



UNIVERSITÀ
DI SIENA
1240

**Annual Study Prospectus
for first cycle, single-cycle
and second cycle degree courses**

Academic Year 2022/2023

IMPORTANT:

This Annual Study Prospectus was drafted during the COVID-19 emergency period. It contains information on the opening hours of administrative front offices, which may change as the emergency situation evolves. Users are advised to check the University web pages at www.unisi.it for any updates on the provision of services.

COLLECTION OF SUGGESTIONS, REPORTS, COMPLAINTS OR APPRECIATIONS

From the beginning of the academic year 2022/2023 it is possible to forward suggestions, reports, complaints, or appreciations to the University of Siena through a new service that favors the formalized listening of the students enrolled at the University of Siena.

Users can exercise their right to be heard/ listened to and the collection of such information is considered an important action for the University because:

- allows us to improve our services;
- organizes remedies and corrective or preventive actions;
- becomes a way to improve and monitor more generally the quality of the services provided;
- gives value to appreciations.

On the website of the URP and International Place www.unisi.it/URP users can find, therefore, an online form to this purpose.

Answers will be given or will be guaranteed within the terms provided for by law.

Complaint means any complaint addressed to the University and justified by the failure or poor provision of a service by a structure of the University of Siena;

Suggestion means any proposal addressed to the University aimed at promoting actions for the improvement of the standards of effectiveness, efficiency, cost-effectiveness, and quality;

Reporting means any communication given to the University to detect a disservice, a fact or an activity that is not regular or not successful;

Appreciation means any demonstration of satisfaction in relation to a service provided, a fact and/or a positive experience.

SECTION 1: EDUCATIONAL OFFER

First cycle and single-cycle degree courses	page 6
Second cycle degree courses	page 9
Second-cycle double degree courses	page 11
First cycle degree courses delivered in English	page 11
Second cycle degree courses delivered in English and second cycle degree courses delivered in Italian with a curriculum delivered in English	page 11

SECTION 2: PERIODS, DATES, DEADLINES AND REQUIREMENTS

Important periods, dates, deadlines and requirements	page 13
Admission to degree courses with national caps on enrolment	page 14

SECTION 3: PRE-REGISTRATION, REGISTRATION AND ENROLMENT IN THE FIRST YEAR FOR EU AND EQUIVALENT NON-EU STUDENTS

Students with disabilities or specific learning disabilities	page 15
Pre-registration and registration for first cycle and single cycle degree courses with no cap on enrolment	page 15
Pre-registration	page 15
Registration	page 16
When to register	page 16
Who can submit an application	page 16
How and where to apply	page 16
Useful documents for completing the online registration procedure	page 18
Admission tests	page 19
Registering for the English language test	page 19
Incompatibility due to simultaneous enrolment	page 20
Enrolment in second cycle degree courses	page 20
Who can request evaluation, how and when	page 20
How, where, and when to enrol	page 22
Useful documents for completing the online enrolment procedure	page 23
Registering for the English language test	page 24
Incompatibility due to simultaneous enrolment	page 25
Part-time students	page 25
Who part-time students are	page 25
Who can apply for part-time study	page 25
When and how to apply for part-time status	page 25
Working students	page 26

SECTION 4: REGISTRATION AND ENROLMENT IN THE FIRST YEAR FOR NON-EU STUDENTS RESIDENT ABROAD

First cycle and single-cycle degree courses	page 27
Requesting the letter of eligibility/provisional approval	page 27
Who can submit an application for pre-registration to the appropriate Italian diplomatic mission	page 28
Entry visa for study purposes, authorization, and registration	page 29
How, where, and when to request registration	page 29
Admission tests	page 31
Second cycle degree courses	page 31
Requesting the letter of eligibility/provisional approval	page 32
Eligibility criteria and procedure for requesting pre-registration through the appropriate Italian diplomatic mission	page 32
How, where, and when to request enrolment	page 33

Italian language test	page 34
Foundation Year (Foundation Course)	page 35
Entry visa for study purposes, authorization, and registration	page 36
Incompatibility due to simultaneous enrolment	page 37

SECTION 5: ENROLMENT IN YEARS SUBSEQUENT TO THE FIRST

Online enrolment	page 38
Graduands - Request to suspend enrolment	page 39

SECTION 6: RE-ENROLMENT OF STUDENTS WHO HAVE LAPSED/WITHDRAWN /GRADUATES/STUDENTS WITH A UNIVERSITY DIPLOMA WHO RETRIEVE PREVIOUS ACADEMIC STUDIES

When, how and where to apply	page 41
Incompatibility due to simultaneous enrolment	page 41

SECTION 7: TRANSFERRING BETWEEN UNIVERSITIES AND COURSES

Transferring between universities	page 43
Incoming transfers	page 43
Outbound transfers	page 44
Transferring to another course at the University of Siena	page 45
Transfer between second cycle degree courses	page 45

SECTION 8: INTERRUPTION, SUSPENSION AND RESUMPTION OF STUDIES AND WITHDRAWAL

Interruption of studies	page 46
Who can apply for interruption	page 46
What the interruption entails and how long it can last	page 46
How and where to apply for interruption and resumption	page 46
Suspension of studies	page 47
Who can apply for suspension	page 47
What the suspension of studies entails	page 47
How and where to apply to suspend and resume	page 47
Resumption of studies after effective interruption	page 47
Fees due for the resumption of studies	page 48
Withdrawal from studies	page 48
Fees due in the case of withdrawal	page 48

SECTION 9: RECOGNITION OF FOREIGN ACADEMIC QUALIFICATIONS IN ORDER TO OBTAIN ITALIAN ACADEMIC QUALIFICATIONS

Purpose of applying for recognition of a foreign academic qualification	page 49
Documentation required	page 49
When and where to apply for recognition	page 50
Continuation of studies in the event of partial recognition	page 50

SECTION 10: ENROLMENT IN SINGLE COURSE MODULES (SINGLE COURSES)

Who can apply	page 52
When and where to apply	page 52
Exams	page 53
Enrolment fee	page 53
Incompatibility due to simultaneous enrolment	page 53
Single courses for non-EU students	page 53

SECTION 11: UNIVERSITY FEES

Student benefits	page 54
Disabled students	page 54
Students in receipt of, or eligible for, a grant from the Regional Agency for the Right to University Education	page 55
Students in receipt of a six-month Regional Agency for the Right to University Education grant	page 55
Student who have had their Regional Agency for the Right to University Education grant revoked	page 55
Students in receipt of grants from the Italian government	page 55
Students with political refugee status	page 55
Detained students	page 55
Special categories of students	page 55
Student collaborations	page 56
Solidarity fund	page 56
Prescription of the contribution due	page 56
USEFUL CONTACTS	page 58

SECTION 1 EDUCATIONAL OFFER

First cycle and single-cycle degree courses

Note that the legal qualification is awarded by the class of degree to which the degree course belongs.

Those who intend to register for first cycle and single-cycle degree courses with **no cap on enrolment** at the local or national level must have an upper secondary school diploma or another academic qualification awarded abroad, recognised as suitable, and must take part in a mandatory admission test which does not preclude registration. This test aims to assess basic student preparation so as to identify any additional learning obligations that may need fulfilling during the first year of the course. It is possible to take the admission test for more than one degree course. Test registration procedures, as well as test methods, dates, and venues, will be defined and published on the University website at www.unisi.it under the section reserved for registration starting in May 2022.

Those who wish to register for first cycle and single cycle degree courses **with a cap on enrolment** at the local or national level must hold an upper secondary school diploma or equivalent academic qualification awarded abroad, and must sit special entrance examinations, positioning themselves suitably in the ranking and respecting the specific deadlines indicated in each call for applications. The exams will take place on the dates stated in each call for applications, with registration through procedures defined by the same calls published on the University website at www.unisi.it, under the section online noticeboard.

For the following capped first and single cycle degree courses

Agribusiness
Biological Sciences
Pharmacy
Pharmaceutical chemistry and technology

registration will be allowed **until the programmed places are filled**, following the chronological order of applications submitted in accordance with the procedures and deadlines set out in the specific notices published on the University website www.unisi.it, under the section online noticeboard.

Those wishing to enrol in the above-mentioned courses must hold a higher education diploma or another qualification obtained abroad, recognised as suitable, and must take an admission test which is compulsory but does not preclude enrolment. This test is designed to check basic preparation and to identify any additional learning obligations to be completed within the first year of the course. Applicants can take the admission test for more than one degree course.

First cycle degree courses				
Course of study name	Degree Class	Reference Department	Study campus	Cap on enrolment
History and cultural heritage	L-1 Cultural heritage	History and cultural heritage	Siena	No
Biotechnology	L-2 Biotechnology	Molecular and developmental medicine	Siena	Yes - see specific notice
Computer and information engineering*	L-8 Information engineering	Information engineering and mathematics	Siena	No
Engineering management *	L-8 Information engineering	Information engineering and mathematics	Siena	No
Studies in literature and philosophy	L-10 Literature	Philology and literary criticism	Siena	No
Language for intercultural and business communication	L-11 Modern languages and cultures	Philology and literary criticism	Arezzo	No

Biology	L-13 Biology	Life sciences	Siena	No, see specific notice
Legal services	L-14 Legal services science	Law	Siena	No
Economics and business	L-18 Economics and corporate management science	Business and law	Siena	No
Education	L-19 Education and training	Social, political, and cognitive sciences	Arezzo	No
Communication sciences	L-20 Communication science	Social, political, and cognitive sciences	Siena	No
Chemical sciences*	L-27 Chemical science and technology	Biotechnology, chemistry, and pharmacy	Siena	No
Physics and advanced technologies *	L-30 Physical science and technology	Physical sciences, Earth, and environment	Siena	No
Natural and Environmental sciences	L-32 Environmental and natural science and technologies	Physical sciences, Earth, and environment	Siena	No
Economics and banking	L-33 Economic science	Political and statistical economics	Siena	No
Geological sciences*	L-34 Geology	Physical sciences, Earth, and environment	Siena	No
Mathematics *	L-35 Mathematics	Information engineering and mathematics	Siena	No
Political science	L-36 Political science and international relations	Political and international science	Siena	No
Social work	L-39 Social services	Social, political, and cognitive sciences	Siena	No
Economics and management	L-18 & L-33 Economics and corporate management science & Economic science	Political and statistical economics	Siena	No
Agribusiness	L-P02 technical professions in agriculture, food, and forestry	Life Sciences	Siena	Yes - see specific notice
Nursing (qualifying for professional nursing)	L/SNT1 Healthcare and nursing professions and midwifery	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Midwifery (qualifying for professional midwifery)	L/SNT1 Healthcare and nursing professions and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
Physiotherapy (qualifying for professional physiotherapy)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Orthoptics and ophthalmological assistance (qualifying as an orthoptic practitioner and ophthalmic assistant)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Speech and language therapy (qualifying as a professional speech therapist)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Dietistic (qualifying for the healthcare profession of Dietician)	L/SNT3 Technical healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Cardiocirculatory physiopathology and cardiovascular perfusion techniques (qualifying for the healthcare profession of Cardiocirculatory and cardiovascular perfusion technician)	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice

Biomedical laboratory techniques (qualifying for the healthcare profession of Biomedical laboratory technician)	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice
Dental hygiene (qualifying for the healthcare profession of Dental hygienist)	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice
Audio prosthetic techniques (qualifying for the healthcare profession of di Audio prosthetist)	L/SNT3 Technical healthcare professions	Medical Biotechnology	Siena	Yes - see specific notice
Imaging and radiotherapy techniques (qualifying for the healthcare profession of Medical radiology technician)	L/SNT3 Technical healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Environment and the workplace prevention technique (qualifying for the healthcare profession of Environmental and workplace prevention technician)	L/SNT4 Preventive Healthcare professions	Molecular and developmental medicine	Siena	Yes - see specific notice
Single-cycle degree courses				
Law (single-cycle degree course – 300 University credits - 5-year duration)	LMG/01 Law	Law	Siena	No
Pharmaceutical chemistry and technology (single-cycle degree course in accordance with European legislation – 300 University credits - 5-year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry, and pharmacy	Siena	Yes - see specific notice
Pharmacy (single-cycle degree course in accordance with European legislation – 300 University credits - 5-year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry, and pharmacy	Siena	Yes - see specific notice
Medicine and surgery (single-cycle degree course in accordance with European legislation – 360 University credits - 6-year duration)	LM-41 Medicine	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
Dentistry and Dental Prosthodontics	LM-46 Dentistry and Dental Prosthodontics	Medical biotechnology	Siena	Yes - see specific notice

* **NOTE:** Pursuant to the regulations governing the “Youth support fund” (part of the Science degrees programme), in order to encourage registration on degree courses within disciplinary areas of particular national or EU interest, students registered on the starred degree courses may receive partial reimbursement of university fees. The criteria for identifying beneficiaries and the refund amounts are published on the university website at www.unisi.it/borse under *Premi di studio, di laurea, agevolazioni e incentivi* (Study grants, degree grants, assistance, and incentives).

E-learning project: this project was activated at the University several years ago. It allows students to access certain degree course classes listed in the table above. Technological devices allow the synchronous transmission of lectures held in the Siena, Arezzo, Grosseto, and San Giovanni Valdarno campuses, and enables attendance by students who for health reasons cannot follow lectures in person. In addition, for some courses, as indicated by the lecturer, single lectures may be recorded and be made available to students asynchronously through the *USiena integra* e-Learning platform.

The following first cycle degree courses will be provided online in academic year 2022-2023:

Economics and Business - Arezzo, Grosseto, and San Giovanni Valdarno;

Economics and Banking - Arezzo, Grosseto, and San Giovanni Valdarno;

Physiotherapy - Arezzo;

Nursing - Arezzo e Grosseto;

Biomedical laboratory techniques - Arezzo;

History and cultural heritage - Grosseto;

Political science - Grosseto;

Law (single cycle degree course) – Grosseto;
 Legal services – Grosseto;
 Education – Grosseto.

On the basis of the evolution of the pandemic situation (SAR-COVID19) the possibility of making use of distance learning/teaching (synchronously or asynchronously) will be extended to all courses at this University, in the same way it was done during the AY 2020-2021 and 2021-2022.

Second cycle degree courses

Note that the legal qualification is awarded by the second cycle degree class to which the degree course belongs.

Those who wish to register for **second cycle degree courses** must hold a first cycle degree or a three-year university diploma, or another suitable equivalent academic qualification awarded abroad. They must also meet the specific curricular requirements and have an adequate personal preparation, as verified in accordance with the academic regulations of each individual second cycle degree course, which also indicate the specific **admission criteria**. The academic regulations of degree courses are available on the university website at www.unisi.it under *statuto e regolamenti* (statutes and regulations).

