



INTERNATIONAL STUDENT GUIDE





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Ciao!

With a heady mix of haunting ruins, awe-inspiring art and vibrant street life, **Rome** is one of the world's most charismatic cities of the world. The Eternal City has an immensely rich artistic and cultural history that dates back almost 3000 years ago.

We would like to welcome you to **Università Europea di Roma**, a young Catholic institution that is rapidly growing in terms of teaching quality and research, as part of a wide international network. Our motto is "We teach people, we train professionals".

In the present international student guide, you will find all the information you need to know before, during and after your experience at UER, ensuring you a smooth start at your new university.



Before your mobility

Course catalogue and class schedules

You can find the course catalogue and the class schedules on our website:

- **Link to course catalogue:** [Università Europea di Roma > Internazionale > International students>Course catalogue](#)
- **Link to class schedules:** [Università Europea di Roma > Internazionale > International students>Class Schedules](#). Please keep in mind that schedules 23/24 will be published only some days prior to the beginning of lessons.

- The **Italian language and culture course** will be held:

Beginners level: Mondays and Wednesdays from 14:00 to 14:45.

Advanced level: Tuesdays and Thursdays from 14:00 to 14:45.

In order to attend the Italian language and culture course, an initial **placement test** is compulsory, which will be held on the first week of classes.

Courses are held in person.

Academic Calendar

Orientation Week: from 15/09/23 to 22/09/2023. **Attendance to the Orientation Week is compulsory.**

Lesson period (12 weeks): 25/09/23 to 7/12/23.

Exam periods:

- Extraordinary session: from 11/12/23 to 22/12/23 (approx.)
- Winter session: from 08/01/24 to 17/02/24 (approx.)



Aggiornato al 23 maggio 2023

CALENDARIO ACCADEMICO 2023/2024

LEZIONI

I SEMESTRE (11 Settimane)*: dal 25/09/23 al 07/12/23

II SEMESTRE (12 Settimane): dal 19/02/24 al 11/05/24

ESAMI

SESSIONE STRAORDINARIA (1 appello):** dal 11/12/23 al 22/12/23

I SESSIONE DI ESAMI (3 appelli): dal 08/01/24 al 17/02/24

II SESSIONE DI ESAMI (3 appelli): dal 16/05/24 al 11/07/24

III SESSIONE DI ESAMI (2 appelli): dal 02/09/24 al 21/09/24

SOSPENSIONE ATTIVITÀ DIDATTICHE

VACANZE NATALIZIE: dal 23/12/23 al 06/01/24 (compresi)

VACANZE PASQUALI: dal 28/03/24 al 02/04/24 (compresi)

ALTRE FESTIVITÀ RELIGIOSE E CIVILI: 01/11/23; 08/12/23; 25/04/24; 01/05/24; 02/06/24; 29/06/24; 15/08/24

LE ATTIVITÀ DIDATTICHE SARANNO SOSPENSE ANCHE NEI GIORNI: 09/12/23; 26/04/24; 27/04/24

LAUREE

	A.A. 2022/2023	A.A. 2023/2024
SESSIONE STRAORDINARIA Formazione Primaria (LM/85 bis)	dal 26/06/23 al 28/06/23	/
SESSIONE ESTIVA Tutti i Corsi di Laurea	dal 17/07/23 al 25/07/23	dal 23/07/24 al 30/07/24
SESSIONE AUTUNNALE Giurisprudenza (LMG/01) - Economia (L-18; LM-56) Turismo (L-15) Formazione Primaria (LM/85 bis)	dal 18/10/23 al 27/10/23	Fine ottobre 2024
Scienze e Tecniche Psicologiche (L-24) Magistrale Psicologia (LM-51)	dal 03/11/23 al 10/11/23	Prima settimana di novembre 2024
SESSIONE STRAORDINARIA Scienze e Tecniche Psicologiche (L-24)	dal 15/01/24 al 19/01/24	/
SESSIONE INVERNALE/PRIMAVERILE Magistrale Psicologia (LM-51)	dal 26/02/24 al 01/03/24	Fine febbraio 2025
Scienze e Tecniche Psicologiche (L-24) Giurisprudenza (LMG/01) Economia (L-18; LM-56) Turismo (L-15) Formazione Primaria (LM-85 bis)	dal 08/04/24 al 19/04/24	Aprile 2025

