



## **ADMINISTRATIVE PROCEDURES FOR EU INCOMING *ERASMUS+* STUDENTS AT SAPIENZA UNIVERSITY - ACADEMIC YEAR 2023/2024**

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. 2023/2024.

Sapienza University uses the online nomination tool available at <https://relint.uniroma1.it/rmlareapartner>. 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](mailto:erasmusincoming@uniroma1.it).

**Nominations sent by email are no longer accepted.**

- **Deadlines**

- **May 15<sup>th</sup>, 2023** for the 1<sup>st</sup> semester or full academic year
- **October 15<sup>th</sup>, 2023** for the 2<sup>nd</sup> 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](mailto: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 15<sup>th</sup>, 2023** for students coming for the 1<sup>st</sup> semester or full academic year
- **November 15<sup>th</sup>, 2023** for students coming in the 2<sup>nd</sup> 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 **scanned 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 **writing** to: <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 1<sup>st</sup> and ends on October 31<sup>st</sup> 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>.

AREA  
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA  
UNIVERSITÀ DI ROMA

- **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.



### **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](mailto:erasmusincoming@uniroma1.it)

Only after receiving the *Sapienza* official approval, the Home University can send the official nomination to [erasmusincoming@uniroma1.it](mailto: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/laboratory/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**

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**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 **scanned 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](mailto: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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