

UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI

UNICA



Erasmus+

**ISMOKA  
EXCHANGE STUDENTS  
GUIDE  
A.Y. 2019/20  
First Semester**



**Exchange Students Guide**  
**University of Cagliari**  
**A.Y. 2019/2020**  
**First Semester**

*Produced by*

UNICA - University of Cagliari  
ISMOKA - International Students  
Mobility Office KAralis

*Editing and graphic design*

ISMOKA - International Students  
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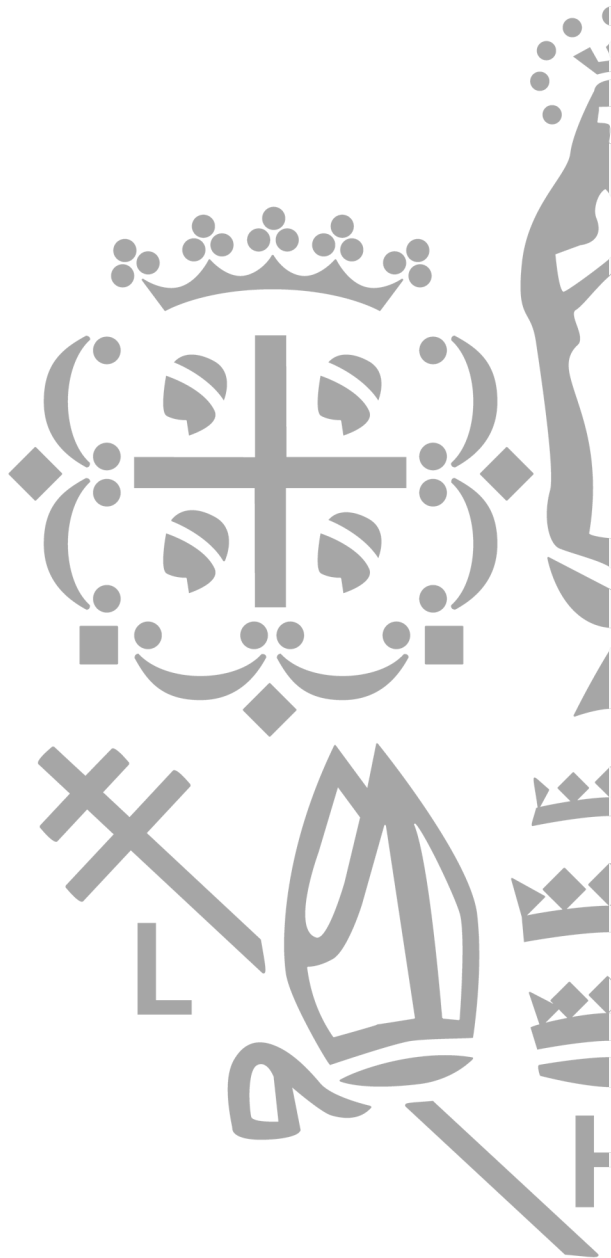
*Layout*

ISMOKA - International Students  
Mobility Office KAralis

*Photo*

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[www.unica.it/en](http://www.unica.it/en)



Welcome to the Università degli Studi di Cagliari!

This orientation guide is dedicated to International Exchange students at the University of Cagliari. It is designed to provide you with practical information, direction and advice on your Erasmus+ Mobility at UNICA and as an introduction to the Cultural and leisure opportunities offered by Cagliari.

[www.unica.it/unica/en/ateneo\\_s04\\_ss020\\_sss08.page](http://www.unica.it/unica/en/ateneo_s04_ss020_sss08.page)

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Founded in 1620 as the Studium Generalis Kalaritanum, the University of Cagliari is based on the old Spanish universities of Salamanca, Valladolid and Lérida. The classes originally offered were Law, Latin, Greek and Hebrew Literature, the Liberal Arts, Medicine, Surgery, Philosophy and Science. However, during the 18<sup>th</sup> century Sardinia, under the rule of the House of Savoy, the government significantly modified the University statute with the expansion of the science faculties and institutes.

The progressive growth of the university has led to the current configuration in 6 Faculties and 17 Departments, which constitute the operational nuclei of the university organization in charge of achieving the primary objectives of the university: research and teaching, at the service of high demand of innovation required by today's knowledge society.

[www.unica.it/unica/en/ateneo\\_s05.page](http://www.unica.it/unica/en/ateneo_s05.page)

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## Contacts

**ISMOKA** - Campus Aresu  
Via San Giorgio, 12 - Ingresso 2  
09124 Cagliari, Italy

### Head of ISMOKA

Anna Maria Aloï:  
**erasmus@unica.it**

### Incoming Students Desk

Fabrizio Lay:  
**incoming@unica.it**

### Italian Language courses


Gianni Chiappe:  
**italiano@unica.it**

### Office hours:

Mon - Fri 10.00 - 13.00

Things change, stay updated and check regularly

[www.unica.it/unica/en/ateneo\\_s04\\_ss020\\_sss08.page](http://www.unica.it/unica/en/ateneo_s04_ss020_sss08.page)



Before you come  
to Cagliari

# ISMOKA

## International Students Mobility Office KAralis

By statute, the **International Students Mobility Office (ISMOKA)** is the Central Administration Office for Exchange Students and mobility-related issues. This is the office where foreign students have to report on their arrival in Cagliari.

**ISMOKA** provides in-person support for exchange students for academic issues, assistance and information. It is responsible for the documents required for scholarships, the issuing of certificates, the organization of Italian language courses and the contact between academic tutors and students.

The person responsible for the International Office is the Rector's delegate, Prof.ssa Alessandra Carucci, aided by the administrative personnel. The person in charge of the **ISMOKA** Office is Mrs. Anna Maria Aloï duly supported in international activities by her assistants: Fabrizio Lay, Stefania Melas, Vanessa Carboni, Maria Giuseppina Ullu, Alessandra Mele and Barbara Zuzolo.

**Ismoka** Office receives by appointment. Book a suitable day via [elearningunica.it](https://elearningunica.it)

**ISMOKA Office**  
Campus Aresu  
Via San Giorgio 12  
Entrance n. 2  
09124 Cagliari  
[incoming@unica.it](mailto:incoming@unica.it)



# Finding your way

Find out if Cagliari is the right destination for you by consulting the University of Cagliari website: **[www.unica.it](http://www.unica.it)**

Italy is one of the four countries that first undertook the creation of the so-called **“European Area of Higher Education”** (Sorbonne Declaration, May 1998), thus starting the higher education reform known as the “Bologna Process” (implemented through the Bologna Declaration all over Europe).

