SAPIENZA
UNIVERSITÀ DI ROMA

ADMINISTRATIVE PROCEDURES FOR EU INCOMING ERASMUS+ STUDENTS AT SAPIENZA UNIVERSITY - ACADEMIC YEAR 2024/2025

Dear Colleagues and Students,

please find here the Application Procedures for incoming students, required by our data processing system.

MOBILITY FOR STUDIES
- Nominations

Student nominations are accepted on the basis of the existing inter-institutional agreements signed by our Universities for the a.y. 2024/2025.

Sapienza University uses the online nomination tool available at
https://relint.uniroma1.it/rm1areapartner . All Partner Universities have
received credentials, which are the same for the whole institution. If your
university has not received username and password for nominations, please
contact erasmusincoming@uniroma1.it .
Nominations sent by email are no longer accepted.

- Deadlines
  - ➢ May 15th, 2024 for the 1st semester or full academic year
  - ➢ October 15th, 2024 for the 2nd semester

Please note that, if you wish to send one or more additional students or to
modify the period of study (i.e. number of months) of the inter-institutional
agreement, you should send your request to erasmusincoming@uniroma1.it
The office will submit your request to the hosting Faculty and will reply to
you as soon as possible.

- Language requirements

Candidates are not required to provide any official certificate stating the
Italian/English language competence. Students are strongly recommended
to have no less than an **intermediate** level of Italian/English to make the
most of their stay and make daily life in Rome easier and more enjoyable.

APPLICATION PROCESS

- On line Application Form

Students will receive, by e-mail, a login code to the online Application Form.
**PLEASE NOTE: STUDENTS HAVE 30 DAYS TO FILL IN THEIR ONLINE
APPLICATION FORM.**

- After saving and printing the online Application Form, a registration
number (*matricola*) is generated: this number will be **completely** active
once students arrive in Rome and register at the Erasmus Office of their
receiving Faculty (https://www.uniroma1.it/en/pagina/referenti-
amministrativi-erasmus-di-facolta-raef).

- Deadlines
  - **June 15th, 2024** for students coming for the 1st semester or full academic year
  - **November 15th, 2024** for students coming in the 2nd semester

A copy of the Application Form together with the student's Learning Agreement and a copy of the latest Transcript of Records must be **signed and uploaded** on the Erasmus+ Student Personal Page at https://relint.uniroma1.it/ppincoming/login.aspx .

- Enrolment in Italian language courses

Sapienza University facilitates students in the language learning process by offering **one** Italian language course (free of charge) to each Erasmus candidate.

In order to enrol in *Sapienza* Italian language courses, incoming *Erasmus+* students have to fill in the proper section of the online *Application Form* **by the application deadlines.** Further information will be sent to students directly from the **CLA**, Sapienza Language Centre https://web.uniroma1.it/cla/.

Late registrations to Italian language courses will not be accepted.

Please, note that *Sapienza* University also organizes intensive language courses before the beginning of each semester, to support students in the learning process upon arrival. Intensive courses are strongly recommended to students with a lower level of Italian knowledge.

- Registration at Sapienza University

Once in Rome, it is **mandatory** to get in contact with the Erasmus+ Office of your receiving Faculty by **contacting**: https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef in order to complete the registration process.

- Academic calendar

The academic year at Sapienza officially starts on October 1st and ends on October 31st of the following year (https://www.uniroma1.it/en/pagina/academic-calendar).

However, the course schedule varies from faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of their receiving faculty (https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef).

Examinations are usually held in winter (January and February), summer (June and July), autumn (September and October).

- **Course catalogue**

Full information on degree programmes, learning outcomes, syllabus, ECTS is available at https://corsidilaurea.uniroma1.it/en .

- **International Student Welcome Week**

Each semester Sapienza organizes an *International Student Welcome Week* for incoming students (September and February): it will offer various orientation meetings on academic life and services offered by our University.

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MOBILITY FOR TRAINEESHIP (SMP)

- **Nominations**

Students nominated for traineeship are requested to submit a traineeship proposal directly to the department/laboratory/Faculty/structure at Sapienza University they are interested in. The Acceptance Letter must be forwarded to erasmusincoming@uniroma1.it

Only after receiving the Sapienza official approval, the Home University can send the official nomination to erasmusincoming@uniroma1.it with the following **mandatory** details:

- Erasmus University code (ex. E MADRID03, TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Receiving department/Faculty/structure at Sapienza University
- Planned period of stay: from [day/month/year] to [day/month/year]

- **Deadlines**

- Both documents (Acceptance Letter from Sapienza and Nomination from the Home University) have to be sent **at least two months before the student's arrival.**

- **Language requirements**

Students coming for traineeship are **strongly recommended to have an intermediate level of Italian/English**, according to the hosting department needs.

APPLICATION PROCESS

- **On line Application Form**

Students will receive, by e-mail, a login code to the online Application Form.

PLEASE NOTE: STUDENTS HAVE 30 DAYS TO FILL IN THEIR ONLINE APPLICATION FORM.

After saving and printing the online *Application Form,* a registration number (*matricola*) is generated: this number will be **completely** active once students arrive in Rome and register at the Erasmus Office of their receiving Faculty (https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef).

•   Deadlines

A copy of the *Application Form* together with the student's Learning Agreement and a copy of the latest Transcript of Records must be **signed and uploaded** on the *Erasmus+ Student Personal Page* at https://relint.uniroma1.it/incomingtraineeship/login.aspx

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USEFUL INFORMATION

Students may find further detailed information about their *Erasmus+* period at *Sapienza* University by downloading the *International Exchange Student Guide* at the following web-page: https://www.uniroma1.it/it/pagina/students-coming-sapienza.

For further questions, doubts or students' withdrawals**,** please contact the *Erasmus+* International Office at erasmusincoming@uniroma1.it

TREATMENT OF PERSONAL DATA

The treatment of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as current national legislation.

CONTACTS

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