



*UNIVERSITA' DEGLI STUDI MAGNA GRAECIA DI CATANZARO*

## **GUIDE FOR INCOMING ERASMUS STUDENT**

Link for all informations regarding foreign students:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

On this guide you will find information on the following topics:

1. **Application procedure for incoming student (Before erasmus mobility)**
2. **Learning Agreement**
3. **Erasmus+ Departmental Coordinators**
4. **Italian Academic system/Grading system and CFU**
5. **Course / Course Catalogue**
6. **Courses in English**
7. **After Arrival in Catanzaro**
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10. **Accommodation in Catanzaro and Restaurant**
11. **Internet Service**
12. **Librerie**
13. **Access to National Health Service**
14. **International NON UE students visa**
15. **Students with disabilities service**
16. **After Erasmus mobility**

# 1 - Application procedure for incoming students (Before erasmus mobility)

The online Application form is compulsory for every erasmus students incoming for studies.

The Application has to be filled online, and then application form must printed, signed by student and duly signed and stamp by Home Institution, **and send by post to Area Affari Generali - International Relation Office/Erasmus Office, within 5 days**, with the following documents:

- 1 original signed copy of the learning agreement (duly signed by student and, signed and stamp, by Home Institution);
- 1 copy of ID card or passport.

to the address indicated below:

**Area Affari Generali  
International Relation Office  
Università degli Studi Magna Græcia di Catanzaro  
liv.0- Edificio Direzionale  
Campus Universitario "Salvatore Venuta"  
Viale Europa, Località Germaneto  
88100 Catanzaro (ITALY)**

Deadline application form:

- 10th July for first semester and for the whole academic year
- 30th November for second semester

For completed the on line application form, must read the following:

## **Guide Application procedure for incoming student**

Available to link

<http://web.unicz.it/uploads/2017/04/si-registration-guide-for-incoming-students-unicz.pdf>

### **IMPORTANT:**

Remember to keep the password you created during the online procedure.

# 2 - Learning Agreement

## **Learning Agreement form /change to original Learning Agreement form**

Available to link

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

To fill the LA, you can find the information concerning course in:

## **Course Catalogue/Offerta formativa**

page updated

Link <http://web.unicz.it/it/page/offerta-formativa>

And

Link <http://web.unicz.it/it/page/bacheca-didattica>

If you are interested, you can also consult the **list of courses in English** offered by University of Catanzaro, **to the next paragraph 6**.

If your field of study is not listed, please contact Erasmus/International Relation Office to [socrates@unicz.it](mailto:socrates@unicz.it).

Learning Agreement must be signed by you and by your home University.

Learning Agreement, duly signed, must be send by e-mail (scanned) and by post with application form.

Before the beginning of your ERASMUS at University of Catanzaro, Departmental Coordinator in University of Catanzaro, must examines and subsequently approves or rejects your Learning Agreement.

If the Learning Agreement is rejected, you have to agree, with Departmental Coordinator in University of Catanzaro, a new "LA", before the beginning of the mobility.

You can find your **Erasmus+ Departmental Coordinators** to this Link:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

### **Changes on your Learning Agreement during mobility:**

If the courses you listed in the Learning Agreement do not match the ones offered during your stay in Catanzaro, you can change your Learning Agreement using the form "Changes to the Original Learning Agreement" (B. Section to be completed during the mobility).

## **3- Erasmus+ Departmental Coordinators**

At the University of Catanzaro, each Field of study have their own Erasmus+ Departmental Coordinators, who are responsible for field of study.

You can find your **Erasmus+ Departmental Coordinators** to this Link:

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

Please refer to your Departmental Coordinator for all questions regarding:

- Courses
- Programme
- Learning Agreement
- Courses taught in English (if available)

**Remember that Departmental Coordinators of University of Catanzaro must approved and sign your Learning Agreement, before your arrival in Catanzaro**

For more detailed information concerning Courses and Programs, you can contact also the following **Didactic Offices**:

## **Management Didactic Office**

**Area Medica:** [didatticascuolamedicina@unicz.it](mailto:didatticascuolamedicina@unicz.it)

- CdL Medicina Veterinaria, Scienze e Tecnologie delle Produzioni Animali
- CdL Medicina e Chirurgia
- CdL Odontoiatria
- CdL Biotecnologie
- Corsi di Laurea Interateneo: Medicina Veterinaria, Scienze e Tecnologie delle Produzioni Animali
- CdL delle Professioni Sanitarie
- Corsi di Laurea in Ingegneria Informatica e Biomedica, CdL Specialistica in Ingegneria biomedica

