



STUDENT EXCHANGE PROGRAMME

Data Sheet Academic Year 2019-2020

Name of University	Università per Stranieri di Perugia
Erasmus code	I PERUGIA 06
Website	www.unistrapg.it
Address	Piazza Fortebraccio 4 – 06123 Perugia ITALY
Tel/E-mail	+39 075 57461 erasmus@unistrapg.it
Head of Institution	Prof. Giuliana GREGO BOLLI (Rector)
Exchange mobility Departmental Coordinator	Prof. Federica GUAZZINI Email: Federica.guazzini@unistrapg.it
Head of the International Relations, Erasmus and mobility office	Mr Francesco LAMPONE Email: francesco.lampone@unistrapg.it
Incoming students advisors	General email address: erasmus@unistrapg.it Mr Filippo CAPRUZZI: Email– Filippo.capruzzi@unistrapg.it Mr Paolo FEI: Email – paolo.fei@unistrapg.it



Contacts:

International mobility programs - Contacts	
Address	Palazzo Gallenga - 1 st floor Piazza Fortebraccio, 4 – Perugia
For incoming students	Mr Filippo Capruzzi Tel: +39 (0)75 5746266 - 301 E-mail: erasmus@unistrapg.it – filippo.capruzzi@unistrapg.it
Website for incoming students	https://www.unistrapg.it/it/area-internazionale/studenti-internazionali/mobilita-extra-erasmus-incoming-students



Arrival and official enrolment

Exchange students satisfactorily completing the application procedures (detailed at: <https://www.unistrapg.it/it/area-internazionale/studenti-internazionali/mobilita-extra-erasmus-incoming-students>) receive and official invitation letter and the certificate of enrolment; these documents will be necessary to apply for your *Visa for study purpose*.

Visa: <http://vistoperitalia.esteri.it/home/en>

Once in possess of the Visa exchange students must communicate the arrival date in Perugia to arrange a registration and mentoring meeting with the staff of the international relations office.

At the moment of the registration every student will be provided with the following documents:

- Confirmation of arrival form (if requested by the sending institution);
- Welcome folder kit;
- Directions on Degree courses (and the relevant booklet) and ordinary courses in Italian Language and Culture.

Entrance Test

Every incoming student is requested to take part in the *entrance test* in order to evaluate the level of Italian language competence. At the end of the test the student will receive the official schedule of the course in Italian language and culture for his level and the official student card.

Attendance of the courses

Students are invited to attend the classes of the subjects indicated in their preliminary learning agreements according to the official academic calendar. The timetable of the classes is published on the website of the University:

<https://www.unistrapg.it/node/87>

There's not an official procedure of registration, students just have to introduce themselves to the teachers during the first lessons and they will provide every useful information on the course, the relevant didactic program and the final exam.

Learning agreement and changes to the original learning agreement

Incoming students are invited to check the availability of the subjects indicated in their learning agreements signed before the start of the Erasmus mobility as soon as the official schedule of the courses is published on the website: <https://www.unistrapg.it/node/87>

Once classes start, there is one-month time to propose any possible change to the original learning agreement.

Prolongation

Students willing to prolong their exchange mobility period must fill in a specific form of request using the relevant paper available at the international relations office. The prolongation request must be duly motivated by academic reasons and it must be produced *one month before the end of the mobility* originally planned to the international relations staff of the University for Foreigners Perugia.

The official request of prolongation must be officially signed as approval by the exchange coordinator of the Home University.

End of the mobility

Students are to inform the international relations staff about their departure at least 10 days before the beginning of the mobility period.

At the end of the study period student must provide the international relations advisors of the Host University with the personal "*Studies Leaflet*" and every certificate related to the attendance of the ordinary courses in Italian language and culture.

Before leaving Perugia students must arrange a meeting with the international relations advisors of the University for Foreigners Perugia in order to check the availability and accuracy of all the documents related to the exchange mobility.

Upon the last meeting incoming students are provided with:

- I. Official certificate of attendance stating the dates of the exchange mobility;
- II. Original learning agreement and changes form duly signed and stamped (where required).

