

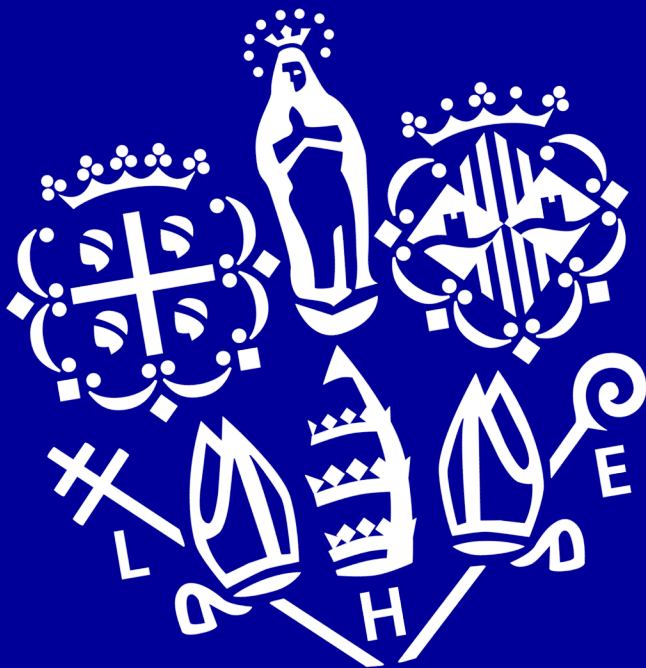
UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI

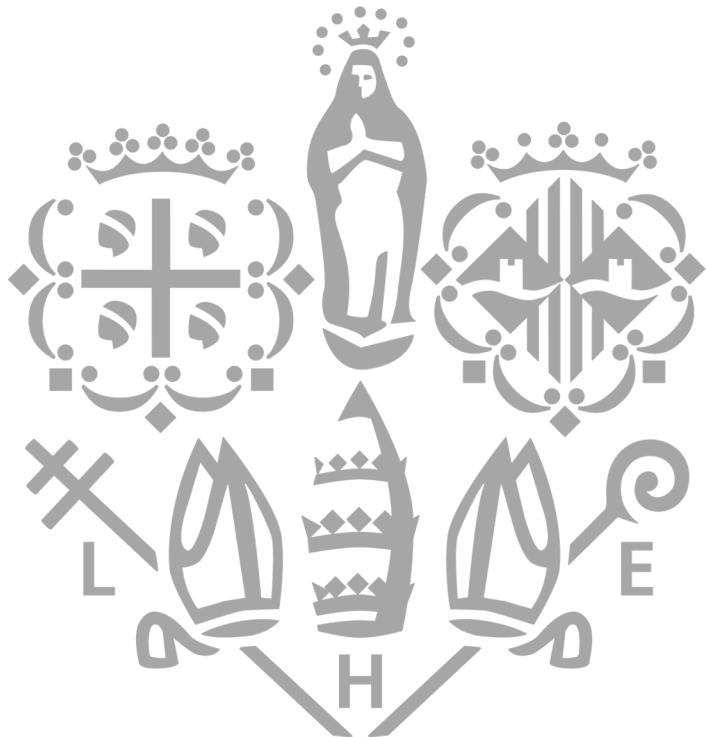
UNICA



Erasmus+

# ISMOKA EXCHANGE STUDENTS GUIDE AY 2023/24





**Exchange Students Guide**  
**University of Cagliari**  
**A.Y. 2023/2024**

*Produced by*

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

UNICA - Università degli Studi di  
Cagliari  
[www.unica.it](http://www.unica.it)

Welcome to the Università degli Studi di Cagliari!  
This orientation guide is dedicated to International Exchange students of the University of Cagliari, designed to provide you with practical information and advices on your Erasmus+ Mobility at UNICA and as an introduction to the cultural and leisure opportunities offered in Cagliari.

<https://www.unica.it/it/internazionale/studiare-unica>

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The University of Cagliari was founded in 1620 as Studium Generalis Kalaritanum, based on the old Spanish universities of Salamanca, Valladolid and Lérida. Originally the classes offered were Law, Latin, Greek, Hebrew Literature, Liberal Arts, Medicine, Surgery, Philosophy and Science. During the 18th century Sardinia was under the rule of the House of Savoy, whose government significantly modified the University statute, enhancing science faculties and institutes.