**CdL in Infermieristica:** [infermieristica@unicz.it](mailto:infermieristica@unicz.it)

**Corso di Laurea in Scienze Motorie e Corso di Laurea Specialistica in Scienze Motorie:** [didamed@unicz.it](mailto:didamed@unicz.it)

Tel.: +39 09613694200/4292/4179/4365/4364/4206

**Area Giuridica Economica e Scienze Sociali:** [dida.giur@unicz.it](mailto:dida.giur@unicz.it)

Tel.: +390961.3694983/4985

**Area Farmacia:** [scuolafn@unicz.it](mailto:scuolafn@unicz.it)

Tel.: +39 0961.3695732/5727

Link <http://web.unicz.it/it/page/bacheca-didattica>

For any problems you can contact the International Relations/Erasmus Office  
[socrates@unicz.it](mailto:socrates@unicz.it)

Tel.

+39 0961 369 6074

+39 0961 369 6073

Opening hours

9.30 - 11.30 Monday, Wednesday, Friday

15.00 - 16.00 Tuesday

## **4 – Italian Academic System/Grading system and CFU**

### **Italian Academic system**

For years Italian universities have been taking part in the Bologna Process. It organizes university studies in 3 cycles:

1. Bachelor (first level, 3 years)
2. Master course (second level, 2 years)
3. PhD (third level, 3 years).

Courses at the University of Catanzaro consist of lessons with Professors, but also tutorials, workshops, seminars.

### **Grading System and CFU**

Examinations (written or oral) are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30 e lode) as a mention of special distinction. University of Catanzaro adopts the system of credits (CFU). Each CFU corresponds to 25 hours of commitment to student comprehensive of educational, personal study or other individual learning activities. Students acquire the CFU by passing the exam or the final test. The student must achieve 60 credits for year. The University releases, as a supplement to the diploma for each degree obtained, a certificate stating the main references to the curriculum followed by the student, even in English.

## **5 – Course/ Course Catalogue**

The University of Catanzaro offers a wide variety of disciplinary and interdisciplinary teachings organized in following Didactic Structures:

**School of Medicine and Surgery**

**School of Pharmacy**

**Department of Law, Economic and Sociology Sciences**

Link of Didactic Structures:

<http://web.unicz.it/it/page/strutture-didattiche>

You can find the information concerning **Course Catalogue/Offerta formativa**

Link <http://web.unicz.it/it/page/offerta-formativa>

page updated

And to Link <http://web.unicz.it/it/page/bacheca-didattica>

For more detailed information concerning didactic aspects, you can contact also the **Didactic Offices** indicated in the **previous** paragraph **3**.

The Course Catalogue (or Offerta Formativa) contains all courses offered at the University of Catanzaro and is available online.

The course catalogue lists details for each course such as units for semester, amount of CFU, language of instruction etc. in the respective course descriptions.

Once you have chosen your field of study, all the courses are listed structured by study cycle and modules. If you click on a certain course you will be directed to the detailed course description with information on the course's programme as well as the link to the course registration.

Attention:page on web-site is updated

Please note, that as an exchange student you have to select courses in the field of study that you have been nominated for. In case you would also like to attend courses outside your nominated field of study, please discuss this with the Departmental coordinator of the other field of study before your arrival in Catanzaro. However, permission to participate in courses from other fields of study cannot be guaranteed beforehand

The course catalogue for the upcoming semester will be available online approximately in August (I semester) and January (II semester). It will, however, still be updated and new courses can still be added until the beginning of the semester. If you need to know what kind of courses are offered in your field of study in order to fill your Learning Agreement before the new course catalogue is published, please use the one of the previous winter or summer semester, which will give you an idea of the course offer. Please keep in mind, however, that not all courses are offered every year/semester.

### **Accademic year is divided into two semesters**

**I SEMESTER:** from September – to February (courses and exams)

**II SEMESTER:** from February – to July (courses and exams)

The starting and finishing dates will vary in the different field of study.

It is therefore advisable to periodically check the university's website, in the area dedicated to the field of study of interest, for more detailed information on the schedule of the didactic activities, on the timetable of the lessons, on the examination sessions and on Programs of the courses..

Please contact **Departmental Coordinator or Didactics Office**, to the contacts indicated in the previous **paragraph 3** for any further questions regarding the course offer and didactic questions.

Course usually starts at the beginning of/in mid-September for the I semester and at the beginning/in the mid of February for the II semester.

Erasmus students will still have to finish their mobility period by September 30<sup>th</sup>.

### **Stay abroad to conduct research/ to conduct research for your thesis**

In case you are going to come to the University of Catanzaro for research purposes (for your thesis) and would also like to have additional support beside your independent research, please discuss this matter with your Departmental coordinator at the University of Catanzaro at your earliest convenience.

