



**Annual Study Prospectus
for first cycle, second cycle and single-cycle
degree programmes
for students with a qualification awarded abroad**

Academic Year 2024/2025

This Study Prospectus is for students holding a qualification awarded abroad who wish to enrol in first cycle, single-cycle or two-year second cycle degree courses delivered in Italian or in English.

This university has long been engaged in important work to raise awareness of and combat gender stereotypes. To this end, it was decided to give greater linguistic visibility to differences. Where, through mere distraction, the masculine form has been used in this document, it is meant to refer inclusively to all people working within the community itself.

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SECTION 1

COMPLETION OF SCHOOLING FOR ACCESS TO FIRST CYCLE DEGREE PROGRAMMES IN THE AREA OF ECONOMICS-MANAGEMENT (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 Course 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 first cycle degree programmes, 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.

The University of Siena offers a Foundation Course (FC) delivered in English 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 programme;
- have completed the minimum number of years of schooling but were not awarded the marks specified in the ministerial circular note.

The FC awards 60 Foundation Course Credits (CFC) calculated considering 1 CFC = 25 student work hours = 8 hours of in-person lectures.

For further information see the University web pages dedicated to the [Foundation Course](#).

Enrolment procedure

The entire procedure is online. Before arriving in Siena, the student must have completed each step. Before applying for pre-enrolment through the competent Italian Diplomatic Representation applicants must obtain a letter of eligibility for enrolment issued by the appropriate Academic Board. To submit a request for evaluation, students must first upload the required documentation on the [Dream Apply](#) platform, which is then automatically forwarded to the above-said Academic Board. The request must be sent in accordance with the procedures and deadlines indicated on the platform.

Once the Academic Board receives the request for evaluation, it decides on the applicant's **eligibility** based on the documentation delivered and the applicant's curriculum and issues a letter of eligibility to enrol.

The student must use the letter of eligibility to pre-enrol and request a VISA on the [UNIVERSITALY](#) platform in accordance with the instructions and deadlines reported in the ministerial provisions reported on the same page.

Once they have obtained their study VISA, non-EU students resident abroad must email a copy of the documents required for provisional enrolment to the Admissions Office (documents.admission@unisi.it) to be granted **authorization** to enrol online.

The required documentation to be sent by email includes the following:

- a VISA issued by the local Italian diplomatic mission;
- copy of your passport with a study VISA;
- a copy of the application submitted through the Universitaly platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- documentation issued by the Italian diplomatic mission pertaining to your academic qualification (secondary school-leaving diploma);
- certificate issued by the awarding University containing the details of university exams passed (transcript with translation) and the contents of each course:
- the original qualification (or a certified copy) in the case of a diploma and degree awarded abroad, or certificates replacing them for all legal purposes, accompanied by certificates from the Italian ENIC-NARIC Centre (CIMEA), "Statement of Comparability" and "Statement of Verification". As an alternative to the CIMEA certificates, applicants can submit: a Declaration of Value issued by the competent diplomatic representations or any other certificate useful for verifying the elements of the foreign qualification provided it is accompanied by a legalised translation of school documents with Apostille.

Having received the documentation and issued the final authorization, the Admissions Office will inform the applicant on the next steps in the registration procedure, which shall be completed through the payment of dues.

IMPORTANT: the Foundation Course is not covered by DSU scholarships and does not benefit from any reductions on the basis of the ISEE/equivalent ISEE.

On arriving in Siena, students should contact the programme's Students and Course Administration Office directly, making an appointment via the Ufirst App.

SECTION 2

EDUCATIONAL OFFER

Educational offer: first cycle, single-cycle or two-year second cycle degree programmes

Those who wish to register for first cycle and single-cycle degree programmes **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;
- 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 programme. It is possible to take the admission test for more than one degree programme.

Test registration procedures, as well as test methods, dates and venues, will be defined and published on the University website under the section reserved for registration.

Those who wish to register for first cycle and single cycle degree programmes **with a cap on enrolment** at the local or national level must:

- hold an upper secondary school diploma or equivalent academic qualification awarded abroad, recognized as suitable
- take special entrance exams, positioning themselves suitably in the ranking
- respect the specific deadlines indicated in the individual 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 and published on the University website, under the section online noticeboard and Programmes with a cap on enrolment

For the following first and single cycle degree programmes

Biological Sciences

Pharmacy

Pharmaceutical chemistry and technology

registration will be allowed **until available places are filled**, following the chronological order of receipt of applications submitted in accordance with the procedures and deadlines set out in the specific notices published on the University website.