The aim of the Bologna Process was to create a European Higher Education Area (EHEA) based on international cooperation and academic exchange, making it attractive to European students and staff as well as to students and staff from other parts of the world by facilitating their mobility.

The University of Cagliari follows the Bologna Process and, in accordance with this, it has adopted a higher education system based on three levels of study.



# ECTS

In accordance with the Bologna Process the University of Cagliari has adopted a higher education system based on three levels of study.

1st level	Laurea
2nd level	Laurea magistrale Laurea magistrale a ciclo unico Master di primo livello
3rd level	Dottorato di ricerca Scuola di specializzazione Master di secondo livello

**UNICA has adopted the ECTS** system to ease the accumulation and transfer of credits. Based on the learning achievements and workload of a course, credits can thus be transferred from one university to another to contribute to the individual's degree programme or training of a student. ECTS makes learning more student-centred.

It is an essential tool in the Bologna Process, which aims to make national systems more compatible. ECTS facilitates the planning, delivery and evaluation of study programmes, and makes them more transparent.

**60 credits measure the workload of a full-time student during one academic year.** The student workload for a full-time study programme in Europe amounts in most cases to 36/40 weeks per year and 1 credit is equivalent to 25/30 working hours.



# Grade system

Grades in the Italian university system are expressed out of thirty.

The minimum pass mark for exams is 18 out of 30. The highest mark is 30 out of 30 and an excellent performance is usually graded above 28.

If you obtain a full grade (30/30) the examination board may also decide to award you honours (lode).

To get their degree, students are required to prepare a final dissertation to be discussed in front of a board of professors who award a final mark no lower than 66 out of 110.

The highest mark is 110 or, for an excellent academic curriculum, 110 cum laude.

## IMPORTANT

Failed exams (<18/30) have no corresponding credits and are not recorded in Unica system. Thus, they are not going to be listed in the Transcript of Records issued at the end of the exchange period. If the Home University requires it, students must explicitly ask the professor to record the “fail” mark immediately after the exam.

There are some activities, i.e. language exams, including the Italian language courses organised by ISMOKA, some internships, laboratories and seminars, that have no final grade but a merely “*Idoneo*” which means “*Pass*” and are going to be listed like that in the Transcript of Records. The “*Idoneo*” / “*Pass*” can never be transformed into a numerical grade.

In the Italian system, attendance alone is not sufficient for obtaining credits and it is not included in the Transcript of Records. Students who need it certified, have to ask the professor in the first lesson.

# Academic calendar

Each department has its own course and exam timetable. Lessons generally begin at the end of September or shortly afterwards, and may be annual, six-monthly or divided into several sessions. The course timetables are set yearly, just before the start of the programmes.

## First Semester, 2019

<b>Welcome Day</b>	September 30 <sup>th</sup> 2019
<b>Lessons</b>	From September 2019 to January 2020
<b>Exam's period</b>	From December 2019 to February 2020
<b>Christmas break</b>	From December 22 <sup>nd</sup> 2019 to January 09 <sup>th</sup> 2020

## Second Semester, 2020

<b>Welcome Day</b>	February 24 <sup>th</sup> 2020
<b>Lessons</b>	From February 2020 to June 2020
<b>Exam's period</b>	From May 2020 to September 2020
<b>Easter break</b>	From 10 <sup>th</sup> to 14 <sup>th</sup> of April 2020
<b>Summer break</b>	August 2020

You can find the detailed academic calendar at:

[www.unica.it/unica/protected/181926/0/def/ref/DOC181924/](http://www.unica.it/unica/protected/181926/0/def/ref/DOC181924/)





## Learning Italian

The Italian language courses are designed by the CIS (*Centro Interdipartimentale per l'insegnamento dell'italiano agli stranieri*) and ISMOKA .

These courses are meant to cover every aspect of the Italian language: grammar, phonetics and vocabulary, with the aim of developing the skills of reading, writing, listening and speaking.

**The courses (40 hrs in total – 4 ECTS credits) are held every day, Monday to Friday, from 09.00 to 13.00.**

**You cannot miss more than 8 hours to obtain the final certificate.**

Please notice that candidates who do not meet the application deadline will not take part in the Italian language courses and cannot get a refund.

Courses levels are based on the EU framework of languages :

**A1 and A2** basic levels

**B1 and B2** intermediate levels

**For further information, please see:**

**[www.unica.it/unica/it/ateneo\\_s04\\_ss020\\_sss06.page](http://www.unica.it/unica/it/ateneo_s04_ss020_sss06.page)**

# The Faculties

## The University consists of the following faculties:

- **Economics, Law and Political Sciences**
- **Engineering and Architecture**
- **Humanities**
- **Medicine and Surgery**
- **Biology and Pharmacy**
- **Sciences**

The University offers different student facilities including halls of residence, canteens, libraries, sports facilities and museums.

Furthermore, Cagliari offers a wide range of social and cultural activities, all of which are reasonably priced.

## The University of Cagliari is comprised of four main areas; they are located in the town centre and on the outskirts:

**Cittadella di Monserrato** situated within 72 hectares and it is home to Medicine and Surgery, Physics, Biology and Natural Sciences, departments and one of the University Hospitals.

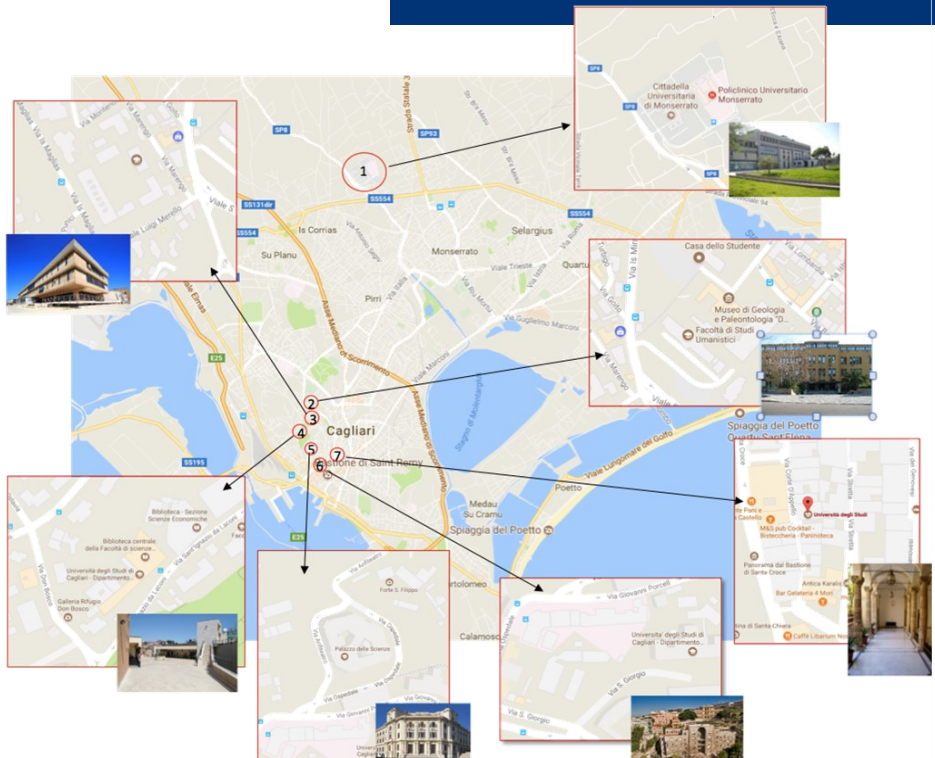
**The Area around Piazza d'Armi** hosts the Faculties of Engineering and Architecture, Educational Sciences and Humanities;