Course	Degree Class	Reference Department	Study campus	Cap on enrolment
Anthropology and visual studies	LM-1 Cultural anthropology and ethnology	Social, political, and cognitive sciences	Siena	No
Archaeology	LM-2 Archaeology	History and cultural heritage	Siena	No
Biology	LM-6 Biology	Life sciences	Siena	No
Biodiversity, conservation, and environmental quality	LM-6 Biology	Life sciences	Siena	No
Health Biology	LM-6 Biology	Molecular and developmental medicine	Siena	No
Sustainable Industrial Pharmaceutical Biotechnology	LM-8 Industrial biotechnology	Biotechnology, chemistry, and pharmacy	Siena	No
Medical biotechnologies	LM-9 Medical, veterinary, and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Genetic Counsellors	LM-9 Medical, veterinary, and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Biotechnologies of Human Reproduction	LM-9 Medical, veterinary, and pharmaceutical biotechnologies	Molecular and developmental medicine	Siena	No
Modern Literatures	LM-14 Modern philology	Philology and literary criticism	Siena	No
Classics	LM-15 Philology, literature, and ancient history	Philology and literary criticism	Siena	No
Finance	LM-16 Finance	Political and statistical economics	Siena	No
Electronics and Communications Engineering	LM-27 Telecommunications engineering	Information engineering and mathematics	Siena	No
Engineering management	LM-31 Management engineering	Information engineering and mathematics	Siena	No

Computer and Automation Engineering	LM-32 Computer engineering	Information engineering and mathematics	Siena	No
Language and mind: linguistics and cognitive studies	LM-39 Linguistics	Social, political, and cognitive sciences	Siena	No
Applied Mathematics	LM-40 Mathematics	Information engineering and mathematics	Siena	No
International Studies	LM-52 International relations	Political science and international studies	Siena	No
Chemistry	LM-54 Chemical sciences	Biotechnology, chemistry, and pharmacy	Siena	No
Economics for the environment and sustainability	LM-56 Economics	Economics and statistics	Siena	No
Economics	LM-56 Economic sciences	Political and statistical economics	Siena	No
Science of Administrations	LM-63 Public administration science	Political and international science	Siena	No
Geosciences and applied geology *	LM-74 Geological science and technology	Physical sciences, Earth, and environment	Siena	No
Ecotoxicology and environmental sustainability	LM-75 Environmental and territorial science and technologies	Physical sciences, Earth, and environment	Siena	No
Economics and Management of Financial Institutions	LM-77 Economic science	Business and law	Siena	No
Management and Governance	LM-77 Economic science	Business and law	Siena	No
International Accounting and Management	LM-77 Economic science	Business and law	Siena	No
History and philosophy	LM-78 Philosophical science & LM-84 Historical science	History and cultural heritage	Arezzo - Siena	No
Public and Cultural Diplomacy	LM-81 Development Cooperation Science	Social, political, and cognitive sciences	Siena	No
Statistics for sample surveys	LM-82 Statistical science	Political and statistical economics	Siena	No
Education sciences and educational consulting for organizations	LM-85 Pedagogical science	Social, political, and cognitive sciences	Arezzo	No
Social sustainability and welfare management	LM-87 Social services and policies	Political and international sciences	Siena	No
Art history	LM-89 History of Art	History and cultural heritage	Siena	No
Communication strategies and techniques	LM-92 Communication Theories	Social, political, and cognitive sciences	Siena	No
Nursing and midwifery	LM/SNT1 Nursing and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
Health professions of rehabilitation sciences	LM/SNT2 Rehabilitation science for healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice

* **NOTE:** Pursuant to the regulations governing the "Youth support fund" (part of the Science degrees programme), in order to encourage registration on degree courses within disciplinary areas of particular national or EU interest, students

registered on the starred degree courses may receive partial reimbursement of university fees. The criteria for identifying beneficiaries and the refund amounts are published on the university website at www.unisi.it/borse under *Premi di studio, di laurea, agevolazioni e incentivi* (Study grants, degree grants, assistance, and incentives).

Second-cycle double degree courses

Double-degree programmes offer the opportunity to obtain two degrees, one at the University of Siena and another at a foreign university in the same amount of time it takes to obtain one, after studying one to two semesters at the partner institution. The bilateral agreements between the institutions involved provide for the completion of an integrated course of study of the same duration as that existing in each country. The double degree programmes are developed for degree courses at the University providing all the courses required to complete the degree. Students participating in the programme undertake study periods of defined duration and content, alternating between the two academic institutions. At the end of the courses and after any final examinations, students are awarded the final national qualification from each of the two institutions ("double degree"). For academic year 2022/2023 there are 11 second cycle degree courses at the University of Siena which offer the possibility of obtaining a double degree at the institutions indicated alongside each course:

Languages for intercultural and business communication (class L-11): Wenzhou University (China);

Archaeology (class LM-2 Archaeology): Université Rennes II (France);

Artificial intelligence and automation engineering (class LM-32 – Computer Engineering): ESTIA School of Engineering (France);

Economics and management of financial institutions (class LM-77 Economics and corporate sciences): Vilnius University (Lithuania);

Economics (class LM-56 Economics), University of Ljubljana (Slovenia); University of Ljubljana (Slovenia); University of Marburg (Germany);

Finance (class LM-16 Finance): University of Ljubljana (Slovenia); Romanian American University Bucharest (Romania);

Language and mind – Linguistic and cognitive studies (class LM-39 Linguistics): Université Paris 1 Panthéon Sorbonne (France);

Modern literature (class LM-14 - modern philology): Université Sorbonne Nouvelle (France);

Medical Biotechnologies (class LM-9 Medical, veterinary, and pharmaceutical biotechnology) Universidad de Sevilla (Spain).

Public and cultural diplomacy (class LM-81 – International Cooperation and Development): Jagiellonian University Krakow (Polonia);

History and philosophy (class LM-78 Philosophy & LM-84 History): Université Pierre Mendès France Grenoble (France);

Application procedures for the double degree programmes are found in the University's annual calls for student mobility published on the web pages of the International Relations Office. See: <https://www.unisi.it/internazionale/doppi-titoli-double-degrees>

First cycle degree course delivered in English

The following interclass first cycle degree programme is established for AY 2022/2023:

Economics and management (L-18 & L-33 Economics and Management & Economics) under the Department of Economics and Statistics. The course offers three different curricula: Business and Management, Banking and Finance, and Economics and Social Sciences.

Second cycle degree courses delivered in English and second cycle degree courses delivered in Italian with a curriculum delivered in English

For AY 2022/2023 the following second cycle degree courses will be delivered entirely or in part (one curriculum) in English:

- **Applied Mathematics** (class LM-40 Mathematics) pertaining to the Department of Information Engineering and Mathematics;
- **Biodiversity, conservation, and environmental quality** (class LM-6 Biology) (Department of Life Sciences);
- **Artificial intelligence and automation engineering** (class LM-32 Computer engineering) pertaining to the Department of Information engineering and Mathematical sciences. The course comprises two curricula: Intelligent Systems and Robotics and Automation, both delivered in English.
- **Biotechnologies of Human Reproduction** (class LM-9 Medical, veterinary, and pharmaceutical biotechnologies) at the Department of Molecular and Developmental Medicine.
- **Chemistry** (class LM – 54 Chemical sciences) pertaining to the Department of Biotechnologies, Chemistry and Pharmacy;
- **Dentistry and Dental Prosthodontics** – (class LM-46 Dentistry and Dental Prosthodontics) pertaining to the Department of Medical Biotechnologies;
- **Economics** (class LM-56 Economics) pertaining to the Department of Economics and Statistics.
- **Electronics and Communications Engineering** (class LM-27 Communication engineering) pertaining to the Department of Information engineering and Mathematical sciences. The course comprises two curricula: Telecommunications for the Digital Society and Electronics for Smart Industry, both delivered in English.
- **Engineering management** (class LM-31 Engineering management) pertaining to the Department of Information engineering and Mathematics;
- **Finance** (class LM-16 Finance) pertaining to the Department of Economics and Statistics;
- **Genetic Counsellors** (class LM-9 Medical, veterinary and pharmaceutical biotechnologies) pertaining to the Department of Medical Biotechnologies.
- **International Accounting and Management** (class LM-77 Economic-business sciences) pertaining to the Department of Business and Law.
- **Language and mind: linguistics and cognitive studies** (class LM-39 Linguistics) pertaining to the Department of Social, Political and Cognitive Sciences. The course is divided into two curricula: Linguistics and Cognition and Philosophy and Cognition, both delivered in English;
- **Medical Biotechnologies** (class LM-9 Medical, Veterinary and Pharmaceutical Biotechnologies) pertaining to the Department of Medical Biotechnologies;
- **Public and Cultural Diplomacy** (class LM-81 Development cooperation science) pertaining to the Department of Social, Political and Cognitive Sciences. The course comprises two curricula: Public Diplomacy and Cultural Diplomacy, both delivered in English;
- **International Studies** (class LM – 52 International Relations) pertaining to the Department of Political and International Sciences. The course is divided into three different curricula: the International and Diplomatic Sciences, and the Development and International Cooperation curricula are delivered in Italian; the European Studies curriculum is delivered in English;
- **Sustainable industrial pharmaceutical biotechnology** (class LM-8 Industrial biotechnology) pertaining to the Department of Biotechnology, chemistry and pharmacy.

SECTION 2

PERIODS, DATES, DEADLINES AND REQUIREMENTS

21 April 2022	<ul style="list-style-type: none"> - Start of online pre-registration procedures for first cycle degree courses with no cap on enrolment;
23 May 2022	<ul style="list-style-type: none"> - Opening of online procedures for assessing whether applicants meet the curricular requirements for admission to second cycle degree courses with no cap on enrolment.
18 July 2022	<ul style="list-style-type: none"> - Deadline for pre-registration and consequent closure of online pre-registration procedures for: <ul style="list-style-type: none"> a) first cycle degree courses with no cap on enrolment, b) single-cycle degree courses with no cap on enrolment.
25 July 2022	<ul style="list-style-type: none"> - Start of online procedures for registering on first cycle and single-cycle degree courses with no cap on enrolment; - Start of online procedures for enrolling on the first year of a second cycle degree course with no cap on enrolment (procedure reserved for applicants who have been granted direct admission to the course); - Start of delivery of necessary documents to the administration offices for the abbreviation of courses for students who enrol with retrieval of previous academic studies, even those not completed; - Start of submission of requests to transfer to another university or degree course. (for programmes requiring provisional authorization, students must refer to the appropriate administration office).
25 August 2022	<ul style="list-style-type: none"> - Start of online procedures for renewing enrolment in years subsequent to the first for first and second cycle courses with payment of the first instalment; - Beginning of submission to the administration office, only for "Graduands", of the request for suspension of enrolment for AY 2022/2023.
1 October 2022	<ul style="list-style-type: none"> - Start of first semester classes. For the start date of individual classes, consult the teaching facility websites.
2 November 2022	<ul style="list-style-type: none"> - Deadline for registration and consequent closure of online registration procedures for: <ul style="list-style-type: none"> a) first cycle degree courses with no cap on enrolment, b) single-cycle degree courses with no cap on enrolment; - Deadline for submitting an application to enrol with retrieval of previous academic studies; - Deadline for enrolling in years subsequent to the first for first and second cycle degree courses with payment of the first instalment of fees; - Deadline for submitting requests to suspend enrolment in academic year 2022/2023.
20 December 2022	<ul style="list-style-type: none"> - Deadline for payment of the second instalment. - Deadline for completing the online procedure for assessment of academic requirements for admission to second cycle degree courses with no cap on enrolment. - Deadline for enrolment in the first year of second cycle degree courses with no cap on enrolment.
31 December 2022	<ul style="list-style-type: none"> - Deadline for delivery of requests to transfer to another university or degree course.
31 January 2023	<ul style="list-style-type: none"> - Deadline for delivering requests to transfer from another University (provided the student requested the transfer by 31 December 2022). - Deadline for reception of possible requests for late registration or late passage of course.

1 March 2023	- Deadline for payment of the third instalment of fees.
1 March 2023	- Second semester classes begin. For the start date of individual classes, consult the teaching facility websites.
2 May 2023	- Deadline for payment of the fourth instalment of fees.
11 May 2023	- Deadline for renewing enrolment with simultaneous payment of the first instalment of fees for graduands who have requested suspension of enrolment and have not obtained their academic qualification by the last graduation session. To enrol, the student must contact his own administration office (see section 5 of this Study Prospectus). - Deadline for payment of the recognition fee by graduands.
1 June 2023	- Deadline for payment of missing instalments of the all-inclusive contribution for graduands who requested suspension but did not complete their degree within the last graduation session.

PURSUANT TO CURRENT REGULATIONS FOR DETERMINING AND PAYING FEES AND DUES, THOSE WHO DO NOT RESPECT THE DEADLINES WILL BE CHARGED AN EXTRA 30 EUROS, AS WELL AS ANY LATE PAYMENT FEES.

Admission to degree courses with national caps on enrolment

The procedures for applying for a place on degree courses with national caps on enrolment and the dates of any entrance exams will be announced through the published calls for applications and specific detailed notices. Students must consult these announcements and calls for applications in the section *albo online* (online noticeboard) of the University website at www.unisi.it and on the web pages for students registering in AY 2022/2023.

SECTION 3

PRE-REGISTRATION, REGISTRATION AND ENROLMENT IN THE FIRST YEAR FOR EU AND EQUIVALENT NON-EU STUDENTS

Equivalent non-EU students are citizens of the countries in the list below:

- Vatican City
- Norway
- Iceland
- Liechtenstein
- Switzerland
- Republic of San Marino

EU students in the following categories are also considered equivalent:

- Political refugees and holders of auxiliary protection;
- Staff from overseas diplomatic services and in international organizations based in Italy (accredited by the Italian State or the Holy See) and dependent relatives, limited to spouses and children;
- Non-EU citizens with lawful residence in Italy (*pursuant to art. 26 of Law no. 189 of 30 July 2002*), holders of a residence permit or an EC long-term residence permit for:
 - a) employment;
 - b) self-employment;
 - c) family reasons;
 - d) political asylum;
 - e) humanitarian asylum;
 - f) religious reasons;

and:

- Non-EU citizens who have been residing regularly in Italy for at least a year and hold a secondary school qualification awarded in Italy or by an Italian secondary school abroad, or else an international secondary school in Italy or abroad with which there is a bilateral agreement or for which there are special norms allowing the recognition of academic qualifications.

Students with disabilities or specific learning disabilities

The University of Siena provides support to students with disabilities or diagnosed learning disabilities throughout their studies. These students may apply to the disability services office (*Ufficio accoglienza disabili e servizi DSA*) for any needs and information. This office is located within the Palazzo del Rettorato, in Via Banchi di Sotto no. 55, Siena – e-mail: uffdisabili@unisi.it – servizidsa@unisi.it – tel:0577235518.

Pre-registration and registration for first cycle and single cycle degree courses with no cap on enrolment

Pre-registration

From 21 April 2022 to 18 July 2022 students, even those who have yet been awarded their secondary school diploma, can start the online procedure for pre-registering in first cycle and single cycle degree courses with no cap on enrolment. **This procedure serves to “book” their place at the University of Siena.**

Pre-registration for first cycle and single cycle degree courses with no cap on enrolment is done **entirely online**. In particular, starting from **21 April 2022** and until **18 July 2022**, an online pre-registration service will be available at <https://segreteriaonline.unisi.it/> for submitting pre-registration applications. The student must first of all register on the portal. Using the access credentials provided, he/she can then start the pre-registration procedure by entering the requested data, including the type of secondary school diploma, the selected degree course, type of enrolment (part time or full time), any invalidity equal to or greater than 66% or disability with

recognition of handicap pursuant to article 3, par 1 and 3 of Law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170/2010.

Those who, having pre-registered, wish to complete registration (required for enrolment in one of the university degree courses), must access the online registration procedure as described below from 25 July 2022 to 2 November 2022.

Registration

When to register

From **25 July 2022 to 2 November 2022** registration is open for **first cycle and single cycle degree** courses **with no cap on enrolment** for academic year 2022/2023, as set out in Section 1 of this Study Prospectus.

After the 2 November 2022 deadline, any additional applications for registration will be evaluated and, if approved, a 30 Euro fee will be charged.

Payment for the first instalment of the all-inclusive contribution made after the deadline of 2 November 2022 will be subject to a late-payment fee, henceforth referred to as arrears, as set out in the Regulations for determining and paying the fees and contributions due for enrolling in courses at the University of Siena.

Those who wish to register for **capped degree courses** must instead observe the specific deadlines in the individual calls for application.