Those wishing to enrol in the above-mentioned programmes must:

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

First cycle vocational degree programmes

For AY 2024/2025 the intercollegiate first-cycle vocational degree programme in Agribusiness (L-P02 Agricultural, food and forestry technical professions) is activated by the Department of Life Sciences.

Access to the programme is defined by a specific call for applications published on the University's web pages.

For AY 2024/2025 the professionally-oriented degree programme in Technologies for the Environment, Construction and Territory (L-P01 Technical Professions for Construction and Land use) is activated as part of the Department of Physical Sciences, Earth and Environment.

Access to the programme is defined by a specific call for applications published on the University's web pages.

| First cycle degree programmes | | | | |
|--|---|--|---------------|---------------------------|
| Degree programme | Degree class | Reference department | Campus | Cap on enrolment |
| Agribusiness | L-P02 agricultural, food and forestry technical professions | Life sciences | Siena | Yes - see specific notice |
| Biotechnology | L-2 Biotechnology | Molecular and developmental medicine | Siena | Yes - see specific notice |
| Dietetics (qualifying as a professional Dietician) | L/SNT3 Technical healthcare professions | Medicine, surgery and neuroscience | Siena | Yes - see specific notice |
| Economics and business | L-18 Economics and corporate management science | Business and law | Siena | No |
| Economics and management | L-18 & L-33 Economics and corporate management science & Economic science | Political and statistical economics | Siena | No |
| Physics and advanced technologies | L-30 Physical science and technology | Physical sciences, Earth and environment | Siena | No |
| Physiotherapy (qualifying as a Physiotherapist) | L/SNT2 Healthcare rehabilitation professions | Medicine, surgery and neuroscience | Siena | Yes - see specific notice |
| Dental hygiene (qualifying as a Dental hygienist) | L/SNT3 Technical healthcare professions | Medical biotechnology | Siena | Yes - see specific notice |
| Nursing (qualifying as a Nurse) | L/SNT1 Healthcare and nursing professions and midwifery | Medicine, surgery, and neuroscience | Siena | Yes - see specific notice |
| Engineering management | L-8 Information engineering | Information engineering and mathematics | Siena | No |
| Computer and information engineering | L-8 Information engineering | Information engineering and mathematics | Siena | No |
| Language for intercultural and business communication | L-11 Modern languages and cultures | Philology and literary criticism | Arezzo | No |

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| Speech and language therapy (qualifying as a professional speech therapist) | L/SNT2 Healthcare rehabilitation professions | Medicine, surgery, and neuroscience | Siena | Yes - see specific notice |
| Mathematics | L-35 Mathematics | Information engineering and mathematics | Siena | No |
| 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 |
| Midwifery (qualifying as a professional midwife) | L/SNT1 Healthcare and nursing professions and midwifery | Molecular and developmental medicine | Siena | Yes - see specific notice |
| Natural and Environmental sciences | L-32 Environmental and natural science and technologies | Physical sciences, Earth, and environment | Siena | No |
| Biology | L-13 Biology | Life sciences | Siena | No, but see the specific call |
| Chemistry | L-27 Chemical science and technology | Biotechnology, chemistry, and pharmacy | Siena | No |
| Social work | L-39 Social services | Social, political, and cognitive sciences | 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 |
| 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 |
| Political science | L-36 Political science and international relations | Political and international science | Siena | No |
| History and cultural heritage | L-1 Cultural heritage | History and cultural heritage | Siena | No |
| Legal services | L-14 Legal services science | Law | Siena Arezzo | No |
| Studies in literature and philosophy | L-10 Literature | Philology and literary criticism | Siena | No |
| Audioprosthesis techniques (qualifying for the healthcare profession of Audioprosthesis technician) | L/SNT3 Technical healthcare professions | Medicine, surgery, and neuroscience | Siena | Yes - see specific notice |
| Environment and workplace safety (qualifying for the healthcare profession of Environmental and workplace safety technician) | L/SNT4 Preventive Healthcare professions | Molecular and developmental medicine | 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 |

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| cardiovascular perfusion technician) | | | | |
| Biomedical laboratory techniques (qualifying for the healthcare profession of Biomedical laboratory technician) | 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 |
| Technologies for the environment, construction and territory | L-P01 Technical professions for construction and land use | Physical sciences, Earth, and environment | San Giovanni Valdarno | Yes - see specific notice |