CERIMONIE

INAUGURAZIONE DELL'ANNO ACCADEMICO: 24/11/2023¹

CONFERIMENTO DEI DIPLOMI DI LAUREA TRIENNALE: 07/06/2024

CONFERIMENTO DEI DIPLOMI DI LAUREA MAGISTRALE (Psicologia – Giurisprudenza - Economia): 14/06/2024

CONFERIMENTO DEI DIPLOMI DI LAUREA MAGISTRALE (Scienze della Formazione Primaria): 21/06/2024

GIORNATE DELLA MATRICOLA

21 – 22 settembre 2023

CAREER DAY²

07 marzo 2024

OPEN DAY

27 febbraio 2024 (per CdS Magistrali) - 16 marzo 2024 - 11 luglio 2024

* Lezioni: Le lezioni del Corso di Laurea in Scienze della Formazione Primaria (LM-85 bis) inizieranno il 16/10/2023.

*Lezioni ed esami: le lezioni e gli esami si potranno svolgere anche il sabato.

** La sessione straordinaria è riservata agli studenti:

- fuori corso;
- Erasmus;
- che nell'a.a. 22/23 erano iscritti al loro ultimo anno di corso;
- iscritti agli anni successivi al primo, per sostenere gli esami degli insegnamenti frequentati negli anni precedenti.

¹ Il giorno della Cerimonia di inaugurazione dell'Anno Accademico le lezioni si svolgeranno fino alle 10.30

² In occasione del Career Day le lezioni si svolgeranno fino alle 10.15 per i CdS coinvolti nell'evento.

International students can choose to take their exams in the extraordinary session or/and the Winter session. There is a maximum of four calls (in different dates) to take each exam, one during the extraordinary session and other three/two during the Winter session. Exam are held in person.

You will not be able to participate in the extraordinary session and the first call of the Winter session if you do not attend at least 50% of lessons. For further information, please read carefully the Lesson attendance section.

Please do not book flights during the whole exam sessions, as exam dates might change and you would lose your flight tickets.

Holidays: please see the complete academic calendar 2023/24, including holidays, on the previous page.

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 called “Learning Agreement Before Mobility”. It should contain the same subjects that you already specified in your International exchange application form.

You should submit your Learning Agreement Before Mobility through the paper-based form to be sent by e-mail or through the Online Learning Agreement platform (only for Erasmus+ students) within **5th September**. Necessary information for completing the Learning Agreement:

- Università Europea di Roma Erasmus code: **I ROMA23**
- Name of the university at the Online Learning Agreement platform: Università degli Studi Europea
- Contact person at the receiving institution: Dott.ssa Francesca Chiriani - francesca.chiriani@unier.it
- Responsible person at the receiving institution: Prof. Aniello Merone – aniello.merone@unier.it

For students of the Anáhuac universities please note that the Learning Agreement Before Mobility is equivalent to the *Predictamen*. You need to submit either your *Predictamen* OR the [paper-based Learning Agreement Before Mobility](#) within 5th September. **Please read carefully the [guide on Learning Agreement Before Mobility](#).**

Codice Fiscale

The *Codice Fiscale* is the tax code in Italy that serves to identify individuals residing in Italy. You need to get your *Codice Fiscale* if you are planning to stay one or two semesters in Italy. You will frequently use it. You can either get it at the Italian Embassy/Consulate in your home country before you arrive in Italy or at one of the several [Agenzia delle Entrate](#) once you are in Rome. We would advise you to get the *Codice Fiscale* at the Italian Embassy/Consulate in your home country before you arrive to Italy.