**Viale Sant'Ignazio** includes the Faculty of Economics, Law and Political Sciences;

**The city centre** home to the departments of Architecture in Via Santa Croce, to Foreign Languages and Literatures in Via San Giorgio and to Mathematics, Computer Sciences and Pharmacy in via Ospedale.

If you're going to study Industrial Biotechnology or Economics and tourism management, be aware that the courses are held in **Oriстано**, a city 100 Km from Cagliari.

# UNICA Buildings



## 1. Medicine and Surgery

Biology and Pharmacy

Science

## 2. Humanities

## 3. Engineering and Architecture

## 4. Economics, Law & Political Sciences

## 5. Biology and Pharmacy

Science

## 6. Humanities—Languages

## 7. Architecture

Check the link below to find out the Courses' Catalogue

[www.unica.it/unica/en/studenti\\_s01.page](http://www.unica.it/unica/en/studenti_s01.page)

# Faculty of Biology and Pharmacy

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Biology	BF	60/57	L-13
Industrial Biotechnology	BF	60/76	L-2
Natural Sciences	BF	60/75	L-32
Toxicology	BF	50/24	L-29

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Marine Bio-Ecology	BF	60/70	LM-6
Cellular and Molecular Biology	BF	60/71	LM-6
Neuropsychobiology	BF	60/72	LM-6
Preservation and management of natural	BF	60/77	LM-60
Food and Nutrition Sciences	BF	50/23	LM-61

## Single Cycle (5 years)

	Faculty Code	Degree Code	Degree Class Code
Pharmacy	BF	50/22	LM-13
Pharmaceutical Chemistry and Technology	BF	50/21	LM-13

# Faculty of Engineering and Architecture

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Civil Engineering	IA	70/72	L-7
Biomedical Engineering	IA	70/75	L-8, L-9
Chemical Engineering	IA	70/77	L-9
Electrical, Eletronic and Computer Engineering	IA	70/89	L-8, L-9
Mechanical Engineering	IA	70/78	L-9
Environmental and Land Engineering	IA	70/73	L-7
Architectural Sciences	IA	80/71	L-17

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Architecture	IA	80/72	LM-4
Computer Engineering, Cybersecurity and Artificial Intelligence	IA	70/90	LM-32
Chemical and Biotechnological Process Engineering	IA	70/88	LM-22
Civil Engineering	IA	70/80	LM-23
Technology Engineering for Internet	IA	70/91	LM-27
Electrical Engineering	IA	70/82	LM-28
Electronic Engineering	IA	70/83	LM-29
Energetic Engineering	IA	70/84	LM-30
Mechanical Engineering	IA	70/85	LM-33
Enviromental and Land Engineering	IA	70/86	LM-35

# Faculty of Medicine and Surgery

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Health Assistance	MC	40/50	L/SNT4
Physiotherapy	MC	40/44	L/SNT2
Dental Hygiene	MC	40/58	L/SNT3
Nursing	MC	40/42	L/SNT1
Speech and Language Therapy	MC	40/60	L/SNT2
Midwifery	MC	40/43	L/SNT1
Sport and Exercise Sciences	MC	40/35	L-22
Prevention Techniques in the Enviroment and	MC	40/59	L/SNT4
Techniques of Medical Radiology, Images and	MC	40/49	L/SNT3

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Preventive and Adapted Motor Activities	MC	40/63	LM-67
Health Care Techniques Diagnostics Sciences	MC	40/62	LM/SNT3

## Single Cycle (6 years)

	Faculty Code	Degree Code	Degree Class Code
Medicine and Surgery	MC	40/39	LM-41



# Faculty of Sciences

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Chemistry	SC	60/58	L-27
Physics	SC	60/60	L-30
Computer Sciences	SC	60/61	L-31
Mathematics	SC	60/64	L-35
Geological Sciences	SC	60/63	L-34

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Physics	SC	60/68	LM-17
ICTs	SC	60/73	LM-18
Mathematics	SC	60/65	LM-40
Chemical Sciences	SC	60/69	LM-54
Geological Technologies and Sciences	SC	60/67	LM-74

# Faculty of Economic, Law and Political Sciences

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Administration and Organization	SE	2/56	L-16
Economics and Finance	SE	11/77	L-33
Economics and Corporate Management	SE	11/75	L-18
Legal Service Sciences	SE	1/32	L-14
Administration and Organization Sciences	SE	2/67	L-16
Political Sciences	SE	2/59	L-36

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Data Science, Business Analytics and Innovation	SE	11/82	LM-91
Economics, Finance and Public Policies	SE	11/83	LM-56
Management	SE	11/80	LM-77
Management and Monitoring of Sustainable Tourism	SE	11/81	LM-76
Policies, Society and Territory	SE	2/65	LM-62
International Relations	SE	2/66	LM-52
Administration Sciences	SE	2/62	LM-63
Public Administration Sciences	SE	2/68	LM-63

## Single Cycle (5 years)

	Faculty Code	Degree Code	Degree Class Code
Law	SE	1/31	LMG/01

# Faculty of Humanities

## Bachelor's Degrees (3 years)

	Faculty Code	Degree Code	Degree Class Code
Cultural Heritage and Entertainment	SU	20/45	L-1, L-3
Philosophy	SU	20/39	L-5
Letters	SU	20/40	L-10
Languages and Communication	SU	32/17	L-20
Languages and Cultures for Linguistic Mediation	SU	32/19	L-11, L-12
Communication Sciences	SU	30/35	L-20
Education and Training Sciences	SU	30/34	L-19
Psychological Sciences and Techniques	SU	30/36	L-24