The gradual growth of the university has led to its current configuration into 6 Faculties and **15 Departments**, which represent the operational cores of the university organization, responsible for achieving the university's primary objectives: research and teaching, meeting the requirements of today's high innovation society .

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*Before your arrival  
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. Incoming students have to report mandatory to this Office upon their arrival in Cagliari.

**ISMOKA** supports exchange students with procedures, academic issues, help and information. ISMOKA is responsible for all the documents required for scholarships, like certificates, organization of the Italian language courses, and the creation of contacts between the academic tutor and the students.

The person in charge of the International Office is Prof. Alessandra Carucci, the Rector's delegate. The Head of the **ISMOKA** Office is Mrs. Anna Maria Aloï supported in international activities by her assistants: Silvia Baita, Vanessa Carboni, Antonella Contini, Ciro Francioso, Fabrizio Lay, Stefania Melas, Alessandra Mele, Sabrina Mereu, Francesca Mulas, Alessandra Murru, Gianna Pinna, Daniela Poddesu, Emanuela Rubiu, Ihab Rizk Soliman, Katalin Vegvari and Barbara Zuzolo.

The **ismoka** Office receives upon request. Book your appointment by email contacting the responsible departments. [Find more details on page 20.](#)

### Address:

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



For updates and changes, please check regularly our website:

[unica.it](http://unica.it) - [International Mobility](#)

# Finding your way

Cagliari is the right destination for you!  
Consult regularly the University website:  
[unica.it - Homepage](http://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 Bologna Process aimed to create a European Higher Education Area (EHEA) based on international cooperation and academic exchange, making it attractive to European students and staff. The program is open also for other countries worldwide, facilitating international mobility and the exchange of knowledge. The University of Cagliari, following the Bologna Process, has adopted a higher education system based on three levels of study.



# Credits

**UNICA has adopted the ECTS** system to ease the accumulation and transfer of credits. It facilitates the mobility of students between different countries by making studies and courses more transparent and fostering the process of recognising learning outcomes, qualifications and periods of study.

Credits can be transferred easily from one university to another based on the learning achievements and workload of a course, facilitating an individual's degree programme or training of a student.

ECTS has been introduced as a more student-centred approach, and it is a central instrument in the Bologna process, aiming to increase the compatibility of national systems.

**60 ECTS credits correspond to the workload of a full-time student during one academic year.**

1 ECTS credit is equivalent to 25/30 working hours. The student workload for a full-time study programme in Europe amounts in most cases to 36/40 weeks per year.

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

# Grade system

## IMPORTANT

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.

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.

**Failed exams (<18/30) have no corresponding credits and are not recorded in UniCa Esse3 system therefore could not 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 office, internships, laboratories and seminars, which have no final grade only a merely “idoneo” which means “passed” and are going to be listed in the Transcript of Records. The “idoneo” / “passed” can never be transformed into a numerical ECTS grade.

In the Italian system, lesson attendance alone is not sufficient to obtain credits to be listed in the Transcript of Records. Students in need of an only lesson attendance certificate, have to ask it directly to the professor of each course.

# Academic calendar

Each department has its course and exam timetable. Lessons generally begin at the end of September / February 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, 2023

<b>Welcome Day</b>	September 27 <sup>th</sup> 2023
<b>Lessons</b>	from last week of September to December 2023
<b>Exam's period</b>	from December 2023 to February 2024
<b>Christmas break</b>	from December 20 <sup>th</sup> 2023 to January 7 <sup>th</sup> 2024

## Second Semester, 2024

<b>Welcome Day</b>	February 21 <sup>th</sup> 2024
<b>Lessons</b>	from last week of February to June 2024
<b>Exam's period</b>	from June to July 2024 and September 2024
<b>Easter break</b>	from 17 <sup>th</sup> to 21 <sup>st</sup> April 2024
<b>Summer break</b>	August 2024

You can consult the detailed academic calendar at:

<https://www.unica.it/it/didattica/studiare/calendario-accademico-e-didattico>



## Learning Italian

The Italian language courses are designed by the CIS and ISMOKA, to immerse participants in the Italian language. These courses are meant to involve every aspect of the Italian language: grammar, phonetics and vocabulary, and to develop the skills of reading, writing, listening and speaking.