Transcript of Records

The official Transcript of Records will include and the activities regularly certified, the final marks of the exams and the relevant University credits. The document will be posted to the attention of the exchange coordinator of the Home University in a few days after the end of the mobility.



Courses on offer

Exchange students at the University for Foreigners Perugia are offered the opportunity to attend all the courses activated in the following areas:

- Degree courses
- Courses in Italian Language and Culture

The overall list of the subjects available in each semester is published a few days before the beginning of the academic semester.

Students are advised to check the availability of the subjects indicated in their learning agreement immediately after their arrival in Perugia and fill in the "changes to the learning agreement" within 30 days by the mobility starting date.

IMPORTANT:

All incoming students will be enrolled in the ordinary courses in Italian language and culture (independently from their attendance of these courses); it is absolutely necessary to maintain the validity of the enrolment as students of the language courses throughout the entire mobility period in order to maintain the status of exchange student.

Language requirements

Courses are taught in Italian (only a limited number of subjects will be offered in English).

PLEASE NOTE:

Students with a poor knowledge of the Italian language (A1 and A2) are invited to attend courses in Italian language and Culture. The minimum level recommended for incoming student to attend classes of Degree courses is **B1** (CEFR).

Degree courses Academic calendar 2019/20

Fall term (1st six month period):

from 1 October to 21 December 2019

Spring term (2nd six month period):

from 2 March to 29 May 2020

Degree courses Exam period

Fall term ("primo semestre): January – February

Spring term ("secondo semestre"): June – July



How to go about...Degree and Master Degree courses

Upon arrival

Incoming students have to check personally the availability of the courses indicated in the learning agreement submitted before the arrival in Perugia.

The schedule is published a few days before the official beginning of the classes at the following link: <https://www.unistrapg.it/node/87>

After the official beginning of the classes incoming Erasmus student have one-month time to propose any changes to the original learning agreement using the relevant form "*changes to the original learning agreement*" (this paper must be signed and approved from both Home and Host Universities).

Course tutors

Every degree and master degree course has an official tutor (detailed in the section "degree courses") that students can consult during the receiving hours (see: <https://www.unistrapg.it/it/studiare-alla-stranieri/corsi-di-laurea-e-laurea-magistrale/informazioni-corsi-di-laurea/docenti-contatti-e-orari-di-ricevimento>) in order to receive support during the choice of the study plan.

During the courses

Incoming students are invited to introduce themselves to the teacher of each class, he will provide all relevant details on the course (methods of teaching, possible assignments and the date of the final exam).

At the end of the course

It is absolutely necessary for all incoming students to complete the personal registration for the final exam of each subject (**at least two weeks before the official date of the exam**); for this purpose, every student need to provide his teacher with the paper "*Iscrizione prova finale*" that can be collected by student at the international relations office.

Università per Stranieri di Perugia

ISCRIZIONE PROVA FINALE CORSO DI _____

DOCENTE: _____

Il/la Sig./a _____

studente/essa dell'università di _____

è iscritto a questa Università in qualità di "studente Erasmus" con diritto a sostenere l'esame di: _____

Si precisa altresì che per studenti iscritti, come studenti in mobilità, non ha la possibilità di effettuare la prenotazione all'esame "on line".

Perugia

Divisione Didattica e Servizi agli Studenti
Servizio Esami e Mobilità Internazionale
Carnegie Hall

Università per Stranieri di Perugia - Via Perugia 1
06123 Perugia - Italia
www.unistrapg.it

SERVIZIO ESAMI E MOBILITÀ INTERNAZIONALE
Telefono +39 075 3796300 Fax +39 075 3796302
E-mail: esami@unistrapg.it

("iscrizione prova finale")

The day of the final exam exchange students must provide the teacher with the "*Libretto per la certificazione dei titoli acquisiti*"; every teacher must sign it and fill in indicating the final mark and the awarded by the course.