Who can submit an application

Pursuant to existing provisions, anyone holding a **secondary school diploma** or suitable foreign equivalent can apply for a place on a **first cycle or single cycle degree course**. The Degree course Regulations may also require the attainment of an adequate initial preparation. To this end the regulations define the prerequisites for admission and specify the method of assessment. If the assessment identifies learning gaps, the prospective student may be assigned **additional learning obligations to be completed within the first year of the course**.

How and where to register

Those who wish to **register** must complete the **online procedure**, available from **25 July 2022 to 2 November 2022** at <https://segreteriaonline.unisi.it/>.

The student must first of all **register** on the portal. Once the student has completed registration, he/she can use the access credentials provided to start the pre-registration procedure by entering the requested data, including the type of secondary school diploma, the selected degree course, type of enrolment (part time or full time), any invalidity equal to or greater than 66% or disability with recognition of handicap pursuant to article 3, par 1 and 3 of law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170/2010.

After completing the required fields correctly, the system will allow the student to pay the first instalment of the all-inclusive fee.

Payment of the above amount must be made by 2 November 2022 via PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

For particular university fee cases, subsidies and forms of exemption, please refer to the Regulations for determining and paying fees and dues for enrolment on courses at the University of Siena.

Once registration is completed and payment has been made, **there is no need to hand over any type of document**.

Information on the registration procedures and university services for students can be requested at any of the University offices listed below:

- **Siena Public Relations Office (URP)** (+39) 0577 235555; toll-free number 800 22 16 44 (Italian landline only); urp@unisi.it - <https://www.unisi.it/urp>
Palazzo del Rettorato, via Banchi di Sotto no. 55; to schedule an appointment with the office you must use the Ufirst app for booking appointments online (<https://www.unisi.it/ufirst>);
- **Students and Course Administration Office in Grosseto** (+ 39) 0564 441241, 0564 441240, Via Aurelio Saffi 17/c, Grosseto; segreteria.grosseto@unisi.it ; to schedule an appointment with the office you must use the Ufirst app for booking appointments online (<https://www.unisi.it/ufirst>).

To register for **capped degree courses**, specific information is provided in the calls for applications for said courses and on the university website www.unisi.it, under the section *albo online*.

Before registering online for a **course with a cap on enrolment**, students must be suitably positioned in the respective ranking and observe the terms and procedures indicated in the individual calls for applications.

For registration to the degree courses in **Agribusiness, Pharmaceutical Chemistry and Technology, Pharmacy and Biology**, specific information is to be found on the notices published on the University website www.unisi.it

When registration is completed with payment of the amount due:

1. students can access their university email account (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, by entering the username and password assigned during the online registration procedure. Students who have been assigned an email account are automatically included in the student mailing list. Once the account has been assigned, all subsequent email messages to and from the University must be through said email account only. The email account will remain active during the student's university studies and any further academic studies;
2. Students can book an appointment online with the administration offices to collect their **student badge** for accessing university services and the University Sports Centre (CUS - *Centro universitario sportivo*).

Before registering online, **EU nationals, non-EU nationals treated as "equivalent" and Italian nationals with foreign qualifications** must receive **authorization** by presenting their documents and permits of stay to the staff of the URP – International Place.

The non-EU student residing abroad already in possession of an entry visa for study purposes must send – to the URP and International Place – by e-mail to the address SIENAinternational@unisi.it copy of the documents useful for enrolment in order to receive the FINAL authorization necessary to register online

In order to obtain the abovesaid FINAL authorization, students must send a mail attaching to their requests the following documentation:

the original final secondary school diploma (or a certified copy) or a substitute certificate for all legal purposes and the transcript of studies with details of exams and marks (if the documents were drawn up in a foreign language, the official translation into Italian and the legalization of the qualification are required), accompanied by a **Declaration of Value** or, alternatively, by the certifications "**Declaration of comparability**" and "**Declaration of verification**", issued by the **Italian ENIC-NARIC center (CIMEA)**; if the total duration of pre-university schooling is less than twelve years, the student must provide the following:

- 1 academic certification of successful completion of all the examinations required for the first year of university studies in the case of an 11-year local school system, or academic certification of successful completion of all the examinations required for the first two academic years in the case of a 10-year local school system;
 - 2 an official Italian or foreign post-secondary qualification from a non-university higher education institute in a subject related to the chosen course, lasting one year in the case of an 11-year local school system, or two years in the case of a 10-year local school system;
 - 3 certification from Italian universities of successful completion of foundation courses, which make up for the fewer years of schooling and provide the appropriate knowledge, skills and abilities to attend the chosen degree course;
- certification that the student has passed any academic proficiency test required for admission to university in the country of origin;
 - a photocopy of a valid identity document
 - in the case of equivalent non-EU nationals, a photocopy of their residence permit.

The certifications listed in points 1) to 3) above, which are additional and complementary to secondary school qualifications obtained with less than 12 years of schooling, allow enrolment only in the first academic year in Italy and cannot be evaluated further for enrolment in a shortened course, in order to avoid double evaluation of the same qualification.

Certificates of successful completion of preparatory courses may also be used to meet additional

requirements for admission to courses due to differences in the years of schooling but cannot in any case compensate for the absence of a "High School Diploma or other recognised foreign qualification".

Once the online registration has been effected by **foreign citizens resident abroad** must contact the Secretariat office about the following stages in the procedure. To schedule an appointment with the office you must use the Ufirst app for booking appointments online: <https://www.unisi.it/ufirst>

Useful documents for completing the online registration procedure

To carry out and complete the online registration procedure, students must have the following documents:

A) ISEE data: the **ISEE, with a 31 December 2022 expiration date, requested for DSU (Right to University Study) benefits and referred to the student's Italian fiscal code**, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment.

During the procedure, the student must authorize the University to view the ISEE in the INPS database. **In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, **the ISEU Parificato can be submitted within that period**

B) details of the secondary school diploma: Students with foreign qualifications must have appropriate authorization to register before carrying out the online procedure. Information for obtaining said authorization can be found on the following web page <https://www.unisi.it/internazionale/international-degree-seeking-students> or at the URP - International Place in Via Banchi di Sotto no. 55, Siena, internationalplace@unisi.it;

C) a digital photograph in one of the following formats .JPG, .JPEG, .Bmp, .Png, .Pjpeg (40mm x 35 mm – 300 dpi resolution) which must be uploaded during the online procedure. The photo must be a close-up of the student's full face;

D) digital copy, front and back, in a single file, of a valid identity document, preferably in .pdf format or in one of the following formats .JPG, .JPEG, .Bmp, .Png, .Pjpeg which must be uploaded during the online procedure;

E) Italian tax code (*codice fiscale*).

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE REGISTRATION PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEE DATA FROM THE INPS DATABASE. SHOULD ISEE DATA NOT BE AVAILABLE AT THE TIME OF REGISTRATION, STUDENTS SHOULD GO TO THE STUDENTS AND COURSE ADMINISTRATION OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD. SHOULD THIS OCCUR AFTER 20 DECEMBER 2022, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO FEE.

The amount of the all-inclusive registration fee is stated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Students who forgo registration are not entitled to a refund for any fees paid.

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 2 November 2022:

- handicapped persons pursuant to article 3 par. 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%. These conditions must be valid at the time of registration/enrolment;
- foreigners in receipt of study grants from the Italian government.

Those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are only required to pay stamp duty by 2 November 2022.**

Students who are *non idonei* (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena. **This payment is the responsibility of enrolled students even if they have, in the meantime, renounced their university studies.**

Admission tests

Those who wish to enrol in first or single cycle degree courses with no specific entrance exam must take a **mandatory, non-selective admission test** to verify that their initial preparation is adequate.

Remedial activities may be available to those students who, after taking the test, are assigned **additional learning obligations.**

Fulfilment of additional learning obligations is regulated by each academic body and may take place in different ways, including mandatory attendance of foundation courses or further tests, as regulated in the individual Degree Course Regulations.

Information on the admission tests can be found on the university website under the registration section and on the pages of each academic body.

One can register for the **TOLC** admission tests from the **CISIA (Consorzio interuniversitario sistemi integrati per l'accesso)** website <https://www.cisiaonline.it/> . The website contains all the information required for payment.

IMPORTANT: For degree courses that do not make use of the CISIA tests, students must register for the admission tests from the *segreteria online* personal page and click on "Test di valutazione" ("Evaluation test"). At the end of the registration procedure, before taking the test, students must pay the **non-refundable 30 Euro** fee through **PagoPA**, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

Students must present for the test with a valid identity document. Any further information will be posted on the university website www.unisi.it under the section dedicated to admission tests.

The following individuals are exempt from taking the test:

- students transferring from another Italian university enrolled on a degree course pertaining to the same class of first cycle/single-cycle degree as the course on which they wish to enrol in Siena;
- students with a qualification awarded for a degree course pertaining to the same class of first cycle/single-cycle degree as the course on which they wish to enrol in Siena;
- students transferring from another university and/or from another degree course or graduates from another degree course expressly exempted by the Academic Board of the course they wish to enrol in.

Registering for the English language test

The University of Siena requires that all students pass a **MANDATORY ENGLISH LANGUAGE EXAM to demonstrate at least level B1 proficiency (first cycle degree courses) or B2 level proficiency (second cycle degree courses) in English. This is also REQUIRED for ERASMUS**

exchanges at English-speaking universities. The qualification must be obtained by means of a test administered by the Centro Linguistico d'Ateneo (CLA).

To this end, once enrolled, **students must immediately take a test to assess their level of proficiency** in the English language for placement in a suitable preparation course, unless they already hold one of the international certificates recognised by the University or a **certificate** issued by an Italian University Language Centre (awarded **before** enrolling at the University of Siena). In this case, the student **does not have to take the test**, but must present the original certificate to the CLA in order to obtain recognition of the compulsory CFUs required by their course of study **or** to enrol in the course at a higher level.

IMPORTANT: Not all students are required to take the test at the Language Centre. There are various exceptions, depending on the degree course in which you are enrolled. For detailed information please consult the CLA website at the following link: <https://www.cla.unisi.it/it/idadeita-ed-esami>

Incompatibility due to simultaneous enrolment

IMPORTANT: it should be noted that, at the time of publication of this Prospectus for studies, that a few days ago entered into force the Law 12 April 2022 , no. 33 "Provisions on simultaneous enrolment in two higher education courses", published in the Official Gazette of 28 April 2022. Therefore, specific indications are expected from the competent Ministry on the application of these rules.

To this end, please consult periodically the University web pages www.unisi.it to check for any updated information on the subject.

Enrolment in second cycle degree courses

For admission to a second cycle degree course with no cap on enrolment, applicants must hold a **first cycle degree** or **three-year university diploma**, or other **validated foreign qualification**. They must also meet the **curricular requirements and have adequate personal preparation** for access to such courses, verified in accordance with the regulations of each second cycle degree course, which also specify the admission criteria. The curricular requirements and personal preparation required may vary from course to course; a student who is found to have inadequate preparation cannot enrol on the second cycle degree course.

In particular, following a specific request for evaluation, the Academic Board of the second cycle degree course (or a member of the teaching staff appointed by the Board) assesses the adequacy of the student's academic credentials and personal preparation based on exams passed to obtain his/her qualification and on his/her personal preparation. Pursuant to applicable laws and regulations, those who have been deemed to have an **"educational gap"** for admission **cannot** register for second cycle degree courses. Prior to enrolment, these individuals must earn the required credits by registering for **single courses**.

Who can request evaluation, how and when

Those who wish to enrol in a **second cycle degree course** must submit a **request for evaluation** through the online procedure. The service can be accessed from the following page: <https://segreteriaonline.unisi.it/>. Click on **"test di valutazione"** ("Evaluation test").

This request for evaluation, which aims to **verify that the student meets the requirements** for admission to the course (curricular requisites and suitable personal preparation), **may be submitted from 23 May 2022 to 20 December 2022** by filling in the form for evaluation of qualifications available at www.unisi.it. The form duly filled in and reporting exams passed, and

training activities completed during the first cycle degree course, must be uploaded during the online procedure for requesting evaluation.

Graduands can also submit a request for evaluation as long as they have already **acquired at least 120 University credits out of the total 180 required** for completion of the degree course and, among these, all the ones relating to the specific scientific sector or discipline (SSD) requested as curricular requirements. These students can enrol as long as they complete the qualification required by **31 December 2022**. The application for evaluation for EU and students considered 'equivalent' with a foreign qualification can be made, for a fee, also through the Dream Apply platform, with the methods and timing set annually for the operation of this platform. In case of a positive evaluation, a letter of eligibility and admission to the chosen course will be issued.

Before official evaluation by the appointed member of the teaching staff or the Academic Board, the applicant can obtain information and clarifications regarding admission requirements directly from the reference professor of the second cycle degree course, as indicated in the webpages of the relevant department.

Once the request for evaluation has been submitted, the appointed lecturer or the Academic Board shall evaluate the curriculum submitted and decide on whether the student:

- is **eligible for admission** to the second cycle degree course;
- **must sit** and pass the **admission test** for the second cycle degree course before proceeding with enrolment;
- is assigned **additional learning obligations** to meet the curricular requirements for admission: he/she must pass certain *single courses* to be awarded the credits and bridge the learning gap. After fulfilling the additional learning obligations, the student must resubmit a request for evaluation to the administrative offices of the reference Department to find out whether he/she meets the curricular requirements for admission to the second cycle degree course.

Curriculum evaluation is required to verify whether:

a) **the student meets the curricular requirements for admission to a second cycle degree course**. Curricular requirements are defined with reference to the degree class and the number of university credits (CFU) awarded in specific scientific sectors or disciplines (SSD). The educational requirements are reported on the web site of each department in the sections dedicated to second cycle degree courses with no cap on enrolment. Based on the regulations of each second cycle degree course, the requirements may also include proficiency in English which, for the second cycle degrees taught in English, is a pre-requisite for admission, must correspond to at least level B2.

b) **direct admission is allowed, and the candidate does not have to take the admission exam**. The requirements for direct admission are specified in the regulations of individual second cycle degree courses

The Academic Board assesses the educational credentials for admission and deliberates in accordance with the following procedure:

- **satisfactory credentials and direct admission**: in this case the student can, within deadlines, enrol on the selected second cycle degree course;
- **satisfactory credentials and obligation to take and pass the admission test**: in this case the student must go to the administration office to receive information about the admission test and register for it by submitting the registration form available at www.unisi.it. Those who fail to pass the test of personal preparation cannot enrol on the second cycle degree course.
- **unsatisfactory credentials**: in this case the student cannot complete enrolment.

The result of the evaluation could be consulted by the student accessing the Secretariat online portal (<https://segreteriaonline.unisi.it/>).

During the online procedure, students must **attach**:

- the form for requesting assessment of one's curriculum;
- front-and-back photocopy of a valid identity document;
- official certificate attesting to their knowledge of English, if required by the regulations of the selected degree course.
- for holders of a foreign academic degree, any letter of eligibility and admission obtained through the procedure on the Dream Apply platform.

The result of the evaluation could be consulted by the student accessing the Secretariat online portal (<https://segreteriaonline.unisi.it/>).

In the same time frame foreseen for enrolment (25 July 2022 – 20 December 2022), **the student must finalize the application based on the outcome of the curriculum evaluation:**

a) in the case of **direct admission**, he/she can enrol by the deadline for second-cycle degree courses (20 December 2022);

b) if the student is required to pass an **admission test**, he/she must register for said test at least seven days prior to the exam (see the next section).

How, where and when to enrol

Applications for enrolment on second cycle degree courses with no cap on enrolment may be submitted **from 25 July 2022 to 20 December 2022**.

After said deadline, any additional applications for enrolment will be evaluated and, if approved, a 30 Euro charge will apply.

Payments of the first instalment of the all-inclusive contribution made after the 20 December 2022 deadline will be subject to a late-payment charge, as set out in the Regulations for calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Those who wish to enrol in second cycle degree courses with a cap on enrolment, instead, must observe the specific deadlines indicated in the call for applications of individual courses.