**The courses (40 hrs in total – 4 ECTS) are held three times a week, from 18.00 to 20.00. You cannot miss more than 20% of the total hours to obtain the certificate.**

Those who do not meet the application deadline will not be able to take part in the Italian language courses and cannot get a refund.

Courses are scheduled for levels based on the EU framework of languages :

**A1 and A2** basic levels

**B1** intermediate levels

**For further information, please see:**

<https://www.unica.it/it/internazionale/studiare-unica>

# The Faculties

The University is divided into the following faculties:

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

The town offers excellent student facilities including halls of residence, canteens, libraries, sports facilities.

Furthermore, Cagliari has a wide range of social and cultural activities such as museums, theatres, cinemas, coffee libraries and other meeting points.

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

**Cittadella di Monserrato** is located within an area of 72 hectares. It is the headquarters of the faculties of: Medicine and Surgery, Biology and Pharmacy, Sciences and Physics, and of the University Hospital.

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

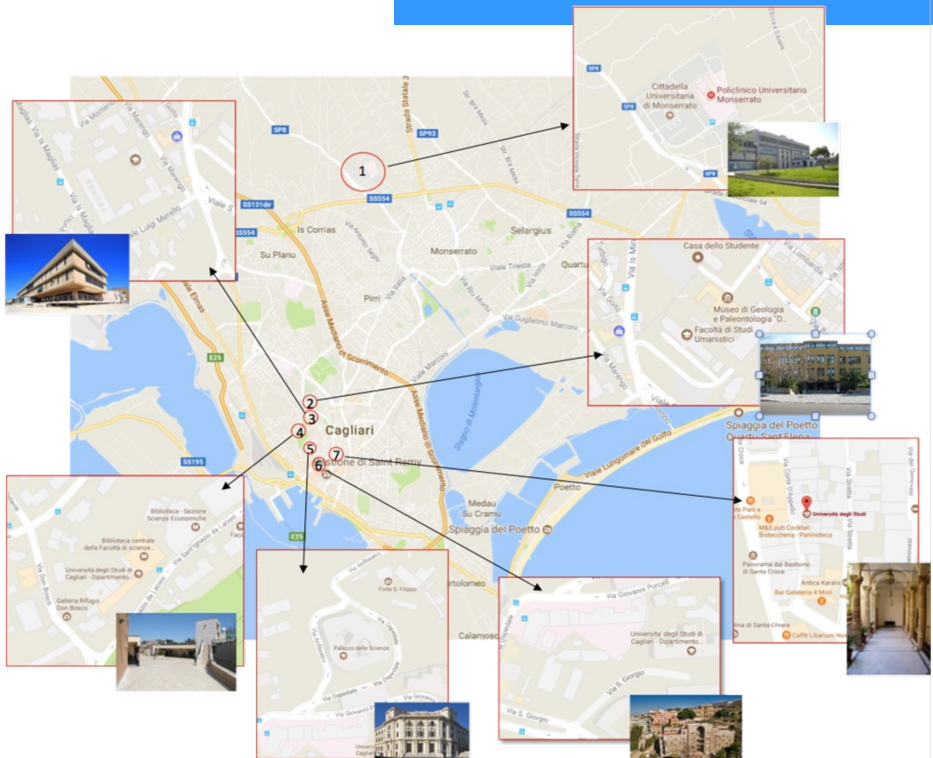
**Viale Sant'Ignazio** is the seat of the Faculty of Economics, Law and Political Sciences.

**The city centre** accommodates the departments of:

- Architecture in **Via Santa Croce**
- Foreign Languages and Literatures in **Via San Giorgio at Campus Aresu**
- Mathematics and Computer Sciences in **Via Ospedale at Palazzo delle Scienze**.

One of our courses is based in **Oristano**. If you're going to study Economics and tourism management keep in mind that the course will be in another city, 100 Km from Cagliari. Another course provided by Unica in Oristano is Industrial Biotechnology.