Any changes/updates to the study programmes offered in AY 2024/2025 will be published on the University's web pages

| Single-cycle degree programmes | | | | |
|---|---|--|---------------|-------------------------------|
| Programme | Degree class | Reference Department | Campus | Cap on enrolment |
| Pharmaceutical chemistry and technology (single-cycle degree programme in accordance with European legislation - 300 University credits - 5-year duration) | LM-13 Pharmacy and Industrial Pharmacy | Biotechnology, chemistry and pharmacy | Siena | No, but see the specific call |
| Dentistry and dental prosthodontics (single-cycle degree programme - 360 University credits - 6-year duration) | LM-46 Dentistry and Dental Prosthodontics | Medical biotechnology | Siena | Yes - see specific notice |
| Pharmacy (single-cycle degree programme in accordance with European legislation - 300 University credits - 5-year duration) | LM-13 Pharmacy and Industrial Pharmacy | Biotechnology, chemistry and pharmacy | Siena | No, but see the specific call |
| Law (single-cycle degree programme - 300 University credits - 5-year duration) | LMG/01 Law | Law | Siena | No |
| Medicine and surgery (single-cycle degree programme in accordance with European legislation - 360 University credits - 6-year duration) | LM-41 Medicine | Medicine, surgery and neuroscience | Siena | Yes - see specific notice |
| Science of primary education (single cycle degree programme) | LM-85 bis Science of Primary Education | Social, political and cognitive sciences | Arezzo | Yes - see specific notice |

Any changes/updates to the study programmes offered in AY 2024/2025 will be published on the University's web pages

Admission to two-year second cycle degree programmes

Those who wish to register for **second-cycle degree programmes** must hold:

- a first cycle degree or a three-year university diploma, or another suitable equivalent academic qualification awarded abroad;
- the specific curricular requirements and have an adequate personal preparation, as verified in accordance with the academic regulations of each individual second-cycle degree programme, which also indicate the specific **admission criteria**.

The academic regulations of degree programmes are available on the university website at www.unisi.it and on the webpages of individual departments.

Two-year second cycle degree programmes

| Programme | Degree class | Reference Department | Campus | Cap on enrolment |
|---|--|---|--------|------------------|
| Anthropology and visual studies | LM-1 Cultural anthropology and ethnology | Social, political, and cognitive sciences | Siena | No |
| Applied Mathematics | LM-40 Mathematics | Information engineering and mathematics | Siena | No |
| Archaeology | LM-2 Archaeology | History and cultural heritage | Siena | No |
| Artificial intelligence and automation engineering | LM-32 Computer engineering | Information engineering and mathematics | Siena | No |
| Biodiversity, conservation and environmental quality | LM-6 Biology | Life sciences | Siena | No |
| Biology | LM-6 Biology | Life sciences | Siena | No |
| Health Biology | LM-6 Biology | Molecular and developmental medicine | Siena | No |
| Biotechnologies of human reproduction | LM-9 Medical, veterinary, and pharmaceutical biotechnologies | Molecular and developmental medicine | Siena | No |
| Chemistry | LM-54 Chemistry | Biotechnologies, chemistry and pharmacy | Siena | No |
| Chemistry for agri-food sciences | LM-54 Chemistry | Biotechnologies, chemistry and pharmacy | Siena | No |
| Economics and Management of Financial Institutions | LM-77 Economic science | Business and law | Siena | No |
| Economics for the environment and sustainability | LM-56 Economics | Economics and statistics | Siena | No |

| Programme | Degree class | Reference Department | Campus | Cap on enrolment |
|---|---|---|---------------|-------------------------------|
| Economics | LM-56 Economic sciences | Political and statistical economics | Siena | No |
| Ecotoxicology and environmental sustainability | LM-75 Environmental and territorial science and technologies | Physical sciences, Earth, and environment | Siena | No |
| Electronics and telecommunications engineering | LM-27 Telecommunications engineering | Information engineering and mathematics | Siena | No |
| Engineering management | LM-31 Management engineering | Information engineering and mathematics | Siena | No |
| Finance | LM-16 Finance | Political and statistical economics | Siena | No |
| Genetic Counsellors | LM-9 Medical, veterinary, and pharmaceutical biotechnologies | Medical biotechnology | Siena | Yes - see the specific notice |
| International accounting and management | LM-77 Economics and business | Business and law | Siena | No |
| Language and mind: linguistics and cognitive studies | LM-39 Linguistics | Social, political, and cognitive sciences | Siena | No |
| Classics | LM-15 Philology, literature, and ancient history | Philology and literary criticism | Siena | No |
| Modern Literatures | LM-14 Modern philology | Philology and literary criticism | Siena | No |
| Languages for business and development | LM- 38 Modern languages for international communication and cooperation | Philology and literary criticism | Arezzo | No |
| Management e governance | LM-77 Economics and business | Business and law | Siena | No |
| Medical biotechnologies | LM-9 Medical, veterinary and pharmaceutical biotechnologies | Medical biotechnology | Siena | No |
| Statistical methods and data analytics | LM-82 Statistical science | Economics and statistics | Siena | No |
| Public and cultural diplomacy | LM-81 Development Cooperation Science | Social, political, and cognitive sciences | Siena | No |
| Science of Administrations | LM-63 Public administration science | Political and international science | Siena | No |