The online procedure is accessed via the university website www.unisi.it, on the "segreteria online" (online administration) page.

The student must first of all **register**. Once the student has completed registration, he/she can use the access credentials provided to start the enrolment procedure by entering the requested data, including the type of secondary school diploma, academic qualification awarded, the selected degree course, type of enrolment (part time or full time), any invalidity equal to or greater than 66% or disability with recognition of handicap pursuant to article 3, par. 1 and 3 of Law 104/1992.

At the end of the procedure the student must pay the university fees via PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>. The

student **must authorize the University to access his/her ISEE data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEE data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment. The ISEE with a 31 December 2022 expiration date, requested for DSU (Right to University Study) benefits and referring to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, the ISEU Parificato can be submitted within that period.**

For particular cases pertaining to university fees, subsidies and forms of exemption, please refer to the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Students transferring from another university or degree course or those who have received the assessment of educational credentials for admission to a second cycle degree course after 20 December 2022 and enrolling after said date data can hand in the authorization for the University to access his/her ISEE data from the INPS database or the inclusion of the ESEU Parificato where provided, by going to the appropriate administration office, without having to pay the 30 Euro fee.

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE ENROLMENT PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEE DATA FROM THE INPS DATABASE.

SHOULD ISEE DATA NOT BE AVAILABLE AT THE TIME OF ENROLMENT, STUDENTS SHOULD GO TO THE STUDENTS AND COURSE ADMINISTRATION OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD. SHOULD THIS TAKE PLACE AFTER 20 DECEMBER 2022, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO FEE.

To enrol on a **second cycle degree course with a cap on enrolment**, students must be suitably positioned in the relevant ranking, having respected the deadlines and procedures indicated in the specific call for applications.

Before enrolling online, **EU citizens, non- EU citizens and with foreign degrees** must receive **provisory authorization** from the appropriate staff at the URP – International Place, who will check academic certifications and permits of stay.

Non-EU students residing abroad **waiting for or** already in possession of an entry visa for study purposes must send – to the URP and International Place – by e-mail to the address SIENAINternational@unisi.it copy of the documents useful for enrolment in order to receive the **provisional authorization necessary (nulla osta provvisorio)** to register online under conditions.

In order to obtain the above-mentioned **provisory** authorization, students must send an email, attaching the following documentation to their request:

- the original qualification awarded by the foreign university or a certificate replacing it for all legal purposes. This qualification must enable the student to continue his or her university studies at the next level of education in the country in which it was awarded;
- original certificate issued by the foreign university, duly approved by the Italian diplomatic representation, certifying the examinations passed with a description, for each subject, of the programme and the hours of theoretical and practical teaching activity required to obtain the qualification (no translation is required if the programs are described in English). The Diploma Supplement may be submitted instead of the certificate.
- those who wish to enrol on a course taught in English but are not native speakers of English must have a certificate of proficiency in English (TOEFL, Cambridge, IELTS, etc.) or other proof of English language proficiency;
- a photocopy of a valid identity document;
- equivalent non-EU nationals must provide a photocopy of their residence permit.

All qualifications must be officially translated into Italian and legalized by the authorities of the country issuing the qualification (except in the case of exemption under international agreements and conventions) and be accompanied by the "Dichiarazione di valore" (Declaration of Value) issued by the Italian diplomatic representation in the country in which the qualification was awarded or by a CIMEA certificate or Diploma Supplement.

Useful documents for completing the online enrolment procedure

To carry out and complete the online enrolment procedure, the student must have the following documents:

A) ISEE data: the ISEE with a 31 December 2022 expiration date, requested for DSU (*Right to University Study*) benefits and referred the student's Italian fiscal code, is required to apply for **any reductions in the all-inclusive fee for the academic year of enrolment.**

During the procedure the student must authorize the University to access his/her ISEE data from the INPS database. **In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, **the ISEU Parificato can be presented.**

B) Details of the secondary school diploma: students with foreign qualifications must have appropriate authorization to enrol before carrying out the online procedure. Information for obtaining said authorization can be found on the following web page <https://www.unisi.it/internazionale/international-degree-seeking-students> or at the URP – International Place in Via Banchi di Sotto no. 55, Siena internationaplace@unisi.it

To schedule an appointment with the office, use the Ufirst app (<https://www.unisi.it/ufirst>) for

booking appointments online.

Students must complete the registration procedure by the deadlines indicated in section 2 of this Study Prospectus;

The amount of the all-inclusive registration fee is stated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Students who forgot registration are not entitled to a refund for any fees paid.

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 20 December 2022:

- those who have applied for a grant from the Regional Agency for the Right to University Education (ARDSU);
- handicapped persons pursuant to article 3 par. 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%. These conditions must be valid at the time of registration/enrolment;
- foreigners in receipt of study grants from the Italian government.

Those who have applied for grants from the **Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are required to pay stamp duty only by 20 December 2022.**

Students who prove to be **non idonei (ineligible)** in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena. This payment is the responsibility of enrolled students even if they have, in the meantime, renounced their university studies.

When enrolment has been finalized with payment of the amount due:

1. students can access their university email account (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering the username and password assigned during online registration procedure. Students who have been assigned an email account are automatically included in the student mailing list. Once the account has been assigned, all subsequent email messages to and from the University will be through said email account only. The email account will remain active during the student's university studies and any further academic studies;
2. Students can book an appointment online with the administration offices to collect their **student badge** for accessing university services and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

Registering for the English language test

The University of Siena requires that all students pass a **MANDATORY ENGLISH LANGUAGE EXAM to demonstrate at least level B1 proficiency (first cycle degree courses) or B2 level proficiency (second cycle degree courses) in English. This is also REQUIRED for ERASMUS exchanges with English-speaking universities.** The qualification must be obtained by means of a test administered by the Centro Linguistico d'Ateneo (CLA).

To this end, once enrolled, **students must immediately take a test to assess their level of proficiency** in the English language for placement in a suitable preparation course, unless they already hold one of the international certificates recognised by the University or a **certificate** issued by an Italian University Language Centre (awarded **before** enrolling at the University of Siena). In this case, the student **does not have to take the test**, but must present the original certificate to the CLA in order to obtain recognition of the compulsory CFUs required by their course of study **or** to enrol in the course at a higher level.

IMPORTANT: Not all students are required to take the test at the Language Centre.

There are various exceptions, depending on the degree course in which you are enrolled. For detailed information please consult the CLA website at the following link: <https://www.cla.unisi.it/it/idoneita-ed-esami>

Incompatibility due to simultaneous enrolment

IMPORTANT: it should be noted that, at the time of publication of this Prospectus for studies, that a few days ago entered into force the Law 12 April 2022 , no. 33 "Provisions on simultaneous enrolment in two higher education courses", published in the Official Gazette of 28 April 2022. Therefore, specific indications are expected from the competent Ministry on the application of these rules.

To this end, please consult periodically the University web pages www.unisi.it to check for any updated information on the subject.

Part-time students

Who part-time students are

Part-time students are those who, at the time of registration or enrolment in the normal years of a study course, request this status (**when the course regulations allow for it**) via the online registration or enrolment procedure.

Part-time students undertake to earn the **University credits specified for their course year** within two consecutive academic years and prior to the deadline for enrolment in the academic year subsequent to the two-year period.

Fees for part-time students are specified in the University regulations for calculating fees and dues published on the university website at www.unisi.it.

The student must in any case pay the enrolment fees, the virtual revenue stamp, and the regional (ARDSU) tax.

Students who has been granted part-time status can, when enrolling in the academic year subsequent to that of the request for part time, **give up this status and return to full-time study. The decision to renounce their part-time status must notified to the appropriate administrative office where enrolment must be completed.**

For every year of part-time study, the duration of the degree course is lengthened by one year. In that year the student is enrolled as a repeating student.

Who can apply for part-time study

Any registered or enrolled student who for **job, family or personal reasons** feels he/she cannot complete the programme of studies within the period of time indicated in the degree course regulations **can apply for part-time study.**

The request for part-time study cannot be made for academic years in which the student takes part in **international mobility programmes or part-time collaborations**, nor for those in which the student requested **suspension** of his/her university studies or is enrolled as a **student behind schedule with exams** (*fuori corso*).

When and how to apply for part-time status

The **request for part-time study** can be made only **when registering or enrolling**, as it is part of these online procedures.

The request for part-time student status must be renewed **each academic year** and can be **renewed** in the **normal course years of the degree course.**

Working students

Working students are those who work in any way and can demonstrate it by submitting appropriate documentation to the relevant administration office at the time of enrolment or subsequently. Working students can take exams in ordinary sessions and in special sessions reserved for students behind schedule with their exams (*fuori corso*).

SECTION 4

REGISTRATION AND ENROLMENT IN THE FIRST YEAR FOR NON-EU STUDENTS RESIDENT ABROAD

This section was drafted on the basis of existing legislation on the date of publication of the Annual Study Prospectus. Due to the COVID-16 health emergency in Italy and other areas of the globe, said legislation may vary over time. Students are therefore advised to consult the web pages of the URP – International Place for any updates.

Non-EU students resident abroad can enrol, within the limits of **specific enrolment quotas** established annually by universities and published on the MIUR website.

The quotas for enrolment in **first cycle, single cycle and second cycle degree courses** at Siena University in academic year 2022/2023 are available at <http://www.studiare-in-italia.it/studentistranieri/>. This page also contains full details regarding the new procedures for admission and enrolment of foreign/international students in Italian universities for the same academic year.

Information on procedures for non-EU students resident abroad can be obtained from the **URP – International Place** sending an email to internationalplace@unisi.it.

First cycle and single-cycle degree courses

Requesting the letter of eligibility/provisional approval

To be admitted to a first cycle degree course, before applying for pre-registration through the appropriate Italian diplomatic mission, applicants must receive a letter of eligibility/approval from the relevant Academic Board.

To submit a request for evaluation, students must first upload the required documentation (listed below) on the **Dream Apply platform**, which is automatically forwarded to the above-said Academic Board through a delegate. The request must be sent by the deadline indicated on the platform, which may be accessed from the University website at <https://apply.unisi.it>.

Students must attach the following documents to their request:

- curriculum vitae (CV), in English;
- the secondary school diploma or a certificate valid for all legal purposes and a transcript with exams and marks (in Italian or English);

if the total duration of pre-university schooling is less than twelve years, the following must be provided:

- 1 academic certification of successful completion of all the examinations required for the first year of university studies in the case of an 11-year local school system, or academic certification of successful completion of all the examinations required for the first two academic years in the case of a 10-year local school system;
- 2 an official Italian or foreign post-secondary qualification from a non-university higher education institute in a subject related to the chosen course, lasting one year in the case of an 11-year local school system, or two years in the case of a 10-year local school system;
- 3 certification from Italian universities of successful completion of foundation courses, which make up for the fewer years of schooling and provide the

appropriate knowledge, skills and abilities to attend the chosen degree course;

- certification that the student has passed any academic proficiency test required for admission to university in the country of origin;
- for candidates who are not native English speakers and wish to enrol on a course delivered in English, a certificate declaring their proficiency in English (TOEFL, Cambridge, IELTS, etc.) or other language skills certificate;
- for candidates who wish to enrol in a course delivered in Italian, a certificate declaring their level of proficiency in Italian;
- photocopy of their passport;
- receipt of payment of the 30 Euro fee for each request submitted.

The certifications listed in points 1) to 3) above, which are additional and complementary to secondary school qualifications obtained with less than 12 years of schooling, allow enrolment only in the first academic year in Italy and cannot be evaluated further for enrolment in a shortened course, in order to avoid double evaluation of the same qualification.

Certificates of successful completion of preparatory courses may also be used to meet additional requirements for admission to courses due to differences in the years of schooling but cannot in any case compensate for the absence of a "Secondary School Diploma or other recognised suitable foreign qualification".

Once the Academic Board receives the request for evaluation, on the basis of the documentation delivered and the applicant's curriculum, it decides on the eligibility of the students' qualifications and their admission to the degree course.

The student must use the admission letter issued by the University to pre-register through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the instructions reported in the ministerial provisions at <https://www.studiare-in-italia.it/studentistranieri/>.

The admission/eligibility letter will be issued even when an admission test is required; only if this test is passed will the pre-enrolment application will be approved for the visa to be issued on the UNIVERSITALY platform.

Who can submit an application for pre-registration to the appropriate Italian diplomatic mission

Anyone holding a **final secondary school qualification** that allows access to a similar degree course in the country in which it was issued can apply for pre-registration.

The qualification must have been issued after **at least 12 years** of schooling.

These qualifications allow studies to be continued if they have been obtained with the student passing at least the last two years of attendance in the overseas education system.

In order to be eligible to enrol in university in Italy, students from countries where schooling lasts less than 12 years must provide their original diploma of secondary school studies and academic certification that they have passed the exams of the first year of university in the case of 11 years of schooling, and the first two years of university in the case of 10 years of schooling.

Schooling of less than 12 years can also be integrated by a post-secondary qualification in a tertiary, non-university institute, duly recognized by the abovementioned Italian Diplomatic mission. Students can also present a certificate from an Italian university certifying that they passed a **Foundation course** to make up for the missing years of schooling.

For qualifications under the education systems of certain countries (U.S.A., Great Britain, Greece, Holy See), the rules for university enrolment of foreign students apply.

Students interested in non-single cycle first level degree courses must submit the summary of the **pre-registration application generated by the UNIVERSITALY portal** to the Italian diplomatic mission in their country.

The Italian diplomatic offices and the universities will communicate to each other through the online procedures available in the **UNIVERSITALY** portal: the same portal will provide students with information regarding their eligibility for admission to the selected university.

Entry visa for study purposes, authorization and registration

Once they have obtained from the Italian diplomatic mission their study visa, non-EU students resident abroad must email a copy of the documents required for registration to the URP and International Place at SIENAinternational@unisi.it to be granted **FINAL** authorization, necessary to enrol remotely.

The required documentation to be sent by email must include the following:

- study visa issued by the diplomatic Italian mission on site;
- a copy of the application submitted through the University platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- copy of your passport with a study visa;
- documentation issued by the Italian diplomatic mission pertaining to your academic qualification (secondary school-leaving diploma);
- the certificate attesting to the passing grade of any special academic assessment exam required for admission to university in the country of origin;
- the qualification required for admission to the degree course (high school diploma).
- original degree (or certified copy) in the case of a diploma obtained abroad, or the substitute certificate for all legal purposes, accompanied by a Declaration of Value or, alternatively, by a certificate – Declaration of Comparability and Declaration of Verification – issued by the Italian ENIC-NARIC center (CIMEA);
- If available, it is also advisable to send the required language certification.

Having received the documentation and obtained FINAL authorization remotely, the URP - International Place will inform the applicant on the next steps for enrolling at the University of Siena remotely, a procedure that shall be finalized through payment of the first instalment.

Once in Siena, students must have:

- completed the registration / enrolment on the online secretariat;
- paid the first tuition fee;
- be in possession of the FINAL authorization (nulla osta)

With this documentation they will directly contact the Student and didactic Office of the course of study followed by booking a Ufirst appointment (page/section list USD). To make an appointment you must use the online booking service accessible from the Ufirst App <https://www.unisi.it/ufirst>.

How, where and when to request registration

Once they have passed the Italian language test (see paragraph at the end of this section) and any admission test/entrance exam, non-EU students must urgently contact the appropriate Italian mission to apply for a suitable visa for entry to Italy for university study/registration after submitting a pre-registration application online via the **UNIVERSITALY** portal (<https://www.universitaly.it/index.php/registration/firststep>) in accordance with legislation regarding the registration of foreign students on degree courses for AY 2022/2023 available at the following web page <https://www.studiare-in-Italia.it/studentistranieri>).