# UNICA's Buildings



**1. Facoltà di Medicina e Chirurgia  
Facoltà di Biologia e Farmacia  
Facoltà di Scienze**

**2. Facoltà di Studi Umanistici**

**3. Facoltà di Architettura e Ingegneria**

**4. Facoltà di Scienze Economiche,  
Giuridiche e Politiche**

**5. Facoltà di Biologia e Farmacia  
Facoltà di Scienze**

**6. Facoltà di Studi Umanistici (Lingue)**

**7. CdS in Architettura**

Check the link below to find out the Courses' Catalogue

<https://unica.coursecatalogue.cineca.it/>

# Faculty of Biology and Pharmacy

## Bachelor's Degrees (3 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Biology	BF	60/57	L-13
Biotechnology	BF	60/76	L-2
Environmental and Natural Sciences	BF	60/75	L-32
Toxicology and Quality Assurance	BF	50/24	L-29

## Master Degrees (2 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Marine Bio-Ecology	BF	60/70	LM-6
Cellular and Molecular Biology	BF	60/71	LM-6
Neuro-psychobiology	BF	60/72	LM-6
Preservation and Management of Natural Resources and the Environment	BF	60/77	LM-60
Food and Nutrition Sciences	BF	50/23	LM-61

## Single Cycle (5 years)

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

# Faculty of Sciences

## Bachelor's Degrees (3 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Chemistry	SC	60/58	L-27
Physics	SC	60/60	L-30
Computer Science	SC	60/61	L-31
Applied Computer Science and Data Analytics	SC	60/79	L-31
Mathematics	SC	60/64	L-35
Geological Sciences	SC	60/78	L-34

## Master Degrees (2 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Physics	SC	60/68	LM-17
Computer Science	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 Medicine and Surgery

## Bachelor's Degrees (3 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Health Assistance	MC	40/50	L/SNT4
Physiotherapy	MC	40/44	L/SNT2
Dental Hygiene	MC	40/58	L/SNT3
Professional Education	MC	40/56	L/SNT2
Nursing	MC	40/42	L/SNT1
Neurophysiopathology Techniques	MC	40/64	L/SNT3
Midwifery	MC	40/43	L/SNT1
Sport and Exercise Science	MC	40/35	L-22
Environment and Workplace Prevention Techniques	MC	40/59	L/SNT4
Imaging and Radiotherapy Techniques	MC	40/49	L/SNT3
Biomedical Laboratory Techniques	MC	40/65	L/SNT3

## Master Degrees (2 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Preventive and Adapted Physical Activities	MC	40/63	LM-67

## Single Cycle (6 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Medicine and Surgery	MC	40/39	LM-41
Dentistry	MC	40/40	LM-46

# Faculty of Engineering and Architecture

## Bachelor's Degrees (3 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Civil Engineering	IA	70/72	L-7
Biomedical Engineering	IA	70/75	L-8, L-9
Chemical Engineering	IA	70/77	L-9
Electrical, Electronic and Computer Engineering	IA	70/89	L-8, L-9
Electronic, Computer and Telecommunication Engineering	IA	70/94	L-8
Mechanical Engineering	IA	70/78	L-9
Environmental and Land Engineering	IA	70/73	L-7
Electrical Energy Engineering for Sustainable Development	IA	70/72	L-9
Architectural Science	IA	80/71	L-17
Techniques for Building Construction and Land Development	IA	70/93	L-P01

## Master Degrees (2 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Architecture	IA	80/72	LM-4
Computer Engineering, Cybersecurity and Artificial Intelligence	IA	70/90	LM-32
Environmental Engineering for Sustainable Development	IA	70/95	LM-35
Chemical and Biotechnological Process Engineering	IA	70/88	LM-22
Civil Engineering	IA	70/80	LM-23
Internet Engineering	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
Environmental and Land Engineering	IA	70/86	LM-35

# Faculty of Economic, Law and Political Sciences

<b>Bachelor's Degrees (3 years)</b>	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Administration and Organization Sciences	SE	2/67	L-16
Economics and Business Administration	SE	11/75	L-18
Economics and Finance	SE	11/77	L-33
Legal Services	SE	1/32	L-14
Political Sciences	SE	2/59	L-36