At the end of all the exams exchange students have to hand in the "*Libretto per la certificazione dei titoli acquisiti*" (duly signed and filled in by the teacher) to the personnel of the international relations office of the University for Foreigners Perugia.

The "Exchange Studies Leaflet" (Libretto per la certificazione dei titoli acquisiti)

Upon registration in the International relations office, each student will be given a booklet for registration of activities and exams carried out in this Athenaeum; it must be handed back at the moment of leaving the University in order to receive the final certificate.

UNIVERSITÀ PER STRANIERI
DI PERUGIA
Divisione Didattica e Servizi agli Studenti
Servizio Erasmus e Mobilità Internazionale
Facoltà di Lingua e Cultura Italiana
PROGRAMMA LLERASMUS
MOBILITÀ INTERNAZIONALE
Studenti in ingresso

Libretto per la certificazione dei titoli acquisiti

Anno Accademico _____

Nome e Cognome _____

Nato/a _____

Nazionalità _____

Matricola _____
(Numero tessera studente)

Periodo di iscrizione ai corsi:
dal _____ al _____

Firma studente _____

(*"libretto certificazione titoli acquisiti"*)

It will be the student's responsibility, when taking exams, to show the booklet to the teacher to be signed and the marks registered. The booklet must be kept in a safe place for the entire duration of the stay, as the exams taken and credits achieved will be needed to complete the final Transcript of Records.

Please note:

the final Transcript of Records will include all the subjects attended and the ECTS acquired, provided that they are regularly registered in your "*Libretto per la certificazione dei titoli acquisiti*", students have to check that teachers have regularly signed the Libretto and included their signature and your final mark before handing in the paper to the international relations officers.

Courses: Programs and tutors

The detailed programs of the subjects activated in the Degree course can be found at the following links:

- Comunicazione internazionale e pubblicitaria (COMIIP)
<https://www.unistrapg.it/node/42>
tutor: prof. Rolando Marini - posta@rolandomarini.it
- Lingua e cultura italiana (LiCi)
<https://www.unistrapg.it/node/346>
tutor: prof. Antonio Allegra - antonio.allegra@unistrapg.it
- Comunicazione pubblicitaria, Storytelling e cultura d'immagine (ComPSI)
<https://www.unistrapg.it/node/349>
tutor: Prof. Renato Tomei - renato.tomei@unistrapg.it
- Relazioni internazionali e cooperazione allo sviluppo (RICS)
<https://www.unistrapg.it/node/350>
tutor: Prof. Federica Guazzini - federica.guazzini@unistrapg.it
- Italiano per l'insegnamento a stranieri (ItaS)
<https://www.unistrapg.it/node/351>
tutor: Prof.ssa Floriana Calitti - floriana.calitti@unistrapg.it
- Traduzione e Interpretariato per l'internazionalizzazione dell'impresa
<https://www.unistrapg.it/node/3024> (Trin)
tutor: prof. Roberto Vetrugno roberto.vetrugno@unistrapg.it

Teachers and receiving time

Teachers contacts and their weekly receiving schedule are available on the University webpages at:
<https://www.unistrapg.it/it/studying-unistrapg/degree-courses/informazioni-corsi-di-laurea-0>



How to go about...ordinary courses in Italian Language and Culture

MONTHLY COURSES

elementary and intermediate levels: active all year round. Advanced level: active in the months of July, August and September (in the other months of the year it is possible to attend a monthly course as part of the quarterly course).

PLEASE NOTE: monthly course do not include a final exam. In order to sit a proficiency test (necessary to collect the credits) you will have to provide the teacher of Italian language the relevant application forms that you can collect at the international relations office during the first week of the course (Form "A" and Form "B").