For the *Codice Fiscale* you would need the [AA4/8 module](#), your ID/passport and UER Letter of Acceptance (and the visa for extra-EU students). **Make sure that the staff of the Embassy/ Consulate/ Agenzia delle Entrate have correctly activated your *Codice Fiscale*.**

Visa (non-EU students only)

Non-EU students staying in Italy **90 days or more** need to obtain a **study visa** through the [University portal](#) and send it to francesca.chiriani@unier.it within **5th September**. Please visit the following [webpage](#) for further information in this regard.

Please note that the visa application can take up to three months and needs to be done after completing the application to Università Europea di Roma, so we advise non-EU students to submit their application to Università Europea di Roma as soon as possible.

Accommodation

UER offers the following accommodation possibilities:

1. [On campus UER Student Residence](#) with all kind of services included. For further information in this regard, please contact residenza@unier.it.
2. [Erasmus Play](#)
3. [List of trusted apartments near the univeristy.](#)
4. [Tips to find accomodation in the city centre.](#)
Please do not pay beforehand to private owners to avoid scams.
5. Inlife: [Inlife | Case e stanze in affitto | Visite dal vivo e prenotazioni immediate \(inlifehousing.com\)](#)
15% discount with code "INUER15"
6. Spot a home: [Sito per affittare case/appartamenti e stanze online | Spotahome](#)
30% discount with code "UER30"

Università Europea di Roma is located in Via degli Aldobrandeschi, 190, 00163 Rome, Italy. It is possible to arrive by train, bus and car. Please find the indications on how to arrive in [Università Europea di Roma > Contacts > How to get here](#) We advise the areas of San Pietro, Trastevere and Ostiense, which are well-connected to Università Europea di Roma by train.

During your mobility

Orientation Week

The Orientation Week (15/09/23 to 22/09/2023) goal is to present you the University, explain you how it works and introduce you to the other international students.

The Calendar of the Welcome Week will be sent later on.

Certificate of Arrival

The day of your arrival to UER (15th September) 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 should submit your Learning Agreement Before Mobility through the [paper-based form to be sent by e-mail](#) or through the [Online Learning Agreement platform \(only for Erasmus+ students\)](#). You need to send the Learning Agreement During Mobility:

- **Already signed by your Home University’s Coordinator.**
- In one only document also containing the Learning Agreement Before Mobility. You can use the following [link](#) to merge two PDFs in one.
- Within the 10th October. **No Learning Agreement During Mobility will be accepted after 10th October. Only subjects notified before 10th October 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.

For students of the Anáhuac universities please note that the Learning Agreement During Mobility is equivalent to the *Dictamen Final*. You need to submit either your *Dictamen Final* OR the [paper-based Learning Agreement During Mobility](#) within 10th October.

A specific **info session** on Learning Agreements will be held during the Welcome Week, 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 and online teaching materials

There will also be an info session which will guide you in the process of:

- registering your subjects in the [Esse3](#) informatic system, to be officially enrolled and appear in the attendance list.
- registering in the [Canvas](#) informatic system, to access teaching materials, such as bibliography or Power Points uploaded by professors.

Buddy Program

It aims to match each international student with a UER local student, who will be at your side to help you:

- Explore the university.
- Discover what to do in Rome and Italy.
- Learn Italian through language exchanges.
- With practical information, such as where to get a SIM card.
- Relate to Professors and the Student Care Office.

During the first week you will be able to meet your buddy and other colleagues and smooth your integration into UER life.



The official calendar of the Buddy Program will be published later on.

Should you want to participate, please send an e-mail by **5th September** to internship.relazioni.internazionali@unier.it with Francesca.chiriani@unier.it in cc, providing your WhatsApp number (with international prefix).