Once the VISA has been obtained, by sending the necessary documentation described above by email to SIENAinternational@unisi.it , the FINAL authorization (nulla osta finale) and the necessary information will be sent to proceed with the online enrolment in the university course.

Upon receipt of the documentation and once the FINAL clearance has been granted, the URP – International Place will inform you on how to proceed with the enrolment at the University of Siena which will be carried out remotely and will be perfected with the payment of the first instalment.

Upon arrival in Siena, students must have:

- completed the registration / enrolment on the online secretariat;
- paid the first tuition fee;
- got the FINAL authorization (nulla osta)

With this documentation they will directly contact the Student and didactic Office of the course of study by booking a Ufirst appointment (page/section list USD). To make an appointment you must use the online booking service accessible from the Ufirst App <https://www.unisi.it/ufirst>. The **online registration** procedure, subject to confirmed admission to the selected degree course and before the visa is issued, must be completed by accessing the website <https://segreteriaonline.unisi.it/>. Through said procedure students can register conditionally and obtain credentials to access the University's information systems and follow e-learning courses.

Once all the required fields are completed correctly, the system enables the student to pay the first all-inclusive instalment through PagoPA, the new system created by the Agency for a Digital Italy (AgID) to facilitate and simplify payments to public administrations. Further information is available on the University web pages:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>

Payment of said contribution must be made well before courses begin (possibly by the end of September 2022).

The all-inclusive fee is indicated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Those who wish to register for degree courses with a cap on enrolment must instead respect the deadlines and procedures set out in the individual calls for applications.

Students who forgo registration are not entitled to a refund for any fees paid.

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by the end of September 2022:

- foreigners in receipt of study grants from the Italian government.
- those who have applied for a **grant from the Regional Agency for the Right to University Education** (ARDSU), are provisionally exempt from payment of fees indicated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena until the final list of those awarded said grant is published.

Students who are **non idonei** (ineligible) in the ranking published by the same Agency shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena. **This payment is the responsibility of enrolled students even if they have, in the meantime, renounced their university studies.**

When enrolment has been completed with payment of the amount due students can access their **university email account** (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, by entering the username and password assigned during the online registration procedure.

Students who have been assigned an email account are automatically included in the student mailing list. Once the account has been assigned, all subsequent email messages to and from the University will be addressed to said email account only. The email account will remain active during the student's university studies and any further academic studies.

As soon as they receive authorization students can book an appointment online with the administration offices to collect their **student badge** for accessing university services and the University Sports Centre (CUS - *Centro universitario sportivo*).

Admission tests

International students are invited to check on the Dream Apply platform for a possible admission test which may be selective in nature upon decision of the course of study Didactic Committee as well as its date.

As soon as they arrive in Siena, those who wish to enrol on degree courses with no cap on enrolment must take a **mandatory, non-selective admission test** to verify that their initial preparation is adequate.

Remedial activities may be available to those students who, after taking the test, are assigned **additional learning obligations**.

Fulfilment of additional learning obligations is regulated by each academic body and may take place in different ways, including mandatory attendance of support courses or further tests, as regulated in the individual Degree Course Regulations.

Information about the admission test can be found on the university website in the matriculation section and on the pages of each academic body.

It is possible to register for the **TOLC** admission tests from the **CISIA (Consorzio interuniversitario sistemi integrati per l'accesso)** website <https://www.cisiaonline.it/> . The website contains all the information required for payment.

IMPORTANT: For degree courses that do not make use of the CISIA tests students must register for the admission tests from the *segreteria online* personal page and click on "Test di valutazione" ("Evaluation test"). At the end of the registration procedure, before taking the test, students must pay the **non-refundable 30 Euros** fee through **PagoPA**, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

Students must present for the test with a valid identity document. Any further information will be posted on the university website www.unisi.it in the section dedicated to admission tests.

Students who wish to register for degree courses with **a cap on enrolment** must take not only the Italian language test but also the course **entrance exam**, in accordance with the terms and procedures specified in the relevant call for applications.

For access to the single-cycle Degree and master's degree Courses with a number programmed at national level, the specific information can be found on the following page web: <https://www.unisi.it/corsi-numero-programmato>

The Student Health Services Office has the following contacts:

sanitarie.biomediche@unisi.it

medicina@unisi.it

dentistry@unisi.it

concorsi-areasanitaria@unisi.it

For access to the Degree Courses in Agribusiness, Pharmaceutical Chemistry and Technology, Pharmacy and Biology the specific information can be found on the University web pages www.unisi.it –

For further information, the contact details for the Student and Didactic office of Agribusiness and Biology is didattica.sdv@unisi.it, and for Pharmaceutical Chemistry and Technology and Pharmacy: didattica.dbcf@unisi.it

Second cycle degree courses

To be admitted to **second cycle degree courses**, students must have a degree or a university three-year diploma, or another academic qualification from a university abroad, recognized as suitable, which in the country of origin allow university study to proceed to the next level; students must also meet the specific curricular requirements and have adequate personal preparation, as

verified in accordance with the degree regulations of second cycle degree courses, which also indicate the specific admission criteria.

The appropriate Academic Board of the second cycle degree course assesses the above **curricular requirements** and the suitability of the foreign qualifications held by the student, and the candidate's personal background and education on the basis of the exams passed, and by assessing his/her personal preparation.

Pursuant to applicable legislation, graduates having an educational deficit in relation to the curricular requirements for admission **cannot** register for second cycle degree courses.

Students wishing to enrol in second cycle degree courses **with a cap on enrolment** must also pass the entrance examinations for the course, as specified in the corresponding call for applications.

Requesting the letter of eligibility/provisional approval

To be admitted to a first cycle degree course, before applying for pre-registration through the appropriate Italian diplomatic mission, applicants must receive a letter of eligibility/approval from the relevant Academic Board.

To submit a request for evaluation, students must first upload the required documentation (listed below) on the **Dream Apply platform**, which is automatically forwarded to the above-said Academic Board. The request must be sent by the deadline indicated on the platform, which may be accessed from the University website at <https://apply.unisi.it>.

Once the Academic Board receives the request for evaluation, on the basis of the documentation delivered and the applicant's curriculum, it decides on the candidate's **eligibility** for admission to the degree course.

Even if an admission test is required, the student must use the letter issued by the University to pre-register through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the instructions reported in the ministerial provisions <https://www.studiare-in-italia.it/studentistranieri/>.

Eligibility criteria and procedure for requesting pre-registration through the appropriate Italian diplomatic mission

Students interested in non-single cycle, second level degree courses must submit the summary of the pre-registration application generated by the **UNIVERSITALY** portal to the Italian diplomatic mission in their country.

All qualifications must be officially translated into Italian and authenticated by the Italian diplomatic mission in the country of origin that awards the qualifications (except where exempted by international agreements) and accompanied by the **Dichiarazione di valore (declaration of value)** issued by the Italian diplomatic mission in the country where the qualification was awarded. A suitable **certificate issued by the Italian ENIC-NARIC (CIMEA)**, or a similar certificate issued by a foreign authority may be submitted in place of the Declaration of value.

When issuing the entrance visa for Italy, the Italian diplomatic mission will return the pre-registration application to the interested party with authenticated signature and photograph, together with the above original documents, translated, authenticated and with **declaration of value**.

The Italian diplomatic offices and the universities will communicate to each other through the online procedures available in the **UNIVERSITALY** portal: the same portal will provide students with information regarding their eligibility for admission to the selected university.

The necessary documentation to be forwarded by e-mail must contain:

- the ENTRY VISA issued by the Italian representation on site;
- a copy of the application submitted on the University platform;
- a copy of the letter of eligibility received following the pre-assessment on Dream Apply;
- a copy of the passport with an entry visa for study purposes;
- the documentation received from the Italian Diplomatic Representation relating to the qualification held (secondary school diploma/degree);
- the certificate issued by the competent University certifying the exams passed (transcript with translation), as well as for each discipline, the syllabi for the achievement of the

aforementioned qualifications, the program of studies which can be attested by the Diploma Supplement;

- the qualification required for access to the degree course (bachelor's degree);
- the original degree (or certified copy) in the case of a degree obtained abroad, or the substitute certificate for all legal purposes, accompanied by a Declaration of Value or, alternatively, by a certificate – Declaration of Comparability and Declaration of Verification – issued by the Italian ENIC-NARIC center (CIMEA);
- If available, it is also advisable to send the required language certification.

Upon arrival in Siena, students must have:

- completed the registration / enrolment on the online secretariat;
- paid the first tuition fee;
- got the FINAL authorization (nulla osta)

With this documentation students must directly contact the Student and didactic Office of the course of study by booking a Ufirst appointment (page/section list USD). To make the appointment you must use the online booking service accessible from the Ufirst App <https://www.unisi.it/ufirst>

IMPORTANT NOTICE: all original documents must be the same as those sent by email under penalty of annulment of enrolment and communication to the Italian Police (Questura) and the Consular mission.

How, where and when to request enrolment

Once they have passed the Italian language test and any admission test/entrance exam, non-EU students must urgently contact the appropriate Italian diplomatic to apply for a suitable visa for entry to Italy for university study/registration after submitting a pre-registration application online via the UNIVERSITALY portal (<https://www.universitaly.it/index.php/registration/firststep>) in accordance with legislation regarding the registration of foreign students on degree courses for AY 2022/2023 available at the following web page

<https://www.studiare-in-italia.it/studentistranieri>

Once the VISA has been obtained, having submitted all the necessary abovementioned documents, the FINAL authorization (nulla osta FINALE) will be sent via email to SIENAinternational@unisi.it as well the information to proceed with the online enrolment to the chosen university course.

The **online registration procedure**, subject to confirmed admission to the selected degree course must be completed by accessing the website <https://segreteriaonline.unisi.it/>. Through said procedure students can enrol conditionally and obtain credentials to access the University's information systems and to follow e-learning courses.

Once all the required fields are completed correctly, the system enables the student to pay the first all-inclusive instalment through PagoPA, the new system created by the Agency for a Digital Italy (AgID) to facilitate and simplify payments to public administrations. Further information is available on the University web pages:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>

Payment of said contribution must be made well before courses begin (possibly by the end of September 2022).

The all-inclusive fee is indicated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Those who wish to register for degree courses with a cap on enrolment must instead respect the deadlines and procedures set out in the individual calls for applications.

Students who forgo registration are not entitled to a refund for any fees paid.

Foreigners with scholarships awarded by the Italian Government are not required to pay the all-inclusive contribution. They must only pay the stamp duty by the end of September 2022.

Those who have **applied for grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; for now, they are **required to pay stamp duty only by September 2022**.

Students who are **non idonei (ineligible)** in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena. **This payment is the responsibility of enrolled students even if they have, in the meantime, renounced their university studies.**

When enrolment has been finalized through payment of the amount due, students can access their **university email account** (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, by entering the username and password assigned during the online registration procedure. Students who have been assigned an email account are automatically included in the student mailing list.

Once the account has been assigned, all subsequent email messages to and from the University will be addressed to said email account only. The email account will remain active during the student's university studies and any further academic studies.

As soon as they receive authorization students can book an appointment online with the administration offices to collect their student badge for accessing university services and the University Sports Centre (CUS - *Centro universitario sportivo*).

Italian language test

The Italian language test for admission to first cycle and single cycle degree courses in academic year 2022/2023 consists of an interview that will take place remotely through an online portal.

Such test will be taken online, and the date has not been defined yet, but it will be before the confirmation of acceptance for the pre-enrolment on University. For further information and registration, email internationalplace@unisi.it. Registration shall be confirmed through a message from the University containing a Google Meet link for the interview.

Candidates must present themselves for the Italian language test with a **passport**.

Those who do not pass the Italian language test cannot sit any other admission tests or entrance exams.

The following students are exempt from the Italian language test

- a) students with a four or five-year **secondary school diploma awarded by an Italian school abroad** (exempt from the quota restrictions);
- b) students with **final secondary school qualifications** listed on the MIUR website: <http://www.studiare-in-italia.it/studentistranieri/> (also exempt from the quota restrictions);
- c) Students with **Council of Europe level C1 or C2** Italian language skills certified by Rome University III, Universities for Foreigners of Perugia or Siena, or by the Dante Alighieri Society, also under agreement with Italian culture institutes abroad (also exempt from the quota restrictions);
- d) Students with **Council of Europe level B2 or higher** Italian language proficiency certified by Rome University III, the universities for foreigners of Perugia or Siena, or by the Dante Alighieri Society, also under convention with Italian culture institutes abroad;
- e) Students who intend to enrol in study courses that are exclusively in English.

Type d) and e) students are enrolled within the limits of the specific quota of reserved places.

Non-EU citizens residing abroad who choose a Bachelor's Degree/Master's Degree/Single-cycle Master's Degree course held in Italian, need to:

- a) have a level of Italian, as indicated in the ministerial circular, equal to or higher than B2 and must present one of the following certificates:

- CELI – Università per stranieri di Perugia
 - CILS – Università per stranieri di Siena
 - CERT.IT – Università Roma Tre
 - CEDILS – Università per stranieri di Reggio Calabria
 - Any certifications of Italian Cultural Institutes abroad will be evaluated individually;
- b) hold a five-year or four-year secondary education diploma obtained at an Italian state schools or equivalent schools abroad;
- c) hold one of the final secondary school qualifications referred to in Annex 2 of the annual ministerial circular on the procedures for access of international students to university courses of study.

Hold one of the documents referred to in the previous letters a), b) or c) relating to the knowledge of the Italian language for Non-UE students is a mandatory requisite to be possessed before submitting the application for pre-registration and visa application on the University portal.

For those who do not have one of the aforementioned certifications, the University of Siena provides for **an Italian language test to be conducted on the dates provided by the University** after sending an email to the Urp Office and International place (internationalplace@unisi.it) for an online appointment in order to conduct the interview. Passing the test allows you to receive the letter of eligibility to be uploaded on the University portal for the visa application.

Those who have NON-EU citizenship and are resident abroad and choose a single-cycle Bachelor's degree/Master's Degree course held in **English** will have to deliver or send the language certification at the CLA (University Language Centre).

Specific information can be found on the following web page: <https://www.cla.unisi.it/it>

Students of the "Marco Polo" Project

According to the Agreement stipulated between the People's Republic of China and the Italian Republic, Chinese students who have joined the Project called "Marco Polo"- which allows them to attend in Italy a medium/long-term Italian language course (6/9 months) preparatory for the academic course and aimed at enrolment - must join the program one year before enrolment in the course of study they have chosen, obtaining the issuance of an entry visa, and therefore anticipating the pre-registration procedure with respect to the times indicated for non-EU citizens. The enrolment of these students is conducted within the limits of the specific quotas established annually by the Universities.

Foundation Year (Foundation Course)

In the case of schooling lasting less than 12 years, students can submit a certificate issued by the University of Siena or any other Italian university indicating that they have passed the foundation courses to make up for the gap in schooling.

In accordance with art. 6 par. 1 of Ministerial Decree 270/2004 regarding universities and art. 7 par. 2 of Presidential Decree 212/2005 for AFAM (Higher Education Institutes in the Arts and Music), higher education institutes can organize propaedeutic courses for admission to degree courses, offering Foundation Courses of even less than a year, for the purpose of bridging any educational gaps and meeting the requirements for enrolment in Italian institutes for higher education. Starting in academic year 2021/2022 **the University of Siena offers a Foundation Course (FC)** delivered in English. This is tailored for international students who:

- have to make up for a year of schooling to reach the minimum number of years (12 years) required to enrol in a first cycle degree course;
- have the minimum number of years of schooling, but do not pass the test for admission to the Degree Courses in Economic and Banking Sciences, only Economics and Banking curriculum in Economics and Business and Economics and Management

The FC awards **60 Foundation Course Credits (CFC)** calculated considering 1 CFC = 25 student work hours = 8 hours of classroom activity.