Directions:

At the beginning of the course Exchange students must:

- I. Sit the Entrance Test;
- II. Receive the schedule of the course assigned (via email);
- III. Inform the advisor of the international relations office on the level of the course assigned (level and code) and provide the officers with a copy of the classes' schedule;
- IV. Provide the teacher of "Lingua Italiana" of the course with the official letter of presentation (**Form "A"**) given by the advisors of the international relations office;

At the end of the course:

- V. The day of the final exam exchange students must provide the teacher of "Lingua Italiana" with the **Form "B"**, that the teacher must fill in and sign at the end of the test with your final mark;
- VI. Hand in the FORM "B" (duly signed and filled in by the teacher) to the personnel of the international relations office.

(Form "B")

QUARTERLY COURSES (three-months ordinary courses)

elementary, intermediate and advanced levels: courses begin in the months of January, April, July and October.

All ordinary courses of Italian Language and Culture conclude with final examination. For levels A2 to C2 exams take place at the end of each quarter and consist of written and / or oral exam. During exams classes are cancelled. Admission to the examination is subject to attendance (minimum 75%) which must be documented and assessed by the teacher course programme followed by the student. The certificate of regular attendance is a prerequisite for the preliminary examination. Irregular attendance is a bar to the exams.

The final examination is one for each level and consists of a series of tests. The duration of the examinations and contents vary depending on the level. The elementary and intermediate level for the final test is only linguistic. For advanced levels separate tests are submitted for each discipline of the student's programme.

Directions:

At the beginning of the course Exchange students have to:

- I. Sit the Entrance Test;
- II. Receive the schedule of the course assigned (via email);
- III. Inform the advisor of the international relations office on the level of the course assigned (level and code);

At the end of the course:

- IV. Teachers will verify the regular attendance and provide you with all relevant directions about the final exam

ECTS AWARDED UPON SUCCESSFUL COMPLETION OF THE LANGUAGE COURSES:

CORSI DI LINGUA E CULTURA ITALIANA	QCER	ETCS trimestrale	ECTS mensile
Elementare I livello	A1	-	6
Elementare II livello	A2	20	6
Intermedio I livello	B1	20	6
Intermedio II livello	B2	20	6
Avanzato I livello	C1	30	8
Avanzato II livello	C2	30	8

IMPORTANT!!!

In the advanced courses of Italian language and culture (C1 and C2) students can also apply for certification of ECTS credits of the individual teaching units (i.e. complementary courses) available of three months once they have passed the final examination. The table of equivalence is the following:

CORSO AVANZATO I e II livello (C1 e C2)	QCER C1 e C2	ETCS trimestrale
Lingua Italiana	108 h/trimestre	12
Esercitazioni orali e scritte di lingua italiana	72 h/trimestre	6
Esercitazioni di fonetica della lingua italiana	36 h/trimestre	3
Insegnamento complementare	30 h/trimestre	3



Useful information

Canteen Card Adisu (Tessera mensa Adisu)

Erasmus incoming students must apply for a card which allows them to use the self-service University canteens cared by the Adisu (Agency for the Right to Study).

In order to apply for the card students must provide Adisu officers with the official certificate of acceptance as Erasmus student released by the personnel of the Erasmus office upon the arrival in Perugia.

Adisu:

Via Benedetta 14, Perugia

Tel. 075 4693000

Fax 075 5847107

The office (*servizio mensa*) is open according to the following timetable:

Monday: 9.00 to 13.00

Tuesday: 15.00 to 17.30

Wednesday: 9.00 to 13.00

Thursday: 15.00 to 17.30

Friday: CLOSED

Canteens are open from Monday to Saturday , from 12,00 a.m. to 2,30 p.m. and from 7,00 p.m. to 9,00 p.m.); the average price for a complete lunch is around 4,50 Euro. The cost of the card is 2 Euro.

The Canteen in via XIV Settembre (close to Palazzina Lupattelli)

Via XVI Settembre

Opening hours between Monday and Friday: 12:00 - 14:00

Tel. 075 4693204

The Canteen in Via Pascoli (close to Palazzo Gallenga)

Via Pascoli, n° 23/25

Opening hours between Monday and Saturday

12:00 - 14:00 and 19:00 - 21:00

Tel. 075 43670

WiFi

Students are offered the possibility to use for free the wifi connection to the Internet in the areas of the University campus using a username and a password awarded by the computer services office of the University. Username and password are provided upon completion of the placement test for the ordinary courses in Italian language and culture.