<b>Master Degrees (2 years)</b>	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
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
Sustainable Tourism Management	SE	11/81	LM-76
Social Innovation and Communication	SE	2/69	LM-59, LM-62
International Relations	SE	2/66	LM-52
Public Administrations Sciences	SE	2/68	LM-63

<b>Single Cycle (5 years)</b>	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Law	SE	1/31	LMG/01

# Faculty of Humanities

## Bachelor's Degrees (3 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Cultural Heritage and Entertainment	SU	20/45	L-1, L-3
Philosophy	SU	20/39	L-5
Humanities	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 Science (e-learning course)	SU	30/35	L-20
Education Studies	SU	30/34	L-19
Psychological Sciences	SU	30/36	L-24

## Master Degrees (2 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Archaeology	SU	20/50	LM-2
Archaeology and History of Art	SU	20/41	LM-2, LM-89
Classical and Modern Philology 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 and Literatures	SU	32/15	LM-37
Clinical and Community Psychology	SU	30/48	LM-51
Multimedia Production	SU	20/48	LM-65
Pedagogy and Educational Processes	SU	30/44	LM-50, LM-85
History and Society	SU	20/44	LM-84
Texts Translation	SU	32/16	LM-94
Art History	SU	20/49	LM-89

## Single Cycle (5 years)

	<b>Faculty Code</b>	<b>Degree Code</b>	<b>Degree Class Code</b>
Primary Teacher Education	SU	30/46	LM-85 BIS

Discover the courses taught in English checking the link below:

<https://www.unica.it/it/internazionale/studiare-unica>

For more information and assistance please book an appointment with your Faculty Desk:



**Sportello Erasmus+ Biology, Pharmacy and Sciences**

dott. **Ciro Francioso**

[erasmus.biofarmascienze@unica.it](mailto:erasmus.biofarmascienze@unica.it)

**Sportello Erasmus+ Medicine**

dott.ssa **Barbara Zuzolo**

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

**Sportello Erasmus+ Economics, Law and Political Sciences**

dott.ssa **Daniela Poddesu**

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

**Sportello Erasmus+ Engineering and Architecture**

dott.ssa **Emanuela Rubiu**

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

**Sportello Erasmus+ Humanities**

dott.ssa **Silvia Baita**

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

# Your Stay in Cagliari

Your exchange period starts the first day of your academic activities.

In case your home university requires a specific form to be filled in confirming your arrival, we will be glad to sign it, but **remember that you have to send your boarding pass or the ferry ticket, together with the form required by your home university, to:**

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

**All documents issued by our Office will be signed only digitally.** If your University does not recognize digital signature please book an appointment with [incoming@unica.it](mailto:incoming@unica.it).

At the end of your exchange period you will receive two important documents: the **Certificate of Departure** required by your university to calculate the effective duration of your exchange period, and the **Transcript of Records**, with the passed exams and the relative ECTS credits you will have recognized by your home institution.

**Failed exams will be not listed in the ToR.**

## Accommodation

**Once you arrive in Cagliari**, you will need to find accommodation for your exchange semester/year. The University of Cagliari owns a **Guesthouse** for professors, researchers and students staying in Cagliari for study, teaching and research.

You can check availability sending a request by email to [foresteria@unica.it](mailto:foresteria@unica.it)

You can also **ask the ESN staff** to assist you. During the Welcome Day, you will have the opportunity to meet the representatives. Contact them by email [incoming@esncagliari.org](mailto:incoming@esncagliari.org) or visit [www.esncagliari.org](http://www.esncagliari.org)

The fastest way to find a temporary accommodation in Cagliari is to book a hostel or B&B. Information and contact numbers can be easily found on the internet.

# Students' Associations

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

The tasks within the associations include:

- Receiving and welcoming foreign students on arrival;
- Helping exchange students integration;
- Assisting foreign students in finding accommodation;
- Organizing social and cultural events;
- Organizing language exchange projects between Italian and foreign students (i.e. the Tandem Projects)

**ESN:** the ESN team does everything to make the exchange students' experience unforgettable. They help incoming students in finding accommodation and organize events every month, such as parties, cultural events, sports competitions and many more.