For further information go to the dedicated University web pages

<https://www.unisi.it/didattica/foundation-yearcourse> .

To submit a request for evaluation, students must first upload the required documentation (listed below) on the **Dream Apply platform**, which is then automatically forwarded to the above-said Academic Board. The request must be sent by the deadline indicated on the platform, which may be accessed from the University website at <https://apply.unisi.it> .

Students must attach the following documents to their request:

- A curriculum vitae (CV), in English;
- the secondary school diploma or a certificate valid for all legal purposes and a transcript with exams and marks (in Italian or English);
- photocopy of their passport;
- receipt of payment of the 30 Euro fee for each request submitted.

In order to enrol in the FY, non-EU international students, must go through the University procedure to obtain a student visa.

Even if you have to take an admission test, you must use the letter issued by the university to pre-register through the UNIVERSITY portal (<https://www.universitaly.it/index.php/students/stranieri>) in accordance with the indications in the ministerial provisions available at <https://www.studiare-in-italia.it/studentistranieri/> .

Students who are interested in the **Foundation Course** must submit the summary of the **pre-registration application generated within the UNIVERSITY portal** to the Italian mission in their country of origin.

The following **documents** must be attached to the application form:

- **original final secondary school leaving certificate**, or substitute certificate for all legal purposes;
- **Dream Apply letter of acceptance**

When issuing the entrance visa for Italy, the Italian diplomatic mission will return the pre-registration application to the interested party with authenticated signature and photograph, together with the above original documents, translated, authenticated and with a **declaration of value**.

The Italian diplomatic offices and the universities will communicate to each other through the online procedures available in the University portal: the same portal will provide students with information regarding their eligibility for admission to the selected university.

The student will therefore receive:

- provisional confirmation of **eligibility**, subject to receipt of the required study documents;
- notice of **refusal** because he/she does not meet the academic requirements.

Entry visa for study purposes, authorization and registration

Once they have obtained their student VISA, **non-EU** students resident abroad must email a copy of the documents required for provisional registration to the URP and International Place at SIENAIInternational@unisi.it, copy of the necessary documents to enroll to obtain the FINAL authorization (nulla osta FINALE) necessary to proceed with enrolment/online enrolment.

The necessary documentation to be forwarded by e-mail must include the following:

- the ENTRY VISA issued by the Italian representation on site;
- a copy of the application submitted on the University platform;
- a copy of the letter of eligibility received following the pre-assessment on Dream Apply;
- a copy of the passport with an entry visa for study purposes;
- the documentation received from the Italian Diplomatic Representation relating to the qualification held (secondary school diploma/degree);
- the certificate issued by the competent University certifying the exams passed (transcript with translation), as well as for each discipline, the syllabi for the achievement of the aforementioned qualifications, the program of studies which can be attested by the Diploma Supplement;

- the qualification required for access to the degree course (bachelor's degree);
- the original degree (or certified copy) in the case of a degree obtained abroad, or the substitute certificate for all legal purposes, accompanied by a Declaration of Value or, alternatively, by a certificate – Declaration of Comparability and Declaration of Verification – issued by the Italian ENIC-NARIC center (CIMEA);
- if available, it is also advisable to send the required language certification.

Having received the documentation and obtained the FINAL authorization, the URP - International Place will inform the applicant on the next steps for enrolling at the University of Siena remotely, a procedure that shall be finalized through payment of the first instalment.

Upon arrival in Siena, students must have:

- completed the registration / enrolment on the online secretariat;
- paid the first tuition fee;
- got the FINAL authorization (nulla osta)

With this documentation they will directly contact the Student and didactic Office of the course of study by booking a Ufirst appointment (page/section list USD).

CIMEA Diplomas

With the aim of speeding up the evaluation procedures of foreign qualifications and facilitating the retrieval of the necessary documentation by candidates for their courses of study, the University of Siena has stipulated with CIMEA (ENIC-NARIC network) an agreement in which CIMEA itself undertakes to produce Certificates of Comparability and Certificates of Verification of Certification with rapid timing and at subsidized prices for candidates of the courses of our University.

The Certificate of Comparability and the Verification of certification are accepted and preferred by our University as an alternative to the Declaration of Value and / or the Diploma Supplement. To benefit from the advantages of this Convention, interested candidates can register for free on the CIMEA Diplomas (piattaforme Diplome di CIMEA) platform through the following link dedicated to the University of Siena <https://cimea.diplo-me.eu/unisi/#/auth/login>

Incompatibility due to simultaneous enrolment

IMPORTANT: it should be noted that, at the time of publication of this Prospectus for studies, that a few days ago entered into force the Law 12 April 2022, no. 33 "Provisions on simultaneous enrolment in two higher education courses", published in the Official Gazette of 28 April 2022. Therefore, specific indications are expected from the competent Ministry on the application of these rules.

To this end, please consult periodically the University web pages www.unisi.it to check for any updated information on the subject.

SECTION 5

ENROLMENT IN YEARS SUBSEQUENT TO THE FIRST

Until the student has been awarded the degree, he/she must enrol without interruption on all the years of the selected degree course.

Online Enrolment

To **renew enrolment online for years subsequent to the first** the student must access the online administration office page <https://segreteriaonline.unisi.it/> from **25 August 2022 to 2 November 2022**.

During the procedure, the student must use the **online procedure to authorize the University to acquire ISEE data from the INPS database** in order to have university fees determined on the basis of income bracket. The student must therefore **obtain his/her ISEE data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment**.

The ISEE, with a 31 December 2022 expiration date, requested for DSU (*Right to University Study*) benefits and referred to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions the ISEU Parificato can be submitted.

During the enrolment renewal procedure, the student can enter the type of study (full-time or part-time) and any information on invalidity equal to or greater than 66% or disability with recognition of handicap pursuant to article 3, par 1 and 3 of law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170.

Applications for renewal of enrolment can be accepted after the 2 November 2022 deadline, on payment of a 30 Euro fee.

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE ENROLMENT PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEE DATA FROM THE INPS DATABASE. SHOULD ISEE DATA NOT BE AVAILABLE AT THE TIME OF REGISTRATION, STUDENTS SHOULD GO TO THE STUDENTS AND COURSE ADMINISTRATION OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD. SHOULD THIS TAKE PLACE AFTER 20 DECEMBER 2022, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO FEE.

At the end of the online procedure for renewing enrolment, once all the required fields are completed correctly, the system enables the student to pay the first all-inclusive instalment through PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

The first instalment must be **paid by 2 November 2022**. After this deadline, a **late-payment charge** will apply, as set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Students who forgo enrolment are not entitled to a refund for any fees paid.

After the 2 November 2022 deadline, the online enrolment renewal procedure will be deactivated.

After 2 November 2022, students who intend to renew enrolment must go to the administration office. After this deadline, students must pay not only a late payment fee but also the 30 Euro fee payable for applications submitted after the deadline.

After paying the first instalment, the student will automatically be enrolled in the year subsequent to the one he/she was last enrolled in. No proof of payment need be delivered to the administration office.

The online enrolment procedure cannot be completed by students who have not paid the second instalment or have arrears from the previous academic year. If this is the case, enrolment for the 2022/2023 academic year is suspended until the student has paid the debt to the university. Any student in this situation, pursuant to current legislation in force, cannot take any exams and cannot book exams online.

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 2 November 2022:

- handicapped persons pursuant to article 3 par. 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%. These conditions must be valid at the time of registration/enrolment;

- foreigners in receipt of study grants from the Italian government.

- those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are required to pay stamp duty only by 2 November 2022.**

Students who are *non idonei* (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena. **This payment is the responsibility of enrolled students even if they have, in the meantime, renounced their university studies.**

Graduands - Request to suspend enrolment

Graduands are students who aim to graduate by the last **graduation session in academic year 2021/2022 (by April 2023 at latest)** and meet the following **academic requirements** by **2 November 2022**:

A) Students enrolled on a degree course following regulations prior to Ministerial Decree 509/99 who have finished all the exams in their study plan and must take the final exam only;

B) Students enrolled on degree courses under Ministerial Decree 509/99 and degree courses under Ministerial Decree 270/04 must have all the **signatures of attendance** and be **no more than 30 credits (CFU) short**, not counting the credits awarded for the final exam.

The **application for suspension of enrolment** must be drawn up using the specific form published on the university website www.unisi.it and **delivered to the competent administration office by**.

The **request to suspend enrolment** must be made using the specific form published on the University web pages at www.unisi.it and **handed in to the appropriate administration office no later than 2 November 2022. A 30 Euro fee will be applied to requests for suspension submitted after this deadline.**

Since computerization activities are underway of some currently paper procedures, before submitting the application for suspension from enrolment referred to in the previous paragraph, students are encouraged to consult the University web page <https://www.unisi.it/iscrizioni> for any updates on the subject.

STUDENTS WHO MAY GRADUATE BY 30 APRIL 2023 ARE NOT REQUIRED TO RENEW ENROLMENT BY SAID DEADLINES.

Students who manage to take all the exams or acquire all the credits, except those awarded for the final examination by 30 April 2023, must go to the administration office to renew enrolment, and are only required to **pay the recognition fee (400 Euros)**. This payment must be made by 11 May 2023. A late-payment charge applies after this deadline.

PLEASE, NOTICE:

Students who, having presented the request for suspension of enrolment in academic year 2022/2023, found it impossible to complete all exams or acquire all the credits required by the deadline, must promptly complete enrolment (with payment of the first instalment of fees) by 11 May 2023. At this time students must authorize the university to access their ISEE (**with the expiration date on 31 December 2022**) given by the INPS database.

Students must **pay the remaining amount** of university fees by 1 **June 2023**, after which time a late-payment charge applies.

SECTION 6

RE-ENROLMENT OF STUDENTS WHO HAVE LAPSED/WITHDRAWN /GRADUATES/STUDENTS WITH A UNIVERSITY DIPLOMA WHO RETRIEVE PREVIOUS ACADEMIC STUDIES

The following subjects can submit an **application for re-enrolment** in a study course at the University, and also request, pursuant to article 21, paragraph 5, and art. 32, paragraph 2, of the University Regulations, for abbreviation of the study course by virtue of the exams passed during previous academic studies:

- students who have **withdrawn** from studies;
- **lapsed students** pursuant to regulations;
- students who have already **obtained a degree** or a university diploma.

When, how and where to apply

Application for re-enrolment may be submitted from **25 July 2022 to 2 November 2022**. After the 2 November 2022 deadline, applications for re-enrolment shall be assessed and, if accepted, a 30 Euro fee will be applied.

To re-enrol, students must first complete the **online procedure** for enrolment, as described in section 3 above. After completing the online procedure, they must fill in the forms for requesting validation of previous studies available at www.unisi.it.

The **self-certification** must accurately indicate all the exams taken, the exact name of the courses and the date on which they were passed (and the scientific sector or discipline that courses fall under). The above documents must be submitted to the appropriate students and course administration office by the deadlines stated. The re-enrolment application will be assessed by the appropriate Academic Board for the purpose of shortening the programme. The outcome of the validation request is notified to the student via email from the administration office.

For re-enrolment on degree courses with no cap on enrolment pursuant to Min. Decree 270/04, the applicant must take an admission test by the deadlines set out by each academic body or must obtain dispensation by the relevant academic body.

For re-enrolment in degree courses under Ministerial decree no. 270/2004 with no cap on enrolment, students must pass an entrance examination as set out by individual Departments or obtain exemption from the relevant academic body.

If a student withdraws from a degree course with a **cap on enrolment**, re-activation of the academic career is only possible if there are places available - in the event of several applications, according to their order of arrival - and if the relevant academic body declares that the procedures and contents of the entrance examination taken are equivalent to the ones delivered at the time of reactivation. The Department that manages the limited enrolment course establishes requirements, criteria, methods and timing of submission of the requests of re-enrolment by those students who have previously withdrawn from studies and wish to re-enrol in the same course.

For courses of the area of Biomedical and Medical Sciences the previous provisions may, in whole or in part, not be implemented as a result of specific regulations. Therefore, interested persons are invited to directly contact the Student Services Office at the following address: Policlinico Le Scotte - Strada delle Scotte no. 4 - 53100 Siena, which can also be contacted at the telephone numbers and e-mail addresses indicated on the University website.

Incompatibility due to simultaneous enrolment

IMPORTANT: it should be noted that, at the time of publication of this Prospectus for studies, that a few days ago entered into force the Law 12 April 2022, no. 33 "Provisions on simultaneous enrolment in two higher education courses", published in the Official Gazette of 28

April 2022. Therefore, specific indications are expected from the competent Ministry on the application of these rules.

To this end, please consult periodically the University web pages www.unisi.it to check for any updated information on the subject.

SECTION 7

TRANSFERRING BETWEEN UNIVERSITIES AND COURSES

Transferring between universities

Incoming transfers

Transfers are permitted towards **study courses** activated in academic year 2022/2023, as indicated in section 1 of this Study Prospectus.

Transfers are only permitted between study courses of the same level.

For transfers to **study courses under Ministerial Decree 270/04** with no cap on enrolment, applicants must pass the self-assessment test by the date and following the procedures set out by individual academic bodies or obtain exemption from the appropriate academic body.

For transfers to **second cycles degree courses**, applicants must first submit a specific application for evaluation to the Academic Board of the second cycle degree course so as to obtain the necessary **authorization for enrolment, which must be attached to the transfer sheet**. Further information on this procedure is contained in Section 3 "Enrolment in second cycle degree courses" of this Prospectus.

For transfers to **courses with a cap on enrolment**, the interested party must request provisional **authorization** from the appropriate administration office of this University.

For **courses with a cap on enrolment, the deadlines and procedure** for requesting authorization, as well as the criteria for granting authorization, **depend on individual Departments**. Information on this topic can be found on the Departmental web pages (Department of Medical Biotechnologies, Department of Molecular and Developmental Medicine, Department of Medicine, Surgery and Neuroscience, Department of Biotechnology, Chemistry and Pharmacy and Department of Life Sciences).

Transfer sheets without the necessary authorization will be returned to the university of origin.

Transfer sheets may be **delivered** to the administration offices of the study course at the University of Siena where the student intends to transfer from **25 July 2022 to 31 January 2023 (the latter on condition that the student requested to transfer by 31 December 2022); after the 31 January 2023 deadline, transfer sheets from other universities will not be accepted (said transfer sheets will be returned to the university of origin).**

Transfer sheets will be accepted also without enrolment in academic year 2022/2023.

Once the transfer sheets have been checked for correctness, the administration office requests that the student submit the following documentation within 30 days of the request:

A) form for registering at this University, duly filled in, and the receipt for payment of the first instalment of the all-inclusive contribution, the amount of which is indicated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena.

B) authorization, for transfers to **degree courses with a cap on enrolment;**

C) authorization, for transfers to **second cycle degree courses;**

D) non-EU citizens must attach a **copy of a valid residence permit** issued by the police headquarters (*Questura*), as well as a copy of their **passport** with an entry visa specifically for long-term (university) study.

Students must authorize the university to access their ISEE data from the INPS database. Should ISEE data not be available at the time of registration, students should go to the students and course administration office of the appropriate department to request that said consent be placed on record. The ISEE, with a 31 December 2022 expiration date, which **must be requested for DSU (Right to University Study) benefits** and must refer to the student's Italian fiscal code, enables students to **apply for any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE,**

as required by art. 8 DPCM 159/2013 and subsequent amendments and additions **the ISEU Parificato can be submitted.**

The student must pay **the first instalment of the all-inclusive fee in full**, and only the regional tax for university study of €140, in the case of students from universities within the Region of Tuscany, does not have to be paid again. Fees paid at the university of origin for the academic year in which transfer takes place will not be recognized. The transferred student cannot return to his/her original university **before a full academic year has passed**, unless the application for return is motivated by serious reasons: any fees paid in the meantime to the University of Siena will not be refunded for any reason.