The wifi service is available in the following areas:

Palazzo Gallenga (Aula Magna, sala Goldoniana, saletta del vecchio caffè, bar);

University Campus: Palazzina Valitutti - Classrooms A and B and area outside the building;

Palazzina Prosciutti: internal bar and area outside the building.

Health care for foreign students

- **EU students**

Students from the European Community and temporarily in Italy for study can benefit from health care in Italy. Students before departure must ask the competent health authority of the national country of residence the TEAM card (Tessera Europea di Assistenza Malattia) or the Certificate Replacement of the card.

The TEAM or the Certificate of Substitute TEAM allows first-aid and medi-care necessary for the period of stay in our territory.

With this document students have direct access to all the structures of the National Health System (general practitioners, primary care physician, emergency room, hospitalization etc.) For the services mentioned above and for the entire period of the course.

- **Students from non-EU countries**

To benefit from health services, non-EU students must underwrite insurance cover against the risk of illness, injury and maternity either by:

- underwriting an insurance policy with an Italian or foreign insurance company, valid in Italy
- voluntary registering in the National Health Service: Service extends to family members (Art. 34, para. 3, Decree 07/25/98)

To register for the National Health Service there is a fee, as co-payment: an annual contribution on total income earned in the previous year in Italy and / or abroad.

The contribution for voluntary registration is valid for a calendar year from January 1 to December 31, it cannot be split and has no retroactive effect. For students with no income other than grants or subsidies received by Italian public institutions contribution totals to flat rate of € 149,77.

The payment of the contribution must be made by money order c / c order payable to the Region of Umbria.

Medical assistance at the University for Foreigners of Perugia

A clinic providing basic medical assistance to registered students is located inside Palazzo Gallenga (basement first floor).

Working Hours:

Monday:15:30-17:30

Thursday:11:00-13:00

Friday: 15:30-17:30

Students with disabilities and Specific Learning Difficulties (SpLDs)

The University for Foreigners of Perugia guarantees the right to academic education for students with disabilities and Specific Learning Difficulties (SpLDs).

Services offered:

- Mediation among students and teachers
- Support for international exchanges
- Orientation and tutoring
- Technological aids
- Accompaniment services
- Adaptation of the lessons, educational materials and examinations
- Interpretation in Italian and/or international Sign Language

Contacts:

Committee for integration and support of disabled students and with SpLDs

Palazzo Gallenga - Piazza Fortebraccio 4

tel. 075 5746 240-321

e-mail openlab (at) unistrapg.it

Perugia:

Transports

In town:

- **Buses**

The bus (APM) network in Perugia is made up of 16 main lines that run every 20-30 minutes and 14 secondary lines running every 30-60 minutes to and from the city outskirts towards the centre of town and between the different areas. The itineraries are designed to render access possible to all the strategic point in the city, whether by direct service or through a connection.

Web: <http://m.umbriamobilita.it/it>

- **Taxis**

Ranks:

Stazione Fontivegge Tel. 0755010800

Corso Vannucci Tel. 0755721979

Piazza Italia Tel. 0755736092

Largo Cacciatori delle Alpi Tel. 0755736096

RADIOTAXI service: Tel. 0755004888

Ottobre-Giugno 6am - 2am

July - September 24H

How to reach Perugia:

- **By car**

From the north (Milan, Florence), the best exit for Perugia on the A1 motorway at Valdichiana, where the superstrada SS75bis branches into Umbria at Lake Trasimene and continues towards Perugia. From Rome travelling northwards along the A1 motorway the best exit for reaching Perugia is at Orte, which is connected to the regional capital at first by the ss204 to Terni and then by the E45 (or SS3bis) from Terni to Perugia.

The A14 motorway down the Adriatic coast of Italy has an exit at Cesena for the E45 "superstrada" to Città di Castello and Perugia.