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

**DIPARTIMENTO MEDICO:** this association welcomes all the students who come to Cagliari to study Medicine, Nursing, Pharmacy, Dentistry, Hygiene, Physiotherapy, Midwifery, organizing different events.  
<https://dipartimentomedico.it>

**ELSA:** [www.elsa-italy.org/cagliari/](http://www.elsa-italy.org/cagliari/)

**For Law Students**



# Getting started

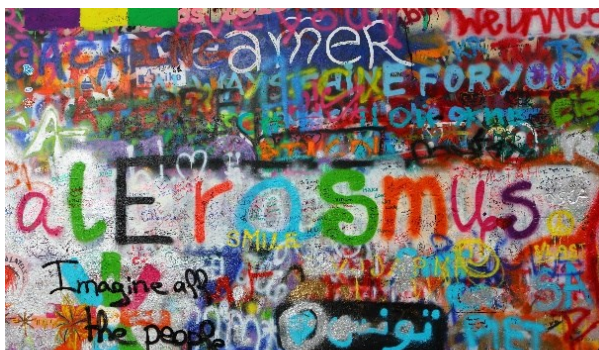
When the home University sends the official **nomination**, students will receive an e-mail with all the necessary information to get enrolled in UNICA: the instructions on how to get **registered** at ESSE3 (<https://unica.esse3.cineca.it/Home.do>) to obtain the University credentials to manage the 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 or passport
- ◆ EHIC or private health insurance
- ◆ the Home University Erasmus confirmation letter
- ◆ the Learning Agreement with the proposed study plan

All the information about academic matters can be found in UniCA website. For further assistance you can contact your Faculty Desk.

Should you need to change your Learning Agreement, you have to fill in the “during the mobility” section and send the final version to [incoming@unica.it](mailto:incoming@unica.it) so that the Faculty Desk can change your Online Libretto.

**Keep in mind that without this important step, you won't be able to get enrolled in the exams.**



# Residence permit

**Students coming from EU countries do not need a residence permit** to stay in Italy.

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

## HOW TO APPLY

**Go to a Post Office** (you can ask further information to [foreignstudents@unica.it](mailto:foreignstudents@unica.it) ) and take the kit 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 “marca da bollo (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, you should contact the Questura (Police) or Carabinieri of your district. More information can be found at the following website:

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

# Public Transport

If you're going to use public transports in Cagliari, you need to get the CTM ticket or card (Consorzio Trasporti e Mobilità) with your data.

The CTM Office is in Viale Trieste 159/3. You can fill in the form directly and get registered as a student to receive your card.

You can buy a monthly or an annual ticket with a 60% discount.

**Student benefits:**

**<https://www.ctmcagliari.it/abbonamenti-studenti/>**

# Regional Transport

If you want to travel around Sardinia, you can travel with:

- **Trenitalia:** [www.trenitalia.com/](http://www.trenitalia.com/)
- **ARST:** <http://www.arst.sardegna.it/index.html>
- **Baire:** <https://www.tourbaire.it/>
- **TurmoTravel:** <https://gruppoturmotravel.com/>

# Accident Insurance

As an exchange student, after your enrolment in UNICA, you are covered by the university insurance against accidents that may occur in and next to university facilities.

The insurance covers accidents the insured may suffer in the whole world when carrying out activities stated in the learning agreement, including the on-going risks.

This policy also 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 the holder 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 papers 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 enrol with the Italian National Health Service instead of taking private insurance.

# 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 special needs. The responsible office for students with different abilities is S.I.A. (Servizi per l'inclusione e l'apprendimento). It offers a variety of services 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:

- ◆ Help in bureaucratic and administrative procedures (enrolment application forms, payment of fee, etc...);
- ◆ Information on the study programme, on lesson timetables and exam dates;
- ◆ Support in communication with teachers and other University 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 disorders;
- ◆ 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;
- ◆ Cooperation with the Italian Union for Blind People including the organization of computer-literacy courses for which the University provides computing facilities, free loan, a Braille printer and a image enlarging 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](mailto: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 compulsory in order to access services such as bank account opening or obtaining a personal insurance policy. To get your *Codice Fiscale* you have to book an appointment online at the Agenzia delle Entrate (Revenue and Customs Office) webpage:

[https://](https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action)

[prenotazioneweb.agenziaentrate.gov.it/  
PrenotazioneWeb/prenotazione.action](https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action)

### Bank account

**The easiest way to transfer money is by opening a bank account.**

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**.