## Master Degrees (2 years)

	Faculty Code	Degree Code	Degree Class Code
Archeology and History of Art	SU	20/41	LM-2, LM-89
Classical and Modern Filologies and Literatures	SU	20/42	LM-14, LM-15
Philosophy and Communication Theories	SU	20/46	LM-78, LM-92
Modern European and American Languages	SU	32/15	LM-37
Psychology of Development and Socio-Work	SU	30/45	LM-51
Multimedia Production Sciences	SU	20/47	LM-65
Pedagogical and Educational Services Sciences	SU	30/44	LM-50, LM-85
History and Society	SU	20/44	LM-84
Specialistic Translation of Texts	SU	32/16	LM-94

## Single Cycle (5 years)

	Faculty Code	Degree Code	Degree Class Code
Primary Education Sciences	SU	30/46	LM-85 BIS

## Application

30<sup>th</sup> June for the First Semester

31<sup>st</sup> October for the Second Semester



To discover which courses are taught in English, check the link below:

[www.unica.it/unica/it/ateneo\\_s04\\_ss020\\_sss08.page](http://www.unica.it/unica/it/ateneo_s04_ss020_sss08.page)

## For more information:

### Sportello Erasmus+ for Biology, Pharmacy and Sciences

**Manuela CASU**

E-mail: [erasmus.biofarmscienze@unica.it](mailto:erasmus.biofarmscienze@unica.it)

### Sportello Erasmus+ for Economics, Law and Political Sciences

**Daniela PODDESU**

E-mail: [erasmus.segp@unica.it](mailto:erasmus.segp@unica.it)

### Sportello Erasmus+ for Engineering and Architecture

**Erika ORRÙ**

E-mail: [erasmus.ingarc@unica.it](mailto:erasmus.ingarc@unica.it)

### Sportello Erasmus+ for Medicine

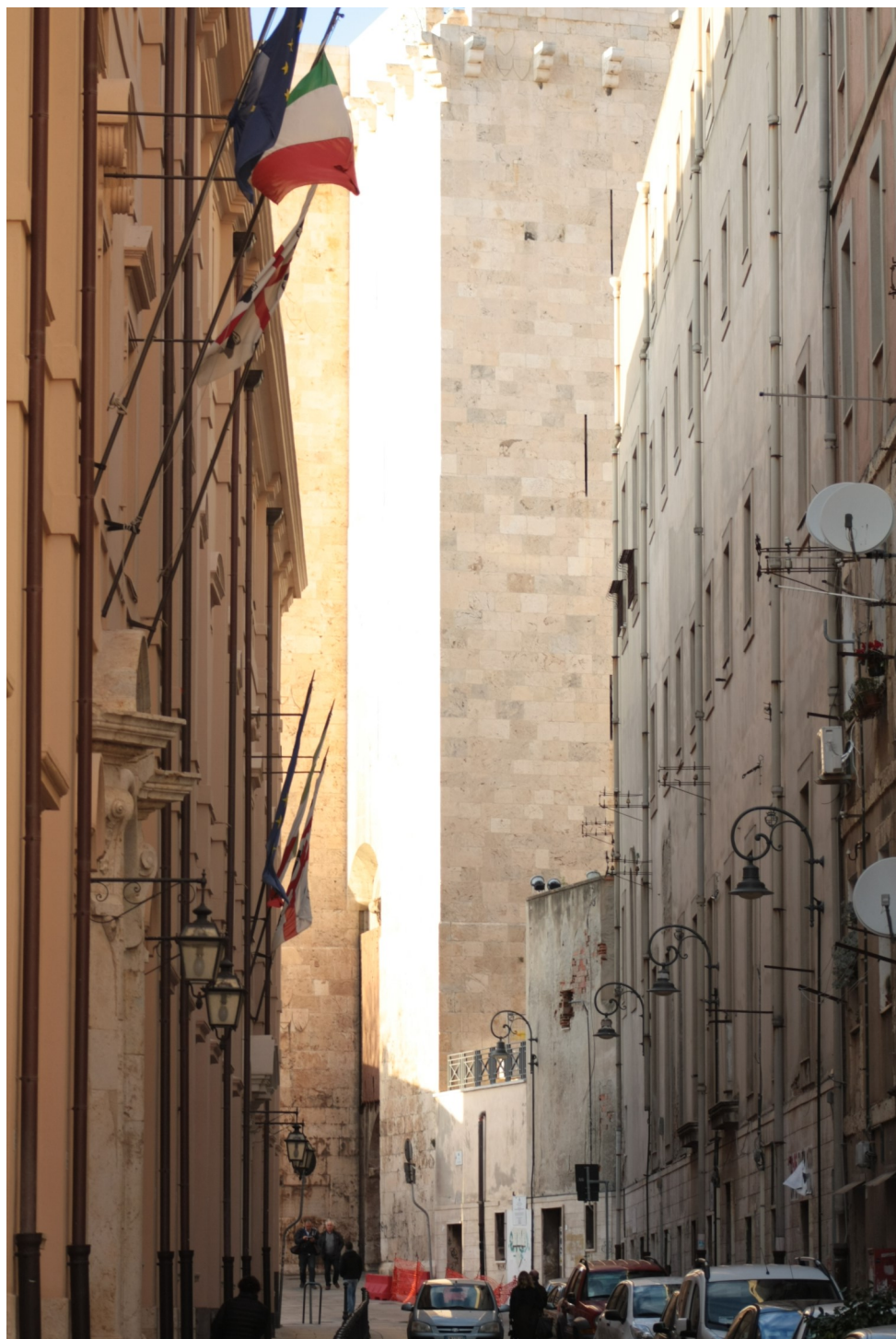
**Ciro FRANCIOSO**

E-mail: [erasmus.medicina@unica.it](mailto:erasmus.medicina@unica.it)

### Sportello Erasmus+ for Humanities

**Patrizia FERINO**

E-mail: [erasmus.studum@unica.it](mailto:erasmus.studum@unica.it)