| Programme | Degree class | Reference Department | Campus | Cap on enrolment |
|--|---|---|-----------------|---------------------------|
| Geosciences and applied geology | LM-74 Geological science and technology | Physical sciences, Earth, and environment | Siena | No |
| Nursing and midwifery | LM/SNT1 Nursing and midwifery | Molecular and developmental medicine | Siena | Yes - see specific notice |
| International Studies | LM-52 International relations | Political science and international studies | Siena | No |
| Education sciences and educational consulting for organizations | LM-85 Pedagogical science | Social, political, and cognitive sciences | Arezzo | No |
| Health professions of rehabilitation sciences | LM/SNT2 Rehabilitation science for healthcare professions | Medicine, surgery, and neuroscience | Siena | Yes - see specific notice |
| 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 |
| History and philosophy | LM-78 Philosophical science & LM-84 Historical science | History and cultural heritage | Siena Arezzo | No |
| Communication strategies and techniques | LM-92 Communication Theories | Social, political, and cognitive sciences | Siena | No |
| Sustainable Industrial Pharmaceutical Biotechnology | LM-8 Industrial biotechnology | Biotechnology, chemistry, and pharmacy | Siena | No |

Any changes/updates to the study programmes offered in AY 2024/2025 will be published on the University's web pages

First- and second-cycle double degree programmes

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 programme of study of the same duration as that existing in each country. The double degree programmes are developed on the basis of existing degree programmes at the University, thereby providing all the courses required to complete the degree programme. Students participating in the programme undertake study periods of defined duration and content, alternating between the two academic institutions. At the end of the programmes and after any final examinations, students are awarded the final national qualification from each of the two institutions (a "double degree").

For AY 2024/2025, there are 11 second-cycle degree programmes at the University of Siena offering the opportunity to obtain a double degree at the institutions indicated alongside each programme:

First cycle degrees:

Languages for Intercultural and Business Communication (L-11 Modern languages and cultures): Wenzhou University (Cina).

Second cycle degrees:

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

Artificial intelligence and automation engineering (LM-32 - Class of second cycle degrees in 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 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 (LM-14 - Class of second cycle degrees in 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 - Class of second cycle degrees in International Cooperation and Development): Jagiellonian University Krakow (Poland);

History and philosophy (class LM-78 Philosophy & LM-84 History): Université Grenoble Alpes (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 at <https://www.unisi.it/internazionale/doppi-titoli-double-degrees>

First cycle degree programme delivered in English

The following interclass degree programme is activated for AY 2024/2025:

Economics and management (L-18 & L-33 Economics and Management & Economics) under the Department of Economics and Statistics.

Single cycle degree programme delivered in English

The following single cycle degree programme is activated for AY 2024/2025:

- **Dentistry and dental prosthodontics** (class LM-46 Dentistry and Dental Prosthodontics) under the Department of Medical Biotechnologies. For admission, please consult the specific call for applications published on the University web page.

Two-year second-cycle degree programmes delivered in English and second-cycle degree programmes delivered in Italian with a curriculum delivered in English

For AY 2024/2025 the following two-year second cycle degree programmes 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) pertaining to the Department of Life Sciences;
- **Artificial intelligence and automation engineering** (class LM-32 Computer engineering) pertaining to the Department of Information engineering and Mathematical sciences;
- **Biotechnologies of human reproduction** (class LM-9 Medical, veterinary, and pharmaceutical biotechnologies) at the Department of Molecular and Developmental Medicine;
- **Chemistry** (class LM-54 Chemistry) pertaining to the Department of Biotechnologies, Chemistry and Pharmacy;
- **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 Mathematics;
- **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;
- **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;
- **International studies** (class LM-52 International Relations) pertaining to the Department of Political and International Sciences. The programme is divided into three different curricula, one of which - European studies - is delivered in English;
- **Sustainable industrial pharmaceutical biotechnology** (class LM-8 Industrial biotechnology) pertaining to the Department of Biotechnology, chemistry and pharmacy).