If you don't want to miss the activities, stay tuned and follow our **Instagram** [#uerinternational](https://www.instagram.com/uerinternational)

Lesson attendance

Attendance to UER lessons is compulsory. Students are required to attend **at least 50 % of course lessons** in order to be allowed to take the corresponding exam in the **extraordinary session** and the **first call of the Winter session**. The access to the extraordinary session and the first call of the Winter session is reserved to students who have attended at least 50 % of course lessons.

Students who have not attended at least 50 % of course lessons will lose the right to participate in the extraordinary session and the first call of the Winter session. Students **who have not attended at least 50% of course lessons** will be **exclusively** allowed to participate in the **last two calls** of the Winter session in January and February in person. **It is not possible to take exams online.**

Students must **register** their **attendance** digitally through the UERClass app. During the first week an info session will be held to explain you how to register the attendance.

In the unlikely event of malfunctioning of the UERClass app, students need to **immediately inform the professor at the end of the same lesson**, so that he/she can manually register the student's attendance at the end of the same lesson. It is not possible to allege at the end of the semester that the minimum attendance has not been registered because of malfunctioning of the UERClass app. For further information on the exam sessions, please visit the [Academic Calendar](#) section of this guide.

Printing at UER

You can print in the bookshop (first floor, corridor D) or you can buy at the same bookshop a card and print in the library with this card (floor -1, corridor B).

Contact

At Università Europea di Roma we are more than happy to help you with everything we can.

International Relations Office

Dott.ssa Francesca Chiriani - francesca.chiriani@unier.it

Dott.ssa Laura Polimadei – laura.polimadei@unier.it

Office hours: Mondays to Thursdays: 10:00 - 11:00 and 15:00 –16:00.



Tel: +39 06 66 54 38 09. Emergency tel.: +39 338 272 1004 (only emergencies).

And don't forget to stay tuned by following us on Instagram: [@uerinternational](https://www.instagram.com/uerinternational)





Student Care Office (for concerns regarding schedules, attendance and exams).

- Faculty of Economics - Dott. Pierluigi Infurna – pierluigi.infurna@unier.it
- Faculty of Law – Dott.ssa Federica Mazzi – federica.mazzi@unier.it
- Faculty of Psychology – Dott.ssa Allegra Indraccolo – allegra.indraccolo@unier.it
- Faculty of Tourism – Dott.ssa Maria Rosaria Garofalo - mariarosaria.garofalo@unier.it
- Faculty of Education – Dott. Manolo Chirichetti – manolo.chirichetti@unier.it

Student Residence: residenza@unier.it

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 can only 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 (most serious). The more serious the situation is, the quicker you will get visited by a doctor.

In case of emergency you can also go to the [Emergency Medical Unit for Tourist](#) (Via Emilio Morosini, 30 and Via Antonio Canova, 19), where a doctor will attend you. You will have to pay a fee, but they speak English and it is probably quicker than going to the *Pronto Soccorso* of a public hospital.

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 fee. In the website <https://www.doctorsinitaly.com/> you can set an appointment with a **private English speaking doctor** upon payment.



After your mobility

Transcript of Records and Certificate of Attendance

The Transcript of Records contains the grades you obtained at UER after completing your exams. The Transcript of Records will contain **exclusively** the grades of the **subjects you notified through your Learning Agreement within 10th October** (for further info please consult the [Learning Agreement During Mobility section of this guide](#)).

The Certificate of Attendance contains the dates when you arrived to Università Europea di Roma and the date when you took your last exam and, therefore, your mobility officially ends.

UER International Relations Office will send both the Transcript of Records and the Certificate of Attendance to your home University by e-mail with you in copy. You do not need to do anything in this regard.

Summary: Important dates and links

5th September: Learning Agreement Before Mobility and visa (non-EU students only) deadline

5th September: Buddy Program deadline

15th September: Beginning of the Orientation Week

25th September: Beginning of lessons

10th October: Learning Agreement During Mobility deadline

UER international website: <https://www.universitaeuropediroma.it/en/international-exchanges/>

Italian Health Ministry: <http://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp?lingua=english>