UNICA Rectorate view

# Your Stay in Cagliari

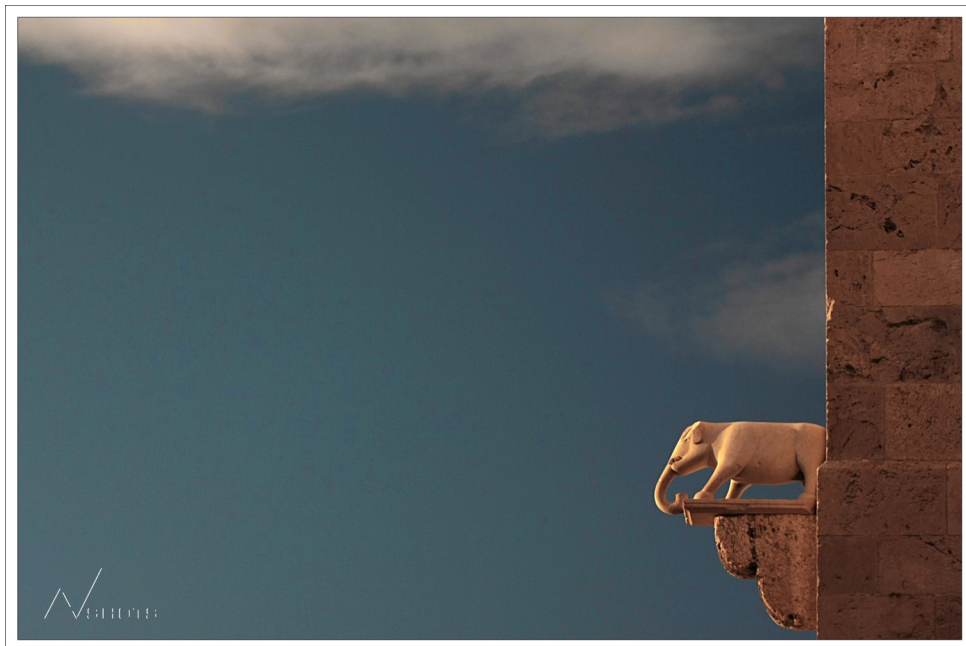
Your exchange period starts with the beginning of your academic activities, Italian language courses included.

Should you need any specific forms from your home university to be filled in to confirm your arrival, we will be glad to sign it but **Remember that it is up to you to send the Arrival Statement and/or the required forms to your Home university.**

If you lose a document ISMOKA gave you on your arrival, contact the Office for a copy.

**At the end of your exchange period do not forget to book an appointment with ISMOKA for the final forms.** One of the most important documents you will have is the **Certificate of Attendance**, required by your Home university to calculate the actual duration of your exchange period.





*Torre dell'Elefante in Castello district*

## Accommodation

**On your arrival in Cagliari** you will need to find an accommodation. The University of Cagliari owns a **Guesthouse** reserved for professors, researchers and students staying in Cagliari for study, teaching and research activities.

Send an e-mail to [foresteria@unica.it](mailto:foresteria@unica.it) to check rooms availability for the temporary period you would like to be hosted.

If you need assistance to find a place to stay, you can **ask the ESN** association for help. For temporary accommodation, we advise students to look for hostels or B&Bs, which is the cheapest accommodation available.

Information and contact numbers can be easily found on the internet.



# Students' Associations

**At the University of Cagliari there are several students associations. You may find their representatives within the faculties and central administration. They will be happy to help and advise you and vigorously defend students' interests in general.**

The tasks within the associations include:

- Receiving and welcoming foreign students on arrival;
- Helping visiting students integration;
- Assisting foreign students in finding accommodation;
- Organizing social and cultural entertainment for students;
- Organizing language exchange projects between Italian and foreign students (i.e. the Tandem Projects organized by three associations: ISAWO Tandem, Cagliari Language Network and Progetto Tandem). More information at [www.cagliarilanguage.net](http://www.cagliarilanguage.net)

**ESN:** the ESN team does everything it can to make the exchange students experience unforgettable. They help incoming students in finding accommodation and organize a great number of events every month, such as parties, cultural events, sport competitions and much more.

[www.esncagliari.org](http://www.esncagliari.org)

[www.esncard.org](http://www.esncard.org)

[www.facebook.com/esncagliariprofile](https://www.facebook.com/esncagliariprofile)

**ISAWO:** the ISAWO association, welcomes all the students who come to study Medicine and Pharmacy and organizes a great number of events.

[www.isawo.org](http://www.isawo.org)

**AEGEE:** [www.aegeecagliari.com](http://www.aegeecagliari.com)

**ELSA:** [www.elsacagliari.it](http://www.elsacagliari.it)





# Getting started

After the Home University sends the official **nomination**, students will receive an email with all the necessary information to get enrolled in UNICA: mainly the instructions on how to get **registered** at ESSE3 ([webstudenti.unica.it/esse3/Home.do](http://webstudenti.unica.it/esse3/Home.do)) to obtain the University credentials to manage the academic career during the Erasmus stay and the link to the Application form and to all the required forms. Once registered, students have to send a copy of the following documents to [incoming@unica.it](mailto:incoming@unica.it):

- ◆ a valid ID/passport
- ◆ EHIC/private health insurance
- ◆ The Home University Erasmus confirmation
- ◆ The Learning Agreement with the proposed study plan at the University of Cagliari
- ◆ The arrival form

Information on courses can be found in Unica website and through the help of the Faculties “Sportelli Erasmus+”. The administrative staff will help you to have your Learning Agreement properly filled in and duly sealed and signed in due time.

Should you need to change it, fill in the “during” section and send the final version to [incoming@unica.it](mailto:incoming@unica.it) so that the administrative staff can put the correct list on your Libretto online. Keep in mind that without this important step, you won't be able to enroll in the exams.

# Public Transport

If you're going to use public transport in Cagliari, you need to buy a CTM ticket or card (Consorzio Trasporti e Mobilità).

The CTM Office is in Viale Trieste 159/3, where you can be registered as a student and receive a card with a special price for students

**Single ticket €1,30:**

**[bit.ly/TicketCTM](https://bit.ly/TicketCTM)**

**Monthly ticket €8,40:**

**[bit.ly/MonthlyCTM](https://bit.ly/MonthlyCTM)**

**Annual ticket €70,00:**

**[bit.ly/AnnualCTM](https://bit.ly/AnnualCTM)**

**Student benefits:**

**[bit.ly/StudentBenefitsCTM](https://bit.ly/StudentBenefitsCTM)**

# Extraurban Transport

If you want to travel around Sardinia, you can choose among:

- **ARST:** [bit.ly/ARSTextraurbani](https://bit.ly/ARSTextraurbani)
- **Baire:** [bit.ly/Baireextraurbani](https://bit.ly/Baireextraurbani)
- **TurmoTravel:** [bit.ly/turmotravel](https://bit.ly/turmotravel)
- **Trenitalia:** [www.trenitalia.com/](https://www.trenitalia.com/)

# Residence permit

**Students coming from EU countries do not need a residence permit** to stay in Italy. However, if the study period exceeds three months they must apply to the local “COMUNE” (Town Hall) for residency.

**All non- European students who are going to stay more than three months must apply for a residence permit** using the pack available at Post Offices.

