on October 1st and ends on October 31st of the following year (http://www.uniroma1.it/ateneo/governo/normativa-e-documenti/calendario-anno-accademico). However, the teaching schedule varies from faculty to faculty: students are strongly reccomended to request the specific academic calendar to the administrative office of their receiving faculty (http://www.uniroma1.it/internazionale/studiare-e-lavorare-allestero/erasmusplus/area-gestione/raef).

The 2nd semester of the academic year 2016/2017 will begin at the end of February 2017 and end on the 31st of July. Examinations are usually held in June and July. Special exams sessions may be organized for students having to leave Sapienza prior to the official end of the semester, but these are very rare cases and have to be agreed upon before the starting of classes.

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

3.3 LANGUAGE REQUIREMENTS

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

   1. an **intermediate level of Italian language** (i.e. Threshold level B1 or Higher of the Common

European Framework of Reference for Languages) – **compulsory for students wishing to attend Italian- taught courses.**

Students can demonstrate their level of Italian with an official certificate (CILS - *Certificazione di Italiano come Lingua Straniera,* CELI - *Certificazione Italiano generale,* PLIDA - *Progetto Lingua Italiana Dante Alighieri,* IT - *Certificato di competenza generale in italiano come lingua straniera*, CITA/TELC The European Language certificates and UNIcert) or alternative qualifications (i.e. certificate issued by the Home University, language centers/schools, etc.).

OR

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

Students can demonstrate their level of English with an official certificate (TOEFL, IELTS, Cambridge) or alternative qualifications (i.e. certificate issued by the Home University, language centers/schools, etc.).

4. FURTHER INFORMATION

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

Yours sincerely,

Head of the International Office
Dr Antonella Cammisa