According to the curricula of the University of Catanzaro, no CFU credits are awarded for pure research activities for bachelor, master or PhD theses or other scientific papers.

During their stay at the University of Catanzaro, exchange students can only obtain CFU credits for completed courses and exams.

Therefore it is not possible to sign CFU credits for research activities on the Learning Agreement.

At the end of the mobility, a report on the research activity carried out will be issued by the Academic tutor.

## **6 - Courses in English**

At present there are in English, at the Department of Legal, Historical, Economic and Social Sciences, part of the following courses:

- Diritto Fallimentare
- Diritto Privato comparato
- Diritti Umani

- Economia della Cultura
- Economia e gestione delle imprese
- Economia Pubblica e delle Risorse Umane
- Gestione dell'innovazione aziendale
- Management e strategia aziendale
- Marketing.

## 7 – After Arrival in Catanzaro

### REGISTRATION AT THE ERASMUS OFFICE

After their arrival, Erasmus incoming students have to come to the Erasmus Office to be officially registered

#### ***Area Affari Generali***

#### ***International Relations/Erasmus Office***

#### ***Campus Universitario “S. Venuta”***

***Edificio Direzionale, liv.0, viale Europa, loc. Germaneto  
88100 Catanzaro***

Opening hours:

9.30 - 11.30 Monday, Wednesdays, Friday

15.00 - 16.00 Tuesdays

After their registration, students receive:

- ATTENDANCE OF ARRIVAL, which certifies that he/she is arriving in UMG as an Erasmus student for a pre-arranged period of time (the date indicated on the certificate will be that of your arrival at Erasmus/international Relations Office).
- REGISTRATION NUMBER (numero di matricola).

Once in Catanzaro, students meet Erasmus Coordinator and Didactic Office, **indicated in the previous point 3**, to receive informations on the course attendance and exams.

Link of Didactic Office:

Link <http://web.unicz.it/it/page/bacheca-didattica>

**Attention: page on web-site is updated**

Please note that

- Students have to inform the Erasmus Office of any changes occurring in their registration details throughout the year (change of home address, change of phone number, change of e-mail address).
- Students are required to fill in any Changes to their initially proposed Learning agreement, let it sign by the Erasmus Coordinator in Catanzaro and bring a copy to the Erasmus Office.

## 8 – Exams

Exams are usually held at the end of the semester or shortly afterwards. The exam dates are usually announced during the first course session at the beginning of the semester.

**Detailed information on exams:**

Attention: page on web-site is updated

**Area Giurisprudenza, Economia e Sociologia**

<http://www.dipartimento-dsgses.it/web/>

**Area Farmacia**

<http://www.farmaciaunicz.it/>

**Area Medicina e Chirurgia, Professioni Sanitarie, Biotecnologie, Odontoiatria e Protesi Dentaria**

<http://web.unicz.it/it/category/calendario-esami-medicina-e-chirurgia>

**Area Ingegneria Biomedica, Scienze Motorie, Scienze e Tecnologie delle Produzioni Animali**

<http://web.unicz.it/it/category/calendario-esami-interateneo>

**Please note that it is mandatory to register for a exams within the registration period, even if you are just interested in taking it. It is not possible to attend any exams without prior registration.**

**IMPORTANT: Exams that are not recorded will be considered void.**

**The user name and password are required for on-line registration of the exams.**

**User name (MATRICOLA STUDENTE):** will be issued by the Erasmus Office after your arrive.

**Password:** password you created during the application online.

**Detailed information on exams registration**

Link [http://www.unicz.it/portale/ESSE3\\_Manuale\\_Studente.pdf](http://www.unicz.it/portale/ESSE3_Manuale_Studente.pdf)

## **9 – Italian Language**

The Italian language course, for erasmus incoming students, will have a total duration of 30 hours and will begin, indicatively, in October.

For more information contact the International Relations/ Erasmus Office.

## **10 - Accomodation in Catanzaro and Restaurant service**

The Accommodation and Restaurant Service are managed by “Fondazione UMG”

Sito web <http://www.fondazioneumg.it/diritto-allo-studio.html>

e.mail:

[segreteria@fondazioneumg.it](mailto:segreteria@fondazioneumg.it)

[info.fondazioneumg@unicz.it](mailto:info.fondazioneumg@unicz.it)

[dirittoallostudio@fondazioneumg.it](mailto:dirittoallostudio@fondazioneumg.it)



Rooms are available in Students' Residences in University Campus of Germaneto. The number of accommodation available, reserved for incoming Erasmus students, is limited and is assigned according to the criteria established by the UMG Foundation.