The transfer sheet will be returned to the university of origin if no communication is received from the interested party within 30 days from its receipt.

For information on continuing academic studies, please contact the appropriate administration office.

When enrolment has been completed with payment of the amount due:

1. students can access their university email account (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, by entering the username and password assigned during the online registration procedure. Students who have been assigned an email account are automatically included in the student mailing list. Once the account has been assigned, all subsequent email communication with the University must take place through said email account only. The email account will remain active during the student's university studies and any further academic studies;
2. Students can book an appointment online with the administration offices to collect their **student badge** for accessing university services and the University Sports Centre (CUS - *Centro universitario sportivo*).

The following persons are exempt from payment of the first instalment of university fees, but must pay stamp duty by 2 November:

- handicapped persons pursuant to article 3 par. 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%. These conditions must be valid at the time of registration/enrolment;
- foreigners in receipt of study grants from the Italian government.
- those who have applied for a grant from the Regional Agency for the Right to University Education (ARDSU);
- those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are required to pay stamp duty only by 2 November 2022.**

Students who prove to be **non idonei** (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for calculating and paying fees and dues for enrolment in courses at the University of Siena.

Outbound transfers

Application for transfer to other universities may be made by students of the University of Siena from **25 July 2022 to 31 December 2022** by specific written **application** with duty stamp addressed to the Rector using the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with the necessary documents attached and payments completed. This will be the standard procedure until an appropriate online procedure is activated.

Students intending to request transfer to another university **must have no outstanding administrative business (enrolment and fees).**

A non-re-fundable fee of **250 Euros** is payable for a transfer request to another university. The above transfer fee **will not be refunded** for any reason once paid, nor will any fees already paid for academic year 2022/2023 be refunded.

A student who has transferred cannot return to the University of Siena **before one academic year has passed** unless the application to return is justified by serious reasons.

Transferring to another course at the University of Siena

Transfer from one study course to another at the University of Siena is permitted only to **study courses in the course years that are active in academic year 2022/2023**. Transfer from courses under the old regulations to under current regulations follow the same rules and have the same deadlines.

Transfers from one study course to another are only permitted between degree courses of the same level.

Students wishing to apply for transfer to a **course with a cap on enrolment** must sit for the **required entrance examination**, in accordance with the dates and procedures set out in the call for applications to the degree course.

Requests to transfer from one course to another can be submitted from **25 July 2022 to 31 December 2022** by specific written **application** addressed to the Rector using the form that can be downloaded from the webpages of the administration office, to which it must also be returned, duly filled out and with the necessary documents in attachment.

For any information about continuing academic studies, the student must contact the administration office of the degree course that he/she intends to transfer to.

Transfer between second cycle degree courses

The appropriate Academic Board of the second cycle degree course determines whether the student has the **necessary academic credentials and personal preparation**. This evaluation must be made prior to any request to transfer.

In accordance with applicable laws, students who **do not meet the academic requirements for admission cannot** enrol in second cycle degree courses. If the Academic Board identifies an education gap, the student cannot change course.

Applications for evaluation can be submitted throughout the academic year, without prejudice to the deadlines for transfer, as stated in this Study Prospectus.

SECTION 8 INTERRUPTION, SUSPENSION AND RESUMPTION OF STUDIES AND WITHDRAWAL

Interruption of studies

Who can apply for interruption

Interruption of studies can be requested by students enrolled in a degree course who meet the admission requirements and wish to enrol in:

- a **first or second cycle degree course at an Italian university;**
- **postgraduate school;**
- a **doctoral research programme;**
- support specialization course
- a study course at a **military academy;**
- a study course at a **university abroad;**

During the period of interruption, the student maintains "**suspended**" enrolment status for the academic year with regard to the suspended degree course, while for the same academic year, he enjoys **active** enrolment status with regard to the other degree course that motivated the suspension (which may also be at another university). Interruption enables students to avoid violating the rule prohibiting simultaneous enrolment (*art. 142 of R.D. no. 1592 of 31/8/1933*). To this effect, students are requested to see the important notice included in several paragraphs of the section 'Incompatibility of simultaneous enrolment' in the present Prospectus.

What the interruption entails and how long it can last

During interruption of studies the student may not undertake any act with regard to the interrupted course (he cannot sit exams, record attendance, transfer from one course to another, apply for exemptions or economic aid, etc.). The student regularly attends the other degree course in which he has decided to enrol.

Once the student has completed the other degree course for which he/she interrupted his/her previous studies, and resumes enrolment in the suspended course, he/she can apply to the Teaching Committee for complete or partial recognition of studies completed during suspension.

The period of interruption:

- **is not taken into consideration** when calculating university fees;
- **suspends** the terms for lapsed enrolment;
- **can last** only for the entire duration of the degree course that was interrupted.
- **is not compatible with** part-time study.

How and where to apply for interruption and resumption

Interruption of studies must be requested before enrolling in the other degree course.

Application for interruption must be made using the special form addressed to the Rector with a duty stamp. The form can be downloaded from the webpages of the appropriate administration office, to which it must be returned, duly completed and signed by the student, with all required documentation in attachment. This procedure applies until a suitable online procedure is activated.

The request to **reactivate** the "interrupted" study course must be submitted using the special form addressed to the Rector with a duty stamp. The form may be downloaded as described above and can only be requested after obtaining the qualification which motivated the interruption or after formal withdrawal of enrolment in that course.

During the period of **interruption of studies**, the student is not required pay **fees for the years of interruption**.

Suspension of studies

Who can apply for suspension

Suspension of studies can be requested by a student enrolled in a study course, in the case of:

- military service;
- civil service;
- maternity/paternity (interruption is allowed, from year to year, from the start of the pregnancy until the child is 12 years old. The request must be renewed each year);
- admission to hospital for more than three consecutive months.

During the period of suspension, the student maintains "**suspended**" enrolment status for the academic year in which he/she was enrolled.

What the suspension of studies entails

During the period of suspension of studies, the student may not undertake any act with regard to the interrupted course (he cannot sit exams, record attendance, transfer from one course to another, apply for exemptions or economic aid, etc.).

The period of suspension:

- is **not considered** in evaluating merit for the purpose of determining university tuition fees.
- **suspends** the terms for lapsed enrolment.
- **is not compatible with** part-time study.

How and where to apply to suspend and resume

Suspension of studies must be requested **before** the student actually suspends studies.

Requests must be submitted at the beginning of each academic of the year in which this suspension is to be in effect, using the special form addressed to the Rector with a duty stamp. The form can be downloaded from the webpages of the appropriate administration office, to which it must be returned, duly completed and with all required documentation in attachment.

The **request to reactivate** the "suspended" study course must be submitted at the beginning of the academic year using the special form addressed to the Rector with a duty stamp. The form may be downloaded as described above. This procedure applies until a suitable online procedure is activated.

During the period of **suspension of studies**, the student **is not required** to pay fees for the years of suspension.

Resumption of studies after effective interruption

Effective interruption of studies is taken into consideration after an interruption for **at least two academic years**, due to failure to renew enrolment in an academic year and failure to pay the fees due.

During the **effective interruption of studies**, students who have failed to enrol in the corresponding academic year cannot carry out any act with regard to their studies (they cannot sit exams, obtain certificates, transfer from one programme to another, etc.).

The period of interruption does not suspend or interrupt the terms for lapsed enrolment.

Interruption of studies may last many academic years, providing the terms for lapsed enrolment of studies are observed, and can be repeated a number of times during a student's university studies.

Application for resumption of studies must be made **at the same time as application to renew enrolment in the current academic year**, using a special enrolment application. The request for reactivation must be submitted using the special form addressed to the Rector with a duty stamp. The form can be downloaded from the webpages of the appropriate administration office, to which it must be returned, duly completed and with the required documentation and payments.

Fees due for the resumption of studies

At the end of the period of interruption of studies, the student must pay, for each academic year during which he/she was not enrolled, a **single annual fee known as the resumption fee**, the amount of which is indicated in the Regulations for the calculation of fees and dues for enrolment on courses at the University of Siena. The Regional fee for university study is not due. **Should the number of academic years in which studies were interrupted be greater than five, the student is required to pay the sum for the last five years only.**

The single annual fee can only be paid using the form provided by the administration office.

Withdrawal from studies

Withdrawal from studies is a formal act by which a student decides to end and cancel his/her previous university studies expressly and definitively. It is an **irrevocable** act that **does not entitle to refund of any of fees already paid.**

Students can withdraw from studies **at any time using the special form available on the University website.** The declaration of withdrawal signed by the student leads to **loss of student status** from the moment it is delivered to the administration office. Withdrawal cannot be placed on record if the student has neglected to pay all fees due at the time of submission.

Students who have withdrawn from studies in any Italian university but wish to begin new studies at the University of Siena can request that any credits acquired be evaluated for partial or total recognition by the Academic Board of the degree course (see Section 6 of this Study Prospectus).

Withdrawal is completed by filling in the special form available for download from the Administration office webpages. The form, with a duty stamp, must be delivered to the appropriate administration office together with the necessary accompanying documentation.

Since computerization activities are underway of some currently paper procedures, before submitting the application for withdrawal from studies referred to in the previous paragraph, students are encouraged to consult the University web page <https://www.unisi.it/iscrizioni> for any updates on the subject.

IMPORTANT:

For foreign students resident abroad: formal withdrawal from studies cancels the prerequisites for residency in Italy. Students who have withdrawn from studies and wish to enrol again at the same or another university cannot use the residence permit issued for their previous enrolment but must repeat pre-registration with the Italian diplomatic mission in the last country of residence.

Fees due in the case of withdrawal

The University's current regulations on fees and dues stipulate that students can only withdraw if they have **duly paid** the all-inclusive contribution due on the date the request is submitted, in accordance with the deadlines set out in section 11. The Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena also establish that failure to pay does not constitute tacit withdrawal from studies. Students who do not pay the instalments due cannot therefore undertake any act related to their studies but do not end their relationship with the university and cannot enrol in any other course. If a withdrawing student **loses a study grant** from the Regional Authority for Higher Education Grants (ARDSU), also covering previous academic years, the student must pay the university fees for the academic years in question.

Should the student decide to withdraw from studies when the results of the application for a study grant from the Regional Authority for Higher Education Grants are not yet known, he/she must pay the enrolment fee for the academic year in question.

If a student enrolled in a degree course or a second cycle degree course for the academic year 2022/2023 wishes to withdraw from his/her studies, he/she must deliver the withdrawal form to the appropriate administration office; the office will check the administrative position of the

applicant and will calculate any fees due at the time the withdrawal form is delivered, in accordance with the deadlines set out in section 11 (see paragraph referring to the prescription of fees due). If the student is enrolled in an academic year prior to 2022/2023 as the last year of enrolment, he/she must have paid all the fee due for that year before being able to withdraw from studies.

SECTION 9

RECOGNITION OF FOREIGN ACADEMIC QUALIFICATIONS IN ORDER TO OBTAIN ITALIAN ACADEMIC QUALIFICATIONS

Purpose of applying for recognition of a foreign academic qualification

Pursuant to articles 2 and 3 of Law no. 148 dated 11 July 2002 (in normal suppl. no. 151 to the Official Gazette no. 173, 25 July 2002) "Ratification and implementation of the Agreement on the recognition of qualifications in higher education in the European region (Lisbon, 11 April 1997) and standards for adaptation of Italian law", recognition of a **foreign academic qualification** obtained at State university level or legally recognised in the country in which it was obtained can be requested for the purpose of obtaining a degree, long single cycle degree or a second cycle degree at the University of Siena.

The relevant academic body may accord, based on a case-by-case assessment of the studies completed and the exams passed:

- **total** recognition of the studies completed abroad, with consequent issue of the rector's decree of equivalence (*direct recognition*);
- **partial** recognition of said studies, with an indication of the credits to be acquired to obtain the requested qualification (*abbreviation of the course*).

The declaration of **equivalence** is automatic if there are bilateral agreements or international conventions that establish reciprocal recognition of academic qualifications.

For courses with a cap on enrolment, acceptance of the request for recognition is subject to available places in the quota for the year of course that the student will attend. Detailed information on this type of request for recognition of a foreign academic qualification is available at the administration offices of the relevant departments.

Documentation required

In order to obtain a given Italian academic qualification through recognition of a foreign qualification, the applicant must produce the following documents:

- **application addressed to the Rector** of the University of Siena using the appropriate form, bearing a duty stamp in accordance with current legislation;
- **original foreign school-leaving qualification** (or substitute certificate) valid for admission to university in the country in which the qualification was awarded;
- **official translation** into Italian of the foreign school-leaving qualification (or substitute certificate);
- **declaration of value and authentication** of the foreign school-leaving qualification or substitute certificate issued by the Italian diplomatic or consular mission in the country where it was awarded;
- **original copy of the foreign academic qualification** (or substitute certificate) submitted for recognition;

- **official translation** into Italian of the foreign academic qualification (or substitute certificate) to be recognized;
- **declaration of value and legalization** of the foreign academic qualification by the Italian diplomatic or consular mission in the country where it was awarded, or certificate of validity issued by the ENIC-NARIC centre or by the foreign diplomatic representation in Italy;
- **original degree certificate** containing the details of university exams passed at the foreign university or a "diploma supplement", if provided by the foreign university that issued the qualification, in accordance with European Commission directives;
- **official translation** into Italian of the degree certificate with details of university exams, authenticated by the Italian diplomatic or consular mission;
- **official study programmes** of all the courses and other activities completed by the student to obtain the foreign academic qualification (on foreign university letterhead with stamp and signature of the university authorities);
- **official translation** into Italian of the official study programmes; if the programmes are in English, no official translation is necessary;
- receipt of payment of a fee of **150 euros**. The fee should be paid via PagoPA following the procedures indicated at: <https://unisi.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/> .
- in the case of foreign citizens resident in Italy, **copy of a valid residence permit** and appropriate documentation issued by Police Headquarters (*Questura*) indicating the reason for permission to stay in Italy;
- **copy of a passport** or other valid identity document.

If the request for recognition is withdrawn, any fees paid cannot be refunded.

When and where to apply for recognition

Application for recognition must be submitted at any time during the year sending all the necessary documents to the email address: rettore@pec.unisipec.it

Since activities are underway to computerize some procedures currently on paper, it is suggested to the interested parties, before submitting the application for recognition and the related documentation referred to in this section of the Prospectus, to consult the University web page <https://www.unisi.it/internazionale/international-degree-seeking-students>, for any updates related to this issue.

For appointments and more information contact the URP-International Palace, writing to the e-mail address: internationalplace@unisi.it or consulting the URP-International Place page at the following link: <https://www.unisi.it/internazionale/international-degree-seeking-students>

Exceptions are made for applications for recognition of academic qualifications for limited enrolment courses of study: all information on the subject is available at **the secretariat offices of the competent departments**.

Continuation of studies in the event of partial recognition

If the studies completed abroad are recognised in part, the applicant may enrol in the corresponding study course, as follows:

- **non-EU citizens who are resident abroad** must activate the pre-registration procedure via the Italian diplomatic mission in their country, in accordance with the procedures established by the Italian Ministry of Education, Universities and Research memorandum, which each year sets out the procedures for enrolment of this category of students in Italian universities;
- **EU citizens who are resident anywhere**, and **equivalent non-EU citizens** can apply to enrol in a degree course in accordance with the procedures and deadlines reported in the notification of response to the application.

The academic body's decision for partial recognition of studies completed abroad gives a right to enrolment on the corresponding degree course at the University of Siena for the academic year for which recognition is requested.