E-learning project

Degree programmes at Siena University are delivered exclusively in person. However, for some years now, the University has been running an e-learning project that allows for distance learning, in synchronous mode and at the University's premises, for some of the courses mentioned in the tables above. For up-to-date information on distance learning courses, please view the page <https://sites.google.com/unisi.it/didattica-digitale/progetto-teledidattica>

SECTION 3 DEADLINES

IMPORTANT: deadlines for submitting assessment applications for non-EU students and visa applications can be found at:

<https://apply.unisi.it/>

<https://admission.unisi.it/>

<https://www.university.it/>

| | |
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| 7 June 2024 | For European, equivalent and Italian students with a foreign qualification only: opening of online procedures for assessing the possession of curricular requirements for admission to a second cycle degree programme with no cap on enrolment |
| 4 July 2024 | <p>Start of online procedures for registering on degree programmes with no cap on enrolment</p> <p>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;</p> <p>Start of submission of requests to transfer to another university or degree programme.</p> <p>Start of online procedures for renewing enrolment in years subsequent to the first with payment of the first instalment.</p> <p>Beginning of online submission, for graduands only, of the request for suspension of enrolment for 2024/2025</p> |
| 1 October 2024 | Start of first semester classes . For the start date of individual classes, consult the teaching facility websites. |
| 4 November 2024 | <p>Deadline for registration and consequent closure of online registration procedures for:</p> <ul style="list-style-type: none"> a) first cycle degree programmes with no cap on enrolment, b) single-cycle degree programmes with no cap on enrolment c) Foundation Course <p>Deadline for submitting an application to enrol with retrieval of previous academic studies;</p> <p>Deadline for enrolling in years subsequent to the first with payment of the first instalment of fees</p> <p>Deadline for submitting requests to suspend enrolment in academic year 2024/2025</p> |
| 13 December 2024 | For European, equivalent and Italian students with a foreign qualification only: Deadline for completing the online procedure for assessment of academic requirements for admission to second cycle degree programmes with no cap on enrolment |
| 20 December 2024 | <p>Deadline for payment of the second instalment.</p> <p>Deadline for enrolment in the first year of second cycle degree programmes with no cap on enrolment</p> <p>Deadline for submitting the ISEE/Equivalent ISEE (<i>ISEE Parificato</i>)</p> |

| | |
|-------------------------|--|
| 31 December 2024 | Deadline for delivery of requests to transfer to another university or degree programme for degree programmes with no cap on enrolment |
| 31 January 2025 | Deadline for delivering requests to transfer from another University (provided the student requested the transfer by 31 December 2024) for degree programmes with no cap on enrolment. |
| 28 February 2025 | Deadline for payment of the third instalment of fees. |
| 3 March 2025 | Second semester classes begin. For the start date of individual classes, consult the teaching facility websites. |
| 2 May 2025 | Deadline for payment of the fourth instalment of fees. |
| 12 May 2025 | 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. Deadline for payment of the recognition fee by graduands. |
| 3 June 2025 | Deadline for payment of missing instalments of the all-inclusive fee for graduands who requested suspension but did not complete their degree by the last graduation session. |

Admission to degree programmes with national caps on enrolment

The procedures for applying for a place on degree programmes with national caps on enrolment and the dates of any entrance exams will be announced through the published calls for applications and special detailed notices. Students must consult these announcements and calls for applications in the section *albo online* (online noticeboard) of the University website and on the web pages for students registering in AY 2024/2025 and on the section Programmes with a cap on enrolment.

SECTION 4

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

Enrolment of non-EU students resident abroad may be subject to enrolment quotas established annually by the university and communicated through special calls for applications.

Information on procedures for non-EU students resident abroad can be obtained at <https://admission.unisi.it/>

The registration procedure takes place entirely online.

4.1 Proof of proficiency in English

At least level B2 proficiency in English is required for **first cycle, second cycle and single cycle degree programmes delivered in English.**

B1 level English suffices for the Foundation Course.

This proficiency is **a requirement for submission of the pre-enrolment and visa application on the [University](#) portal.**

Those who do not demonstrate adequate language proficiency cannot take any further admission or entry tests.

Nationals of the following countries are not required to present English language certificates: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, British Overseas Territories, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom and the United States.