The SS75bis has five exits for Perugia (from North): Perugia-Ferro di Cavallo, Perugia-Madonna Alta (best to reach the "Renato Curi" football stadium) , Perugia-San Faustino (best to reach the main railway FS station, also good for the old town center), Perugia-Prepo (good to reach the old town center) and Perugia-Piscille (good to reach the old town center).

- **By train:**

From the North, the main line between Florence and Rome has a station at Terontola (on the branch line to Lake Trasimene, Perugia, Assisi, Spello, and Foligno), so coming from Florence take one of the dozen daily trains to Terontola/Cortona (1/2 hr.) that meet up with a connecting train to Perugia (35 to 50 min.).

From the South, the main line between Rome and Ancona has a station at Foligno (on the branch line to Spello, Assisi, Perugia and Lake Trasimene), so coming from Rome, take one of the nine daily trains on the line to Ancona, stop at Foligno (1 hr., 40 min. to 2 hr.), where you can transfer to a Perugia-bound train (30 to 35 min.).

- **By air:**

Central Italy's closest major airports are in Rome, Pisa, and Florence.

Perugia is not far from Rome, Pisa and Florence and can be easily reached from these two cities by train, bus or car.

The major international gateway is *Rome's Aeroporto Leonardo da Vinci*, known as Fiumicino (FCO) (30 km/19 mi southwest of Rome, PHONE: 06/6595-3640). For information about Rome's Aeroporto Leonardo da Vinci click [here](#);

Pisa's Aeroporto Galileo Galilei (PSA) (12 km/7 mi south of Pisa and 80 km (50 mi) west of Florence, PHONE: 050/500707) has flights from London, Amsterdam, Brussels, and Paris, as well as connections to Rome and Milan. For information about Pisa's Aeroporto Galileo Galilei click [here](#);

Florence's Aeroporto A. Vespucci, known as Peretola (FLR) (10 km/6 mi northwest of Florence, PHONE: 055/3061700), has connections to Brussels, Paris, London, Rome, and Milan. For Florence airport click [here](#);

The solution that we suggest to you to reach Perugia by air is to land to Rome and to continue for Perugia with bus.

- **Daily bus connections from Roma Fiumicino Airport** (International Departure Terminal "C") and Perugia (P.le Partigiani) :

Schedule: <http://www.sulga.eu/libreria/fiumicinoroma.pdf>

One-way ticket Euro 18.70

Useful and Emergency numbers:

Emergency Health Service	Tel. 118
Police Emergency	Tel. 113
Carabinieri Emergency Calls	Tel. 112
Fire Station	Tel. 115
Police (passport office, too)	Tel. 07550621
Red-Cross Ambulance	Tel. 0755272711
Doctor Service (Piazzale Europa, from Via Scarlatti)	Tel. 07534024 - 07536584
Doctor Service (from 10pm Saturdays until 8am Monday mornings)	Tel. 07536584 - 07534024
Hospital	Tel. 0755781
Perugia Local Health Unit n. 2 (Mon. - Fri. 8am-7pm Saturdays 8am-1pm)	Tel. 0755411
First Aid	Tel. 0755783422 Monteluce Hospital - 0755782521 Silvestrini Hospital
Invalid Transport	Tel. 0755783222
Psychiatric Service night & day	Tel. 0755412732
SOS Asthma (all day)	Tel. 0337-237993
ACI Road Service	Tel. 116
Road Police	Tel. 075506751
Local Police (all day)	Tel. 0755723232
Lost and Found	Tel. 0755775373
Emergency number for abused women	Tel. 0755045596-800861126 (toll-free)
AIDS Info Line	Tel. 800015249 (toll-free)
" Caritas" Charity Service	Tel. 0755723851-573366-5720970
Drug Info Line (every day 9am-8pm)	Tel. 800016600-840002244 (toll-free)
Emergency Veterinary Service (stray and other animals - every days 8am-2pm)	Tel. 0755412407
University for Foreigners (Piazza Fortebraccio)	Tel. 07557461

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