If the interested party has not completed enrolment by the deadline, he/she must resubmit the application for recognition in another academic year and the request must be submitted for examination by the competent department structure once more.

SECTION 10

ENROLMENT IN SINGLE COURSE MODULES (SINGLE COURSES)

Who can apply

Enrolment in single course modules pertaining to degree courses at this university without a cap on enrolment is permitted, with the option of sitting the related exams and obtaining certification, for the following:

- **University students from universities abroad** as part of international mobility programmes and agreements regulated by conditions of reciprocity and on individual initiative by students;
- **individuals not enrolled in any university degree course** who have a high school diploma that allows access to university studies. The only exception is for non-EU students resident abroad **who have not passed the admission test for the degree courses in Economics and management** (these students must attend the Foundation Course);
- **graduates** who need to pass exams in subjects not included in the study plans they followed for their degree but that, based on current provisions, are required for admission to second cycle degrees or, where provided for, to postgraduate schools or public competitions.

The specific nature of study courses with a cap on enrolment are maintained: for **courses with a cap on enrolment**, specific limitations can be set for enrolment in single course modules. Further information is available from the administration offices that manage the degree courses in question.

Non-EU citizens resident abroad enrolled in or graduated from overseas universities must pre-register at the Italian diplomatic representation in the relevant country, by the deadlines set by the Ministry for courses in the first and second semesters respectively. Application for pre-registration must be submitted on the University platform before the start of the teaching period in which the chosen course modules are taught. When arriving in Siena, students must submit their passport with university study/single course module entry visa to the URP – International Place as well as documents received from the Italian diplomatic corps regarding qualifications. Students can enrol in single course modules after having obtained the required authorization from the URP – International Place.

Equivalent non-EU citizens, non-EU citizens resident in Italy and EU citizens with a secondary school-leaving certificate awarded abroad can enrol in single course modules after obtaining **the required authorization** from the appropriate staff at the URP – International Place, which checks the study documents and residence permit.

When and where to apply

Applications for enrolment on single course modules are made by filling out a form available at the administration offices and on the university website under the “Enrolments” section. A photocopy of an identity document, photocopy of the Italian tax code card must be attached to the **enrolment form**.

The courses chosen must be indicated in the form; these courses can be chosen from the ones activated in the academic year of enrolment; student will be required to obtain all the credits allocated to the course.

Once enrolment has been registered, the administration office will determine the fees to be paid via **PagoPA**, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages: <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

. Once payment is made the aforementioned office will complete the enrolment procedure and prepare the **student badge**.

Students who are enrolled in or are graduates of foreign universities must attach the following to the enrolment application:

- original copy of the enrolment or degree certificate issued by the foreign university of origin, legalised and translated by the foreign mission;

Individuals who are not enrolled in any university programme who have earned an academic qualification abroad must attach the following to the enrolment application:

- secondary school-leaving certificate with relative translation, legalization and declaration of value from the above representation;

Non-EU citizens must also attach a copy of their residence permit issued by the relevant police headquarter (*Questura*) and copy of passport with the specific study visa.

To enrol in courses delivered in Italian, **non-EU students resident abroad** must prove their **knowledge of the Italian language** by attending a specific **interview**.

Exams

Students take exams before the same examining committees and following the same procedures as students enrolled in the degree courses.

Enrolment fee

The fees due for the academic year 2022/2023 for enrolment in single course modules is determined as follows:

- Enrolment fee (set amount) for modules in the humanities-social sciences: **130 Euros;**
- Enrolment fee (set amount) for modules in EU-regulated technical-scientific and healthcare area: **150 Euros;**
- variable fees in relation to the number of credits to be acquired:
 - **15 Euros for each university credit to be acquired** (humanities-social sciences);
 - **20 Euros for each university credit to be acquired** (EU-regulated technical-scientific and healthcare area).

The enrolment fee for single course modules must be paid **at the time of enrolment**.

Once enrolment has been completed, it is possible to attend **other course modules** during the same year. In this case, the interested party must pay the additional fees for the additional credits multiplied by the unit cost per university credit indicated above.

Incompatibility due to simultaneous enrolment

Enrolment in individual teachings is not aimed to issue a qualification, but only at certification for the exams taken.

The student **enrolled at the University of Siena** on a study course **cannot enrol in single course modules** at the University of Siena, without prejudice to the right to take extra exams in addition to the ones provided for in his/her study plan, without additional fees, subject to approval by the Academic Board.

The student **enrolled at the University of Siena** on a first or second cycle study course who intends to enrol in single course modules at other universities must obtain provisional authorization from the appropriate academic body.

IMPORTANT: it should be noted that, at the time of publication of this Prospectus for studies, that a few days ago entered into force the Law 12 April 2022 , no. 33 "Provisions on simultaneous enrolment in two higher education courses", published in the Official Gazette of 28 April 2022. Therefore, specific indications are expected from the competent Ministry on the application of these rules.

To this end, please consult periodically the University web pages www.unisi.it to check for any updated information on the subject

Single courses for non-EU students

To enrol on SINGLE COURSES, non-EU students must complete the University procedure to obtain a student visa.

Students must use the letter issued by the University to pre-register through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the instructions reported in the ministerial provisions at <https://www.studiare-in-italia.it/studentistranieri/> .

As described in sections 3 and 4, students who are interested in single courses must submit the summary of the pre-registration application generated within the UNIVERSITALY portal to the Italian diplomatic-consular office in their country of origin

SECTION 11 UNIVERSITY FEES

The fees to be paid by the student who enrolls in one of the degree courses at the University of Siena, are calculated with reference to the type of course chosen, the student's economic situation and merit, based on the criteria set out in the Regulations for the calculation and payment of fees and dues, bearing in mind the provisions contained in Law no. 232 dated 11/12/2016.

The student **must authorize the University to access his/her ISEE data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEE data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment. The ISEE, with a 31 December 2022 expiration date, requested for DSU (Right to University Study) benefits and referred to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is not allowed to conduct the ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions **the ISEU Parificato can be submitted** .

The amount due is paid in four instalments by the following deadlines:

- the first at the time of enrolment and no later than 2 November of each year;
- the second each year by 20 December;
- the third each year by 28 February;
- the fourth each year by 2 May;

Payment of the first instalment finalizes registration or enrolment.

The following contributions are added to the first instalment:

- a. Regional Tax for the Right to University Education (DSU),
- b. virtual stamp duty in accordance with current legislation.

Students who are not up to date with payment of fees and/or any arrears cannot take exams or carry out any administrative act.

The criteria for determining the all-inclusive fee are stated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena, which can be found at www.unisi.it

Student benefits

All students receiving benefits as listed below must also, in addition to any payments, pay a virtual **stamp duty** in accordance with the legislation in force.

Disabled students

Students with disabilities, recognized at the start of the academic year, with a certified handicap pursuant to article 3 paragraph 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%, recognized upon specific request, are totally exempt from payment of fees and the Regional Tax for the Right to University Education.

Students with a disability, recognized at the start of the academic year, of between 50% and 65% may be exempt, on request, from payment of the contribution due or part thereof as part of the resources made available by the solidarity fund.

Any students who are children of individuals receiving disability pension, in accordance with art.

30 of law 118/71, are exempt from payment of university enrolment fees and dues, upon specific request to be submitted at the start of the academic year.

Students in receipt of, or eligible for, a grant from the Regional Agency for the Right to University Education

Students who enrol in a study course and who apply for grants from the Regional Agency for the Right to University Education, are provisionally exempt from payment of fees until the final list of those awarded said grant is published; students in these same lists who have been awarded or are eligible for a grant are fully exempt from payment.

Students in receipt of a six-month Regional Agency for the Right to University Education grant

Students who apply a grant from the Regional Agency for the Right to University Education for an additional semester, over and above the normal duration of the course, and who have completed the university credits required for their plan of study, except those for the final examination, within the last exam session of the academic year, are exempt from paying the recognition fee.

Should a student fail to earn all the university credits required for his/her plan of study by the last exam session of the academic year, he/she shall pay 50% of the all-inclusive fee by the last deadline provided.

Student who have had their Regional Agency for the Right to University Education grant revoked

Students whose study grant from the Regional Agency for the Right to University Education has been revoked must pay fees and dues for the year in question, as well as the regional tax for the Right to University Education. In the event that the grant is revoked or not allocated due to withdrawal from studies, the fees and dues owed at the date of withdrawal must still be paid.

Students in receipt of grants from the Italian government

Foreign students who receive study grants from the Italian government are fully exempt from paying university fees and contributions.

Students with political refugee status

Students enrolled in a study course at the University of Siena who are recognised refugees or enjoy subsidiary protection are exempt from payment of all university contributions, apart from the amount due for the regional tax for the right to university education.

Other international students, even if not in possession of refugee or subsidiary protection status, who are in situations of particular gravity following due assessments by a suitable Commission in the context of the activities of the "Just Peace" University Project, may also be exempted from the payment of the entire university contribution, with the exclusion of the amount relating to the regional tax for the Right to University Study.

Detained students

Students detained in prisons that are parties to Agreement Protocols between the University of Siena and the Tuscany Regional Penitentiary Administration Department must pay an annual enrolment fee of 150 Euros, in addition to the regional tax for the right to university education. This amount is also applied in the case of resumption of studies or when the status of student about to graduate is accorded.

Special categories of students

Students in first cycle, second cycle and single-cycle degree courses who are sixty years old or older have the right to a 50% reduction in the university fees due.

Students in first cycle, second cycle and single-cycle degree courses who are employees of the University of Siena with a permanent contract, or a temporary contract of at least six months from enrolment/registration and students who are permanent employees of Siena University Hospital on the date of enrolment/registration must pay a single, annual, all-inclusive fee of 531 euros. In application of what has been agreed with public bodies, or public or private institutions in Italy or abroad, through the stipulation of various agreements on education approved by university bodies, the University of Siena can accord benefits to particular student categories, regulating them as part of said agreements. All students receiving the abovesaid benefits must, in addition to the amounts owed, pay the regional tax for the right to university education.

Student collaborations

In order to further promote and encourage access and completion of university studies by able, deserving students in difficult financial situations, also considering the opportunity to train and enhance the professional maturity of university students, each year the University publishes calls for tutoring activities and paid part-time work within the limits set by the university budget.

Solidarity fund

In accordance with budgetary funding, the University of Siena has set up a Solidarity Fund in favour of students in adequately documented difficult situations, even if temporary. Support, consisting in partial or total exemption from payment of university fees is provided on request and is deliberated by a specific Committee nominated through Rectoral Decree. The members of this committee shall include the Rector or his delegate, the Director of the Student Services Area or his delegate, the student representatives on the Council and the head of the office responsible for the procedure, who shall act as recording secretary.

In addition to students in the situations described above, the Fund can also be accessed by the students referred to in art. 21, par. 2 of the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena and students who are resident in areas affected by earthquakes and/or natural disasters may also access the fund, and may be fully or partly exempted from payment of university fees for the academic year in which the event took place, or in the one immediately following it, on condition that the student's home has been declared unsafe for habitation. Exemption applies to payment of University fees, but not to the regional DSU tax.

The application procedure, required documentation, criteria for assessment and for providing benefits are described in a specific call for applications issued annually through Rectoral Decree. The call for applications may specify that the Fund be allocated in one or more moments during the academic year, depending on when university fees are due.

Prescription of the contribution due

The university contribution due by the students in favor of the University of Siena for enrolment in each type of course is considered to have prescribed within five (5) years from the date of expiry of the payment due or from the date of the communication of interruption of the terms forwarded by the University offices.

The application of the prescription is implemented exclusively on written request drawn up by the student.

The university contribution, including late payment contributions where provided, remains due to the extent established by the University regulations without the application of any interest.

The limitation period of five years (5) referred to in point 1 above also applies to claims for reimbursement of taxes paid and not due. This deadline is calculated from the date of the student's request for reimbursement.

Regarding some specific cases:

- students who have requested the application of the prescription on fees expired for more than 5 years as provided for by the points indicated above, cannot resume their studies at the University of Siena, either through a re-admission or through a new enrolment, following a renunciation of studies or a forfeiture of studies, even in a different course from the previous one, regardless of the fact that they may ask for the recognition of the exams already taken and passed. These students, in order to resume their studies at the University of Siena, must "waive the prescription" and provide for the payment of the amount previously due;
- students who have requested the application of the prescription on fees expired for more than 5 years as provided for by the points mentioned above, can renounce their studies, or forfeit their studies and then possibly resume their studies exclusively at another University.

USEFUL CONTACTS

Users are advised to check the web pages below for any updates on the availability of services.

To schedule an appointment with the following Offices you must use the Ufirst app for booking appointments online (<https://www.unisi.it/ufirst>);

URP – International Place located in the Public Relations Office (URP) in Via Banchi di Sotto 55, Siena (+39) 0577 235555; tollfree number 800 22 16 44 (Italian landline only). Opening hours: Monday-Friday 10am - 12 noon; Tuesdays and Thursdays also 2-4pm.

Disability services office (*Ufficio accoglienza disabili e servizi DSA*) c/o Palazzo del Rettorato Via Banchi di Sotto, 55 Siena – e-mail: uffdisabili@unisi.it – servizidsa@unisi.it – tel:0577235518

List of administration offices (Students and course administration offices and services office for students in the field of healthcare) and their locations:

San Miniato Office:

- Student and course administration office of the Department of Biotechnology, chemistry and pharmacy – at the San Miniato lecture halls - Via Aldo Moro, 2 – 53100 Siena; email: didattica.dbcf@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-biotecnologie-chimica-e>
- Students and course administration office of the Department of Life sciences – San Miniato lecture halls - Via Aldo Moro, 2 – 53100 Siena; email: didattica.dsv@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della-vita>

San Francesco Office:

- Students and course administration office of the Department of Political economy and statistics - Piazza San Francesco, 8 – 53100 Siena; e mail: didattica.sem@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-economia-politica-e>
- Students and course administration office of the Department of Business and Law - Piazza San Francesco, 7 – 53100 Siena; email: didattica.sem@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-studi-aziendali-e>

Offices for Humanities studies:

- Students and course administration office of the Department of Classical and modern philology and literary criticism - Via Roma, 47 – 53100 Siena; email: didattica.dfclam@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-filologia-e-critica>
- Students and course administration office of the Department of History and cultural heritage - Via Roma, 47 – 53100 Siena; email: didattica.dssc@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-storiche-e-dei>

Mattioli Office:

- Students Services – Via Mattioli (degree courses under the departments of Law, Political Sciences, Physical Sciences, Earth and Environment) - Via P.A. Mattioli, 10 – 53100 Siena;

email: studenti.mattioli@unisi.it; opening hours can be found at: <https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-servizi-agli-studenti-mattioli>

San Niccolò Offices:

- Students and course administration office of the Department of Information engineering and mathematics - Via Roma, 56 – 53100 Siena; email: didattica.diism@unisi.it; opening hours can be found at: <http://www.unisi.it/ufficio-studenti-diism>
- Students and course administration office of the Department of Social, political and cognitive sciences - Via Roma, 56 – 53100 Siena; email: didattica.dispoc@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-sociali>

Le Scotte Office:

- Students Services – Le Scotte at the Policlinico Le Scotte (Siena Hospital) - Strada delle Scotte, 4 – 53100 Siena; email: medicina@unisi.it and sanitarie.biomediche@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-area-sanitaria>

Arezzo Campus:

- Students and course administration office of the Arezzo Campus- Loc. Il Pionta - Palazzina dell’Orologio – Via Cittadini, 33 – 52100 Arezzo; email: didattica.dsfunci@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della>

Desks around the region:

- Students and course administration office in Grosseto - Via Saffi, 17/C - 58100 Grosseto; email: segreteria.grosseto@unisi.it; opening hours can be found at: <https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-grosseto>