## HOW TO APPLY

**Go to a Post Office** (you can ask the ISMOKA staff for information) and take the pack with the yellow stripe;

**Fill in Form 1** thoroughly;

**Pay €70.46** at the Post Office using the appropriate postal payment slip. This sum is required in order to issue a residence permit which lasts between 3 and 12 months;

**Put all the required documents** (4 passport-sized photos, Form 1, a €16.00 revenue stamp, an A4 copy of your ID and all necessary documents) in an envelope, but **DO NOT** close it;

**Return the envelope** to the Post Office and pay a €30.00 delivery charge;

**The Post Office will give you a receipt** with the user ID and password needed to check the status of your application, keep it in a safe place until the application has gone through;

**You will receive a letter** from the Post Office asking you to go to the Police Headquarter (Questura) to have your fingerprints taken;

**Finally**, you will be called back to receive your residence permit. If your documents are lost or stolen, contact the Questura (Police) or Carabinieri in your district. More information can be found at the following website:

**[www.poliziadistato.it/articolo/225](http://www.poliziadistato.it/articolo/225)**

# Accident Insurance

As an exchange student, after your enrolment in UNICA, you are covered by the University of Cagliari's policy against accidents that may occur in and around the university premises. Students are insured by accidents they may suffer when carrying out activities stated in the Learning Agreement, including the on-going risks.

This policy covers the civil responsibility of the insured party deriving from carrying out institutional and non-institutional, ordinary and extraordinary activities at the University of Cagliari.

# Health service

**EU students must have a European Health Insurance Card (EHIC)** or a temporary certificate as a substitute for the card. This entitles them to the right to access medical assistance provided by the National Health Service. Students who do not have the above mentioned documents have to go to the NHS offices located in via Romagna 16, Cagliari, at the Ufficio Rapporti Internazionali and ask for the necessary documents to access the NHS.

**Non-EU students must take out private health insurance** in their home country when applying for a visa. The insurance must cover all the expenses in the event of emergency treatment or urgent hospitalization; it must cover the entire duration of the student's stay in Italy. It must also guarantee the policy-holder's return to their home country in case of serious illness. It must be translated in Italian and legalized by the Italian embassy. Non-EU students can enroll in the Italian National Health Service instead of taking private insurance, upon payment of an annual fee.

# NON-EU STUDENT NHS REGISTRATION PROCEDURE

TO BE BROUGHT TO THE UFFICIO RAPPORTI INTERNAZIONALI

- Identity document;
- Resident permit or other document released by the Questura (Italian Police) proving that they are in Italy for study reasons;
- Document from the University certifying that they are studying at the Università degli Studi di Cagliari;
- Fiscal code
- Receipt of payment of Euro 149.77 (NB: the payment provides cover only until the 31st of December of the current year and terminates with the expiration of the residence permit).



NB: The sum of 149.77 Euros must be paid at the Post office to:



ACCOUNT N.: C/C n. 490094  
PROPERTY OF: REGIONE AUTONOMA DELLA  
SARDEGNA



## UFFICIO RAPPORTI INTERNAZIONALI CONTACT DETAILS



via Romagna 16, Cittadella della Salute Cagliari Pad. C



+39 070 47443693



Mon-Fri 08.30 to 12.00  
Tue and Thu 15.00 to 16.30



[www.aslcagliari.it](http://www.aslcagliari.it)

# UNICA for DSA

## UNICA facilities for students with special needs

We welcome applications from students with disabilities. The adviser for disabled students S.I.A. (Servizi per l'inclusione e l'apprendimento) runs a comprehensive service dealing with issues including admission arrangements, personal and learning support, advice on equipment purchase and special exam arrangements. The University has introduced the following services in order to allow students to participate in all aspects of university life:

- ◆ Assistance with bureaucratic and administrative procedures (enrolment application forms, payment of fees, etc...);
- ◆ Information on the study programme, on lesson timetables and exam dates;
- ◆ Support in dealing with teachers and University of Cagliari offices;
- ◆ Customized tutoring according to student's needs (administrative and education related issues will be solved with a tutor guidance);
- ◆ Guidance on customized curriculum planning;
- ◆ Customized teaching and examinations;
- ◆ Support to students with learning disabilities;
- ◆ Seat reservation in classrooms;
- ◆ Guidance and assistance during exams for students with physical and sensorial disabilities;
- ◆ Taking-notes service during courses;
- ◆ Dedicated and equipped transport for students with physical and sensorial disabilities;
- ◆ Cooperation with the Italian Union for the Blind which includes the organization of computer-literacy courses for which the University provides computing facilities, free loan, a Braille printer and a maximising photocopier;
- ◆ Activation of book loans with a special card in accordance with the library directors.

## S.I.A CONTACT DETAILS



Campus Aresu, via San Giorgio 12, 09124 Cagliari



+39 070 675 6222

+39 070 675 6221

+39 070 675 6270



tutor.sia@unica.it

NB: The above mentioned services are also offered to graduate students who attend specialisation courses, research doctorates, Master degrees and anything related to postgraduate study.



# Fiscal Code

## Bank Account

### Fiscal code (codice fiscale)

The Codice Fiscale is a personal code used for tax purposes. In Italy it is required in order to access several services such as opening a bank account or obtaining an insurance policy. To get your Codice Fiscale you have to go to Agenzia delle Entrate (Revenue and Customs Office).

#### AGENZIA DELLE ENTRATE CONTACT DETAILS



via Cesare Pintus, Cagliari



+39 070 55081



Mon-Fri 08.30 to 12.00  
Tue and Thu 15.00 to 16.30



dp.cagliari@agenziaentrate.it

### Bank account

**The easiest way to transfer money is by opening a bank account.** To open an account in Italy the following documents are required:

- Certificate of enrolment to the University or certificate of attendance of a university course;
- Identity document;
- Fiscal code.

It is possible to choose among a wide variety of **banks or a post office.**

There are two main types of account: current account (*conto corrente*) or deposit account (*libretto di risparmio*). A *libretto di risparmio* is just used to store money, you can pay any sum of money into your bank account. A *conto corrente* is more flexible and on request you can obtain a debit card (bancomat), a credit card and a home-banking service. We recommend you to evaluate several banks in order to find the most suitable for you.

**In case of loss or theft of your credit or debit card** you should block it immediately to avoid loss of money. Calls are free, but you must check which number you need to call as there are different numbers for each card. Take note of what the operator says. After having blocked your card you should go to the nearest police headquarters to report the theft.

