

11 FEBBRAIO 2020

INTERNATIONAL STUDENT GUIDE

All you need to know!



UNIVERSITÀ
EUROPEA
DI ROMA

Welcome to the Università Europea di Roma

We want you to have a good experience at Università Europea di Roma, this is why we have prepared the international student guide containing all the information you need to know.

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Before your mobility

Academic offer and class schedules

You can find the academic offer and the class schedules in our web page:

- **Link to academic offer:** [Università Europea di Roma > Internazionale > Incoming students>Academic Offer](#)
- **Link to class schedules:** [Università Europea di Roma > Internazionale > Incoming students>Class Schedules](#) Please keep in mind that schedules are published only some days prior to the beginning of lessons.
- The **Italian language and culture course** will be held:
 - Beginners level: Mondays and Wednesday from 14:15 to 15:00
 - Advanced level: Tuesdays and Thursdays from 14:15 to 15:00

In order to attend the Italian course, an initial **level test** is compulsory, which will be held during the first week of lessons (17th-21st February). The Italian course is for free, but the level test has a symbolic cost of 20 euro.

Academic Calendar

Orientation Week: 11/02/20 to 16/02/20. Attendance to the Orientation Week is compulsory.

Lesson period (12 weeks): from 17/02/20 to 16/05/20

Exam periods:

- Extraordinary call (international students only): from 04/05/2020 to 16/05/2020
- Ordinary call (all students): from 25/05/20 to 11/07/20

International students can choose to take their exams in the extraordinary call or/and the ordinary call. There is a maximum of four chances (in four different dates) to take each exam, one during the extraordinary call and other three during the ordinary call.

Find the complete academic calendar in the following [link](#).

Learning Agreement before mobility

The Learning Agreement (LA) is a document containing the subjects you are going to study at UER, agreed among you, your home university and UER. The first section of the Learning Agreement is named “Learning Agreement before mobility”. You need to:

- 1) Complete the “Learning Agreement before mobility” section. Please only include the subjects that you already wrote in your prior [International exchange application form](#).
 - [Learning Agreement Before Mobility for Erasmus+ students](#) (EU students)
 - [Learning Agreement Before Mobility for Anahuac students](#) (non-EU students)
- 2) Sign it and get the signature of the International Coordinator of your home University
- 3) Send it (in PDF) by email to andrea.llorente@unier.it **before February 1st**.

The International Relations Office will send you back a copy signed by the IR Head.

Visa (non-EU students only)

Non-EU students are required to send their visa by email to andrea.llorente@unier.it **before February 1st**.

During your mobility

Welcome Week

The Welcome Week (**11th – 16th February**) goal is to present you the University, explain you how it works and introduce you to the other international students. Attendance to the Welcome Week is **compulsory**.

Monday 10 th February	Tuesday 11 th February	Wednesday 12 th February	Thursday 13 th February	Friday 14 th February	Saturday 15 th February	Sunday 16 th February
	12:30 Welcome Day	10:00 Info Session				
			14:30 City Tour	20:00 Bowling		

Certificate of Arrival

The day of your arrival to UER (11th February) we will provide you with the [certificate of arrival](#), that you will have to send to your home University as soon as possible.

Learning Agreement During Mobility

Once you arrive to UER, there might be some subjects that you would like to change from your initial Learning Agreement Before Mobility. In order to do so, you will have to point out these changes in the “Learning Agreement During Mobility”. You need to:

- 1) Complete the “Learning Agreement during mobility” section. Only indicate the changes you want to make regarding your original Learning Agreement before mobility.
 - [Learning Agreement During Mobility for Erasmus+ students](#) (EU students)
 - [Learning Agreement During Mobility for Anahuac students](#) (non-EU students)
- 2) Sign it and get the signature of the International Coordinator of your home University
- 3) Hand a hard copy of your Learning Agreement during mobility to the International Relations Office (corridor C, 1st floor) within **March 1st**. **No Learning Agreement during mobility will be accepted after 1st March. Only subjects notified before 1st March will appear in the final Transcript of Records.**

The International Relations Office will send you back a copy signed by the UER Faculty Academic Coordinator.

A specific **info session** on Learning Agreements will be held on **Wednesday 12th** February at 10:00, during which we will help you to **resolve your doubts** regarding the LA, subjects and schedules. Should you need further orientation your UER Faculty Academic Coordinator will meet you upon previous appointment.

Subject Enrolment

After defining your definitive Learning Agreement (1st March) you will have to register the subjects in the University informatic system, named Esse3, to be officially enrolled and appear in the attendance list.

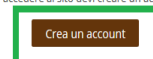
On **2nd March** a workshop on Subject Enrolment will be held to guide you in the process.

Online teaching materials

Professors usually publish on the website teaching materials such as texts, Power Points and links. In order to access these teaching materials, you need first to register in the website **during the first week** of classes (17th - 23rd February). Go to [MyUER > Corsi online](#) and click on “Crea un account”.

È la prima volta che accedi qui?

Per accedere al sito devi creare un account.



After creating the account, you will be given access to the online teaching materials within some days.