In addition, candidates of any nationality who obtained their entry qualification for enrolment through a programme taught in English are not required to present language certificates, provided they can prove that English was the official language of instruction. To prove this, they must present formal certification or a letter from the educational institution stating that the programme was taught entirely in English.

Applicants who are not exempt must present one of the following language certificates:

- an internationally recognised language certificate among those accepted by our University
- a certificate of language proficiency issued by a Language Centre of an Italian university included in this list: List of Centres

4.2 Proof of proficiency in Italian

Admission to courses delivered in Italian requires proof of adequate knowledge of the language. The University is responsible for verifying language proficiency for admission to programmes and autonomously organises a B2 level test of Italian language proficiency, which is compulsory for all first cycle and single-cycle degree programmes, except in the cases indicated below. This test is organised prior to the visa application and is delivered online.

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

The following students are not required to take 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 **secondary school-leaving certificates** 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, the Universities for Foreigners in Perugia or in Siena, or by the Dante Alighieri Society, also under agreement with Italian cultural 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, the universities for foreigners in Perugia or in Siena, or by the Dante Alighieri Society, also under agreement with Italian cultural institutes abroad;
- e) Students who wish to enrol in degree programmes delivered exclusively in English.

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

Non-EU citizens resident abroad who choose a First/Second cycle or Single-cycle degree programme held in Italian, must:

- a) prove at least level B2 proficiency in the Italian language, as indicated in the ministerial circular, by presenting one of the following certificates:
 - CELI - University for Foreigners in Perugia
 - CILS - University for Foreigners in Siena
 - CERT.IT - Roma Tre University
 - CEDILS - University for Foreigners in Reggio Calabria
 - any certifications from Italian Cultural Institutes abroad will be assessed individually;
- b) hold a five-year or four-year secondary school diploma obtained at Italian state or equivalent (*paritaria*) schools abroad;
- c) hold one of the secondary school-leaving qualifications listed in attachment 2 of the annual ministerial circular on the procedures for admission of international students to university programmes

Possession of one of the documents referred to in a), b) or c) above regarding proficiency in the Italian language for non-EU students **is mandatory before submitting the pre-enrolment and visa application on the University portal.**

4.3 Registration procedure for first cycle and single-cycle degree programmes with no cap on enrolment

Requesting the letter of eligibility/provisional approval

To be admitted to a first-cycle degree programme, applicants must receive a letter of eligibility from the relevant Academic Board.

To submit a request for evaluation, students must first upload the required documentation on the [Dream Apply](#) platform, which is automatically forwarded to the above-said Academic Board. The request must be sent in accordance with the procedures and deadlines indicated on the platform. Once the Academic Board receives the request for evaluation, it decides on the applicant's **eligibility** and issues the **letter of eligibility**.

The student must use the letter of eligibility issued by the University to pre-register through the [UNIVERSITALY](#) platform in accordance with the procedures and deadlines reported therein.

Who can submit a request for pre-enrolment to the appropriate Italian diplomatic mission

Students resident in a non-EU country and holding a secondary school-leaving certificate that allows access to a similar degree programme in the country in which it was awarded and who were issued an admission letter to the programme itself can apply for pre-registration.

To pre-register in a three-year first cycle degree programme the qualification must have been issued after at least 12 years of schooling.

To be eligible to register in Italian universities, 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 with:

1. Academic certification that they have passed the exams of the first year of a higher education institute in the case of 11 years of schooling, or of the first two academic years in the case of 10 years of schooling.
2. An official Italian or foreign post-secondary qualification obtained from a non-university higher education institute in a subject related to the chosen programme, 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. Students can also present a certificate from an Italian university certifying that they passed a Foundation course to make up for the fewer years of schooling. These certificates may also be accepted if they are issued by foreign higher education institutes recognised and/or accredited in the foreign reference system and are official qualifications in the foreign reference system.
4. Personal certifications of successful completion of preparatory courses (foundation course), even of less than one academic year's duration, which confer adequate knowledge, skills and abilities to

attend the chosen study programme within the same institute. In Italy the aforementioned additional and complementary certifications to secondary school qualifications obtained with less than twelve years of schooling only allow students to register in the first academic year and cannot be assessed further for enrolment with course shortening, in order to avoid double assessment of the same qualifications. Certificates of successful completion of foundation courses can also be used for the purpose of fulfilling additional requirements for admission to programmes (differing from the years of schooling) but they cannot in any case make up for the absence of a "Secondary school-leaving certificate or other qualification obtained abroad that is recognised as suitable" (DM 270/2004 and DPR 212/2005).