### Money

The official currency in Italy is the Euro (€): €1 is divided into one hundred cents (100 cents). The issued coins are 1, 2, 5, 10, 20, 50 cents, 1€ and 2€. The issued notes are 5, 10, 20, 50, 100, 200, 500€. The Euro can be used throughout the nineteen countries in the Euro zone: Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Slovakia, Slovenia, Estonia, Latvia, Lithuania and Spain.



# International calls

## Emergency numbers

### How to make international calls

#### To make an international call from Italy or from an Italian number dial

The international prefix 00 (or +), the country code (i.e. Germany 49, Spain 34, Italy 39, France 33, Sweden 46, etc.), the area code without 0 and the phone number.

#### To make a call to Italy from abroad or from a foreign number dial

The international prefix 00 (or +) 39, the area code and the phone number.



### How to make a call in Italy

For internal calls dial the area code, the phone number or a mobile number alone.

To call abroad from Italy, a variety of prepaid cards are available, usually con-

sisting of a receipt with a pin code and instructions on how to use it. Costs vary depending on the country you wish to call. There are cards that can be used with public telephones, at home or with a mobile phone. You can buy telephone cards in bars, tabacchi, kiosks, phone centres or lotto shops.

You can also buy a pay as you go SIM card for your mobile to top up when you need to. In this case, as there are different deals available, take some time to look at which one is the most suitable for you.

To top up you mobile you should ask for “*ricarica telefonica*”. The amount varies for each brand and generally it is 10, 15, 20 or 50€.

You can top up at the supermarket, a kiosk or bar. Now it is possible to buy them in your brand app.4 also.

### Italian Emergency telephone numbers:

#### 112 - European Emergency Number

113 - Emergency Police Help Number

115 - Fire Department

118 - Medical Emergency

# UNICA Libraries

The University Library was founded in 1792. With a collection of hundreds of manuscripts, thousands of autograph letters and a rich collection of works of the XVI and XVII centuries and its beautiful XVII century hall, the Library is one of the most important on the island.

**All faculties at our University have their own libraries** where students can find publications, books, reviews and microfilms on specific subjects. Information on opening times can be found in the respective Faculties, Institutions and Departments websites or at

[sba.unica.it](http://sba.unica.it)



# Computing facilities

Students have access to the **wireless internet connection** within the University buildings and spaces. The University of Cagliari is a member of the European Eduroam Service. Eduroam (Education Roaming) is the secure world-wide roaming access service developed for the international research and education community.

Eduroam allows students, researchers and staff from participating institutions to get Internet connectivity (WLAN) across the campuses and when visiting other participating institutions. More information is available at [www.people.unica.it/wifi/eduroam-2](http://www.people.unica.it/wifi/eduroam-2).

**If your home university is not part of the Eduroam service, a WI-FI account can be requested at the ISMOKA office;** students will be assigned a personal account within a few days.

Any violation of the rules and any abuse or misuse of user ID and password will lead to the removal of the WI-FI connection and to legal action.

The University of Cagliari guarantees the absolute confidentiality of the user's IDs and passwords, these will not be revealed to anyone except law authorities who may be notified about crimes committed via the connection.



# Placement

## Enjoy Casteddu

**Academic traineeships are one of the most important aspects in the training process of university students.**

**Traineeship programmes should be designed by defined aims, goals and operational tools.**

With the ENJOY CASTEDDU project, the academic traineeship becomes a key to increase competitiveness of the Sardinian SMEs, thanks to trainees whose main field of interest is the support and the exportation of the internationalization.

The program consists of a placement in local companies of foreign university students who are currently involved in the University of Cagliari for an Erasmus or Globus mobility.

The Project aims are:

- The promotion of internationalization in sectors such as agri-food, tourism, ICT and university subject areas through the creation of an international network of professionals' contacts for matchmaking;
- A professional and productive experience for the student, who will be supported by the company tutor and an academic staff member.

In order to take part in the ENJOY CASTEDDU project and gain ECTS credits, students have to bring their curriculum to the ISMOKA office and a certificate stating the exams already passed.

**At the ISMOKA office students will have the chance to indicate which subject they want to take part in and establish the total amount of hours they have to attend during their traineeship.**

**The international office will then contact the SMEs partner and will send them the Curriculum of the students.**

**[incoming@unica.it](mailto:incoming@unica.it)**

# Regional Agency for the Right to Higher Education ERSU

## The Regional Agency for the Right to Higher Education - ERSU

ERSU is the Regional Agency for the Right to Higher Education. Its function is to cooperate with the Regional Government and the universities to promote higher education, accessibility to university courses by way of economic support and orientation activities, achievement of high degrees of professionalism for deserving students.

Students have to register on the official ERSU website to benefit from some of the University services, such as the canteen service and the health assistance.

### Central Office

Corso Vittorio Emanuele II, 68 | Cagliari  
+39 070 66206405

**[ufficiodirittoallostudio@ersucagliari.it](mailto:ufficiodirittoallostudio@ersucagliari.it)**

Mon-Fri 09.30 to 12.30

Tue 15.30 to 17.30

### Contact Center

The contact center is able to transfer the call to the office that best suits your needs.

The service is active from Monday to Friday 08.00 to 14.00 and Tuesday 15.00 to 18.00.

**+39 070 20191**

### How to get the ERSU service accreditation

To get the ERSU accreditation you have to register on the ERSU website:

**[bit.ly/ERSUservices](https://bit.ly/ERSUservices)**

Enter your personal data and your fiscal code, your registered residence and to upload a valid ID card.

After the registration, a QR code will automatically generate. This QR code will give you the right to access the canteens, the agency's library in via Trentino as well as cultural, sports and recreational services.

# Sports facilities

The **University of Cagliari** has a **sports centre called C.U.S.** or Centro Universitario Sportivo (University Sports Centre).

**To access the CUS** sports complexes, students need an e-badge which can be obtained after registration at the CUS admission office.

Foreign students must bring the certificate they got from ISMOKA office and a valid ID card. The e-badge is valid throughout the entire academic year.

At the CUS complexes students can practice both individual and team sports.

Leagues and tournaments are organized yearly and courses are available on payment of a fee.

There are a number of gyms in Cagliari offering a variety of sports activities from body building to dance, volleyball, swimming and much more; just look around for the one that is closest to you!

If you enjoy football, Cagliari is the place for you because it hosts one of the most famous football clubs in Italy, as Cagliari Football Club plays in the Campionato Serie A, the major league in Italy.