In case that you are evaluating the possibility to open an Italian bank account, we recommend you to evaluate several banks in order to find the most suitable.

**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, Croatia, 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

The phone number.

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

The international prefix 00 (or +)

Italy country code 39

The area code

The phone number

To call abroad from Italy, a variety of **pre-paid cards** are available, usually consisting of a receipt with a pin code and instructions on how to use it. Costs depend 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 Tabacchi, bars, newspapers sellers or phone centres. **You can also buy a prepaid SIM card** for your mobile to top up when you need to. As there are different offers available take some time to choose the most suitable for you.

To top up your mobile phone 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 Tabacchi or bar.

**HOW TO CALL ISMOKA FROM ABROAD:**

- The international prefix 00
- The country code 39
- The area code 070
- The phone number 6756533

**00 39 070 675 6533**

### How to make national calls

To make a call in Italy dial

The area code

The phone number

Or a mobile number alone.

### 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. The Library is one of the most important on the island: it has 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. **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 from the respective Faculties, Institutions and Departments websites or at <https://web.unica.it/unica/it/sba.page>



# 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 which secures world-wide roaming access services 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.

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

Any violation of the above mentioned 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.



# 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, academic traineeships become a key to increase competitiveness of the students in the work field, thanks to trainees whose main field of interest is the support and the exportation of the internationalization.

The program offers the possibility to undertake a placement in a Sardinian company to students who are currently involved in an Erasmus or Globus mobility .

Aims of the project are:

- The promotion of internationalization agri-food sector, 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 ISMOKA office and a certificate stating the exams already passed.

**At ISMOKA Office students will have the chance to indicate which area they would like to explore and propose the total amount of hours they would like to undertake during their traineeship.**

**ISMOKA Office will then contact the partners and send them student's Curricula**

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

# Regional Agency for the Right to Higher Education

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

ERSU is the Regional Agency for the Right to Higher Education. It has the duty to cooperate with the regional government and the universities, to promote higher education, accessibility to university courses, economic support and orientation activities, the achievement of high degrees of professionalism for deserving students.

Students have to register on ERSU website to benefit from some of the University services, such as the canteens.

### Central Office

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

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

## How to get the ERSU service accreditation

To get the ERSU accreditation you have to register yourself on the ERSU website: <https://portalestudenti.ersucagliari.it/apps/V3.1/sol/public/>

You have to 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 a card which can be obtained for free after registration at the CUS admission office.

Foreign students must bring the certificate they got from ISMOKA Office and a valid ID. The card 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 closest one!

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

**2** Sports centres

**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



# At the end of the Mobility

Before leaving you have to ask Ismoka Office to gather the final forms: Attendance Certificate and Transcript of Records

**Should you have any specific form from your Home University you need us to fill in, send them to [incoming@unica.it](mailto:incoming@unica.it).**

**Remember** to check if all the exams you passed have been recorded on ESSE3 in your Online Libretto. Contact the professor in charge of the exam in case a grade is missing.

If everything is correct, you will be given the **Transcript of Records** with your personal data, your arrival and departure date and the list of didactical activities passed.

In case a grade is missing, please inform ISMOKA staff when the missing grade appears in your online Libretto, the Incoming Staff 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.

We suggest you to check in advance if your Home University or the institute funding your mobility has any specific rule 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.

**Please note that all Certificates will be DIGITALLY SIGNED.**

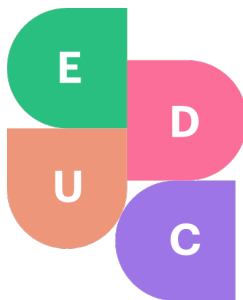
The EDUC Alliance "European Digital UniverCity" is a project co-financed by the European Erasmus+ Programme that involves 8 European Universities: the University of Potsdam, in Germany, with a role of coordination, the Universities of Rennes and Paris-Nanterre, in France, the University of Masaryk (Brno, Czech Republic), the University of Cagliari (Italy), the University of Pécs (Hungary), the University of South Eastern Norway (Norway) and the University of Jaume I (Castellon, Spain).