Entry visa for study purposes, authorization and registration

Once they have **obtained** their study **visa** from the Italian diplomatic mission, non-EU students resident abroad must obtain **authorization from the Admissions Office**, which will check academic documentation to this end.

To obtain **authorization**, the following **mandatory documentation** must be sent by email to documents.admission@unisi.it:

- a VISA issued by the local Italian diplomatic mission;
- a copy of the applicant's passport;
- a copy of the application submitted through the University platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- documentation issued by the Italian diplomatic mission pertaining to the applicant's 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 programme (secondary school-leaving diploma).
- the original qualification (or a certified copy) or substitute certificate for all legal purposes, accompanied by the Italian [ENIC-NARIC \(CIMEA\)](#) "Statement of Comparability" and "Statement of Verification".

Alternatively, students may submit:

- the original qualification (or a certified copy), or a certificate replacing it for all legal purposes, accompanied by a *Statement of Comparability* downloaded from the [ARDI CIMEA](#) platform and a "Statement of Verification"
- Declaration of Value (DOV) issued by the competent diplomatic representations or other attestation useful for verifying the elements of the foreign title, which must in any case always be accompanied by legalised documents with an apostille.

Once they receive **final authorization**, applicants must register on the esse3 platform and inform the Admissions Office, which shall take care of the subsequent administrative procedures.

Registration shall be completed through payment of stamp duty, the regional DSU tax and the first instalment of fees.

Once the registration process has been completed, students should go to the Student Services Office of their study programme to collect their **student badge** for accessing services offered by the university and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

To book an appointment, use the online booking service accessible from the [Ufirst App](#).

Those who intend to enrol in programmes with a cap on enrolment are required to observe the specific deadlines set out in the individual calls for application to the programmes.

In order to take part in the calls for applications for part-time paid collaboration activities, tutoring and mobility, applicants are required to provide a certificate issued by the university where they were awarded their first cycle degree indicating, according to the relevant grading scale, the mark awarded as well as the minimum and maximum marks for obtaining the degree (e.g. mark awarded: 4; Grading scale: minimum mark 3, maximum mark 10).

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

The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by 4 November 2024:

- students with certified invalidity equal to or greater than 66%;
- handicapped students pursuant to article 3 par. 1 and 3 of Law 104/1992;
- the children of individuals receiving disability pension, in accordance with art. 30 of Law 118/71;
- those in receipt of study grants from the Italian government.

IMPORTANT: Those who have applied for a **grant from the Regional Agency for the Right to University Education (ARDSU)**, are provisionally exempt from payment of the regional tax and university dues until the final list of those awarded said grant is published but **must pay stamp duty by 4 November 2024**.

Students who are **ineligible** (*non idonei*) 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 programmes at the University of Siena. **Enrolled students must make this payment even if they have since withdrawn from university studies.**

When enrolment has been completed through payment of the amount due, students can access their **university email account** 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.

Students can book an appointment online with the administration offices to collect their **student badge** for accessing services offered by the university and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

Admission test for assessing students' initial preparation

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

Support 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 Programme Regulations.

Information about the admission test can be found on the university website in the enrolment 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. The website contains all the information required for payment.

IMPORTANT: For degree programmes 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 a **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 in the section dedicated to admission tests.

Students who wish to register for programmes with a **cap on enrolment** must take the **entrance exam** for the programme, in accordance with the procedures and deadlines specified in the relevant call for applications.

Further information on **admission to First cycle, Second cycle and Single-cycle degree programmes with a cap on enrolment** is available on the respective web page.

4.4 Enrolment in the first year of two-year second-cycle degree programmes

Those who wish to apply for a **two-year second-cycle degree programme** with no cap on enrolment must hold a **first cycle degree** or a **three-year university diploma**, or **another suitable equivalent academic qualification awarded abroad**, which allows the continuation of university studies at the next level in the country where it was awarded and meets specific curricular requirements. They must also have an adequate personal preparation, as verified in accordance with the academic regulations of each individual second cycle degree programme, which also indicate the specific admission criteria.

The Academic Board of the second-cycle degree programme (or a professor nominated by the Board) assesses whether they meet the **curricular requirements** and the suitability of the foreign academic qualification, as well as the personal preparation of applicants, based on exams passed to obtain their qualification and possibly after verifying their personal preparation.

Pursuant to applicable laws and regulations, those who have been deemed to have an educational gap for admission **cannot** enrol in second cycle degree programmes.

Those who wish to register for second-cycle degree programmes **with a cap on enrolment** must refer to the individual call for applications.