## ABOUT THE CUS

### CUS ADMISSION OFFICE

Via Is Mirrionis  
3, Cagliari



Via Is Mirrionis 3, Cagliari



Mon, Wed, Fri 15:30 to 18:30  
Tue, Thu, Fri 9:00 to 12:00



+39 070 283816  
+39 331 8802600



cus@unica.it



www.cuscagliari.it

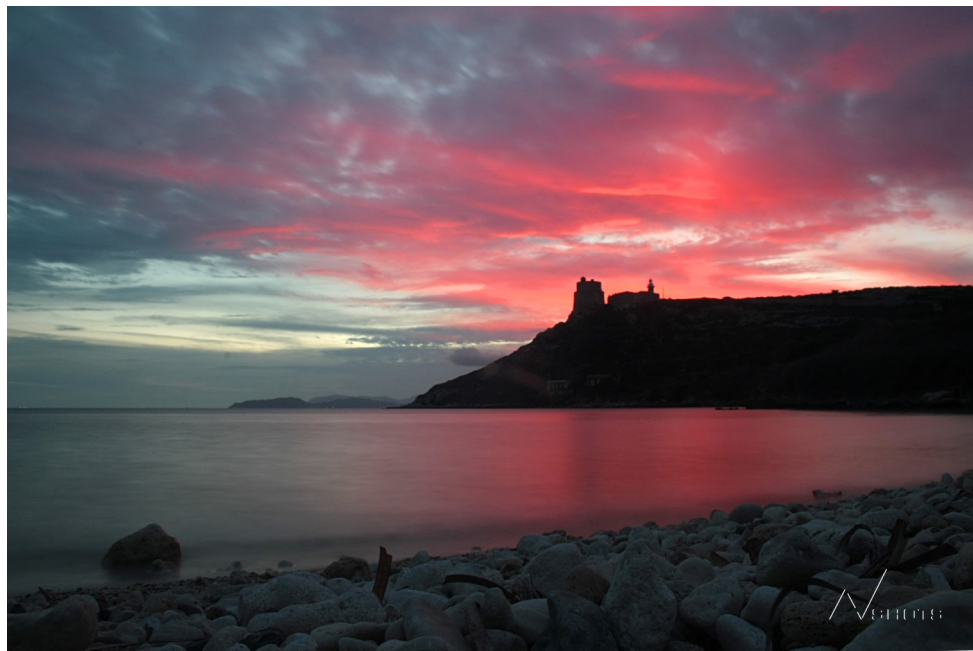
2

Sports centres

Cittadella  
Universitaria S.S.  
554 Km 4.500,  
Monsserrato







*Sella del Diavolo view*



*Su Siccù view*

# At the end of the Mobility

Before leaving, at least two weeks before departure, book an appointment with Ismoka Office through the [elearning.unica.it](https://elearning.unica.it) website to gather the final forms.

**Remember** to check that the exams you passed have been recorded on UNICA system and to contact immediately the professor in case a grade is missing.

**Should you have any specific forms from your Home University you need us to fill in, send them in advance to [incoming@unica.it](mailto:incoming@unica.it) so they will be ready in due time.**

If all documents are correct, you will be immediately given the original **Transcript of Records** with your arrival and departure date together with the list of passed exams and activities.

If a grade is missing in the UNICA system, ISMOKA staff will take care of completing the recordings and will send the Transcript of Records to your Home university as soon as ready.

You will also be given the Certificate of Attendance, stating the starting and the final date of your exchange period. Find out promptly about any rules that your Home University or the institute funding your mobility applies to calculate the amount of your scholarship and bear this in mind when you decide to leave.

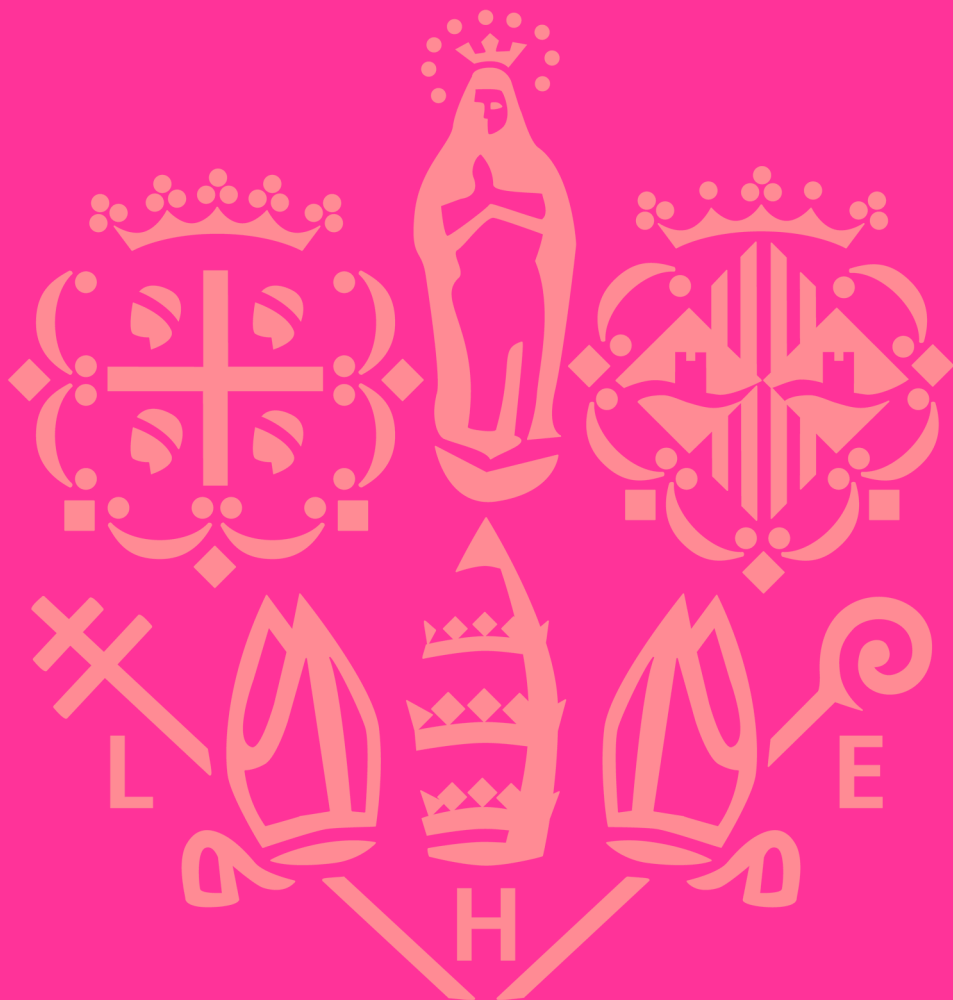
The day recorded as the final one in the certificate of attendance formally states the end of your exchange period, this means that you cannot sit any more exams or participate in any other teaching activities.





## Notes





**UNICA** UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI



**Erasmus+**