Buddy Programme

The [Buddy Programme](#) aims at assigning one Italian student to each international student (if possible), who will be at your side during your UER experience to help you to:

- Integrate yourself within and outside the university, hoping that you two get along
- Learn the Italian language and culture
- Give you a hand with professors and administrative procedures

During the **Buddy Week (17th-23rd February)** and the rest of the semester we organize some entertaining activities so that you can get to know your Buddy and spend quality time with him/her. If you want to register, then you need to [fill in the online application](#) within **1st February**.

Monday 17 ^h February	Tuesday 18 st February	Wednesday 19 nd February	Thursday 20 rd February	Friday 21 th February	Saturday 22 th February	Sunday 23 ^h February
	15:00 Meet your Buddy!	14:00 Climbing	Languages Exchange	Hang out with your Buddy		

Vatican Garden and San Peter Cathedral

Time for discover the amazing Vatican and its gardens

🕒 When: Saturday 8th March (English group),
Saturday 22nd March (Spanish Group)

🇮🇹 Where: San Peter's Square

💰 How much: for free.



Daytrip to Perugia

Come to discover a gorgeous Medieval City in the middle of Italy.

🕒 When: Friday 24th April

🇮🇹 Where: Perugia

💰 How much: for the first twelve enrolled students, just pay your train/ bus back to Rome.

Lesson attendance

Students are required to **attend**, at least, **50%** of a course lessons in order to be allowed to take the corresponding exam.

Codice Fiscale

The *Codice Fiscale* is the tax code in Italy that serves to identify individuals residing in Italy. You need to get it as soon as possible in one of the several *Agenzia delle Entrate* that there are in Rome. You can look up in [Google maps](#) where is the closer *Agenzia delle Entrate*. Bring with you your ID and your UER Letter of Acceptance (and your student visa if needed).

Printing at UER

You can print in the bookshop (ground floor, corridor A) or you can buy in the same bookshop a card (4 euro x 50 copies) and with this card you can print in the library too (floor -1, corridor B).

Contact

At the International Relations Office we are more than happy to help you with everything we can. We are at the first floor, corridor C. Your contact person is Dott.ssa Andrea Llorente (andrea.llorente@unier.it).

Office Hours: Mondays - Thursdays (10:30 – 12:30 and 15:00- 16:00) and Fridays (10:30 – 12:30)

Tel: (+39) 06 66 54 38 09





Emergency tel.: (+39) 338 272 1004 (only emergencies)


Instagram: #uerinternational


Italian Health System


The citizens of the European Union can receive free treatment or at a very low price if they present the European Health Insurance Card (**EHIC**). Remember that the social security systems vary among EU countries. It is possible that in Italy you have to pay a part of the cost (a fee called *ticket*) directly to the hospital, even though you don't pay it in your home country. In Italy, the fees paid for medical services are not reimbursed. You will have to request the refund to your national social security system when going back home. This card does not cover treatments that are not **urgent** and only can be used in public hospitals.


The **EHIC** is not accepted in private hospitals. There are many public hospitals in Rome, for example, *Ospedale San Filippo Neri*, *Ospedale Santo Spirito* or *Aurelia Hospital* (near the university). You can find the nearest public hospital by writing in Google Maps "ospedale pubblico Roma".

When you arrive at the hospital, go to the *Pronto Soccorso* area, where a nurse will evaluate your situation and give you a code:  white code (less serious),  green code,  yellow code and  red code (more serious).

 If you are assigned a white code, they will give you an appointment for another day.

 If you are assigned a green code, you will have to wait a few hours before seeing a doctor.

 If you are assigned a yellow code, a doctor will attend you soon.

 The red code is usually assigned to people who arrive by ambulance for very serious emergencies. For any emergency, the telephone number of the ambulance is **118**.

In case of emergency you can also go to the *Tourist Medical Guard* (*Via Emilio Morosini, 30* and *Via Antonio Canova, 19*) where a doctor will attend you. You will have to pay a fee.

A fee is paid for most prescription drugs. The fees of prescription drugs are not reimbursable in Italy. You will have to request the refund to your national social security system when going back. Medications that do not require a prescription are not refundable.

If you are not an EU citizen and, therefore, you do not have the EHIC card, you can take advantage of urgent and elective medical services upon payment of the corresponding tariff.

After your mobility

Certificate of Departure

At the end of the semester the International Relations Office will provide you with the [certificate of Departure](#), that you will have to send to your home University as soon as possible. The date of departure will coincide with the date of your last exam taken at UER.

Transcript of Records

The Transcript of Records contains the grades you obtained at UER after completing your exams. It will be sent directly by UER IR Office you your home University IR Office by email and post service.

The Transcript of Records will contain exclusively the grades of the subjects that you notify through your Learning Agreement before 1st March (for further info please consult the [Learning Agreement During Mobility](#) section of this guide).

Summary: Important dates

1st February: Learning Agreement Before mobility deadline

12th February: Info session

1st March: Learning Agreement During Mobility deadline

2nd March: Subject Enrolment workshop