Accommodation link

<http://www.fondazioneumg.it/diritto-allo-studio/residenze.html>

Restaurant link

<http://www.fondazioneumg.it/diritto-allo-studio/ristorazione.html>

## **11 – Internet Service**

Incoming Erasmus students can avail and access the “computer classrooms” present in the didactic structures, respecting the opening hours.

Wi-Fi service is also available at all the universities.

For more information, see the following Web page

<http://web.unicz.it/it/page/wi-fi-campus>

## **12 – Libraries Service**

Incoming Erasmus students can access the libraries present in the University of Catanzaro.

The information regarding the consultation and the loans of the texts, will be given to you directly in the libraries.

For more information, see the following Web page

<http://web.unicz.it/it/page/sistema-bibliotecario-di-ateneo>

## **13 - Access to national Health Service**

All European Erasmus students have to travel to Italy with their European Health Insurance Card. The European Health Insurance Card, replacing paper forms such as the E111, gives access to immediate necessary care and doctors under the same conditions as nationals of that country.

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Students coming from non-EU countries are strongly recommended to get hold of an insurance policy certified, translated by the Italian Diplomatic Representative abroad: in order to get the Residence Permit they are in fact required to have an HealthInsurance for the entire duration of their stay in Italy.

## **14 – International NON UE students VISA**

It is advisable to inquire early on the rules and documents necessary for arrival and stay in Italy.

Non-EU citizens generally require an entry VISA for Italy for study purposes. The VISA must be requested from the Italian Diplomatic Representation (Embassy or Consulate)

of the country of residence, upon presentation of a document officially issued by the University which attests the student's participation in an exchange program.

Check for all the details and correct application procedure on the website of the Italian Ministry for Foreign Affairs.

[Link: http://vistoperitalia.esteri.it/home/it](http://vistoperitalia.esteri.it/home/it).

## 15 – Students with disabilities service

University of Catanzaro offers counseling for students with disabilities and chronic diseases. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Delegato del Rettore - **Prof. Ssa Rosa Marotta**  
Department of "Scienze Mediche e chirurgiche" University Magna Graecia of Catanzaro, Building of Biosciences, University Campus "Salvatore Venuta"  
Viale Europa, località Germaneto  
88100 Catanzaro (CZ), Italy

E-mail: [marotta@unicz.it](mailto:marotta@unicz.it)

Ufficio Amministrativo  
Viale Europa, Edificio Preclinico VI livello - Località Germaneto (Catanzaro)  
Tel.: 0961.3695175; 0961.3694097  
E-mail: [gcosentino@unicz.it](mailto:gcosentino@unicz.it)

<http://web.unicz.it/it/page/servizi-per-il-superamento-della-disabilit>

## 16 – After mobility Erasmus

At end of mobility, before you leave for your country, make sure that the votes of all the exams are registered on line.

To officially close your period of mobility erasmus at the University of Catanzaro, you must go to the Erasmus Office, where you will be issued an certificate of end of Erasmus period.

You must, also, deliver to Erasmus Office, a list of the exams sustained during the erasmus mobility period, with an indication of the date and the vote obtained.

The aforementioned list will need the Staff for verify that all the exams have been correctly recorded proceed with the issue of your Transcript of records.

# Contact for Erasmus+ Incoming students

## International Relations/Erasmus Office

E-mail

[socrates@unicz.it](mailto:socrates@unicz.it)

Address

### **Area Affari Generali**

***International Relations/ Erasmus Office***

***Università degli studi Magna Graecia di Catanzaro***

***Campus Universitario "S. Venuta"***

***Edificio Direzionale, liv.0, viale Europa, loc. Germaneto***

***88100 Catanzaro***

***Italy***

Opening hours

9.30 - 11.30 Monday, Wednesday, Friday

15.00 - 16.00 Tuesday

Tel.

+39 0961 369 6074

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## Checklists

### **Course Catalogue/Offerta Formativa**

<http://web.unicz.it/it/page/offerta-formativa>

### **LA/Change to original LA**

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

### **Guide for the application form**

<http://web.unicz.it/uploads/2017/04/si-registration-guide-for-incoming-students-unicz.pdf>

### **exams registration guide**

[http://www.unicz.it/portale/ESSE3\\_Manuale\\_Studente.pdf](http://www.unicz.it/portale/ESSE3_Manuale_Studente.pdf)

### **Extension Certificate**

<http://web.unicz.it/it/page/profilo-studenti-internazionali>

### **Erasmus Student Network (ESN)**

<http://www.esncatanzaro.com/>

### **Erasmus University Chart**

<http://web.unicz.it/it/page/profilo-studenti-internazionali>