EDUC aims to restore some key historical values of Europe as knowledge exchange, cultural and linguistic diversity to create a new teaching and educational community throughout various cultural areas in Europe.

The main outcome of the European Digital UniverCity is to promote new models of physical and virtual mobility for students, teachers, and staff, to foster common research projects, and to face the challenges of society in an innovative and multidisciplinary way, using digital tools that will facilitate online courses or virtual classrooms.

A campus without borders will create a real diversification of mobility scenarios, from short and long-term mobility to digital online courses. Students from any social or cultural background will have the opportunity to tailor their educational programmes and benefit from European learning exchanges and good practices.

Linguistic diversity is also at the heart of the Alliance. Every student will have the possibility to attend courses in one of the languages spoken on the campuses: Czech, German, Hungarian, French, Italian, Spanish, Norwegian, and English. Overall, the EDUC alliance will constitute a transnational campus involving 200.000 students, 135 courses of study in English, and 30.000 staff members, researchers, and scholars and will lead to the development of joint curricula between the eight partners.



**European  
Digital  
UniverCity**

# Double degree program

The *University of Cagliari* offers the possibility to carry out two separate courses of study with international partner institutions through the Double degree program. The student completes parts of the academic program at two universities, having them credited and receiving a degree certificate from both institutions.

The Double Degree Programs are the followings:

- \* **Fachhochschule Bielefeld** (Germany) - Economics and Business Sciences
- \* **Praha Czech University of Life Science** (Czech Republic) - Economics
- \* **Université de Paris X - Nanterre** (France) - Humanity studies
- \* **Politechnika Krakowska** (Poland) - Environmental Engineering
- \* **Universitat Jaume I** (Spain) - Economics.
- \* **Université de Rennes 1** (France) – Economics
- \* **Högskolan Dalarna** (Sweden) – Political and Social Sciences



# Italian Language Summer School

The University of Cagliari offers Italian Language courses designed by the CIS and IS-MOKA dedicated to different target groups, whether students or qualified specialists.

Programs are designed to involve every aspect of the language: grammar, phonetics and vocabulary aiming to develop the skills of reading, writing, listening and speaking. Our teachers are native speakers, qualified and trained in using both traditional and modern teaching methods. Modern materials will be carefully selected to be used in classes providing students with useful information regarding the Italian culture and society, simultaneously allowing them to develop their language and communication skills.

Each week students can practice Italian speaking skills in everyday situations in different places in the city, such as at bars, shops, supermarkets, kiosks and museums.

Students who complete the course will receive a certificate stating the type of course taken, the number of hours of study, and the level of learning acquired following the Common European Framework.

To obtain the mentioned certificate and acquiring the correspondent ECTS credits at least 80% of the lessons must be attended.

Those who wish to know about the culture of Sardinia can follow activities like gastronomy and other traditions (including film and music workshops) offered by the Sardinian Cultural Associations at a very affordable price.

For further information please contact:

[italiano@unica.it](mailto:italiano@unica.it)



The Contamination Lab represents a contaminating scenario for students of different areas, in which they get in touch with an exciting and enriching environment focused on the development of innovative, entrepreneurial projects. The goal is to promote the culture of innovation and entrepreneurship, as well as interdisciplinarity and the dissemination of new learning models.

In addition, the CLab is promoting the culture of business by actively involving students in a six-month course focused on getting them acquainted with the labour market. We offer students a chance to enhance and spread ideas and inventions which have been created thanks to the research studies and knowledge assumed in university settings.

To turn an idea into a successful business, we believe we must take into account three aspects:

- (a) creation and management of the right team,
- (b) raise awareness and acquire business-oriented know-how,
- (c) development of the ability to access funds and financing.

During the course, participants are going to create a start-up capable of attracting private funding from scratch. The project has to run for about six months. It has been conceived in order to encourage a recursive process of building knowledge, motivating the participants to experience, reflect, think and act.

Besides that, the CLab improves students' traditional CVs with a broader offer of optional training activities compared to traditional courses of study. These activities are assessed by conferring additional credits to the students.

Info at [clab@unica.it](mailto:clab@unica.it) — <http://www.clabunica.it>



**UNICA** UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI



Erasmus+