Requesting the letter of eligibility/provisional approval

To be admitted to a first-cycle degree programme, before applying for pre-enrolment 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 submitted in accordance with the procedures and deadlines indicated on the platform.

Once the Academic Board receives the request for evaluation, it decides on the applicant's **eligibility** for admission to the degree programme on the basis of the submitted documentation and the applicant's CV.

The student must use the letter of eligibility issued by the University to pre-enrol through the **UNIVERSITALY** platform in accordance with the procedures and deadlines reported therein.

Entry visa for study purposes, authorization and registration

Once they have **obtained** their study **visa** from the Italian diplomatic mission, non-EU students resident abroad must obtain **authorization from the Admissions Office**, which will check academic documentation to this end.

To obtain authorization, the following **mandatory documentation** must be sent by email to **documents.admission@unisi.it**:

- a VISA issued by the local Italian diplomatic mission;
- a copy of your passport
- a copy of the application submitted through the University platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- documentation issued by the Italian diplomatic mission pertaining to your academic qualification (degree certificate);
- the certificate issued by the competent University certifying the exams passed (transcript with translation), as well as for each discipline, the programme for achieving the aforementioned qualifications - the programme of studies can be attested by the Diploma Supplement;
- the qualification required for access to the degree programme (first cycle degree);

- the original degree (or certified copy) or the substitute certificate for all legal purposes, accompanied by a Diploma Supplement issued according to the standard scheme developed by initiative of the European Commission, the Council of Europe and UNESCO.

Alternatively, students can submit:

- the original qualification (or a certified copy), or a certificate replacing it for all legal purposes, accompanied by a *Statement of Comparability* downloaded from the [ARDI CIMEA](#) platform and a "Statement of Verification"
- the original qualification (or a certified copy) or substitute certificate for all legal purposes, accompanied by the Italian [ENIC-NARIC \(CIMEA\)](#) "Statement of Comparability" and "Statement of Verification".
- Declaration of Value (DOV) issued by the competent diplomatic representations or other certificate useful for verifying the elements of the foreign title, which must in any case always be accompanied by legalised academic documents with an apostille.

Having received the documentation and issued the final authorization, the Admissions Office will inform the applicant on the next steps for registering and enrolling at the University of Siena online, a procedure that shall be completed through payment of the first instalment of fees.

Once the registration process has been completed, students should go to the Student Services Office of their study programme to collect their **student badge** for accessing services offered by the university and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

To book an appointment, use the online booking service accessible from the [Ufirst App](#)

Those who intend to enrol in programmes with a cap on enrolment are required to observe the specific deadlines set out in the individual calls for application to the programmes.

In order to take part in the calls for applications for part-time paid collaboration activities, tutoring and mobility, applicants are required to provide a certificate issued by the university where they were awarded their first cycle degree indicating, according to the relevant grading scale, the mark awarded as well as the minimum and maximum marks for obtaining the degree (e.g. mark awarded: 4; Grading scale: minimum mark 3, maximum mark 10).

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

The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by 4 November 2024:

- students with certified invalidity equal to or greater than 66%;
- handicapped students pursuant to article 3 par. 1 and 3 of Law 104/1992;
- the children of individuals receiving disability pension, in accordance with art. 30 of Law 118/71;
- those in receipt of study grants from the Italian government.

IMPORTANT: Those who have applied for a **grant from the Regional Agency for the Right to University Education (ARDSU)**, are provisionally exempt from payment of the regional tax and

university dues until the final list of those awarded said grant is published but **must pay stamp duty by 4 November 2024.**

Students who are **ineligible** (*non idonei*) 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 programmes at the University of Siena. **Enrolled students must make this payment even if they have since withdrawn from university studies.**

When enrolment has been completed through payment of the amount due, students can access their **university email account** 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.

4.5 Students in the "Marco Polo" Project

In accordance with the Agreement between the People's Republic of China and the Republic of Italy, Chinese students who take part in the 'Marco Polo' project - which allows them to follow a medium/long-term (6/9 months) Italian language course in Italy in preparation for the academic programme and with a view to registration - must join the programme a year before registering for their chosen degree programme, so as to obtain an entry visa and therefore anticipate the pre-enrolment procedure with respect to the timeframe indicated for non-EU citizens. The enrolment of these students is carried out within the limits of the specific quotas established annually by the universities.

4.6 International students with political refugee status or in particularly grave situations

International students with refugee or asylum seeker/subsidiary protection status, who are in particularly grave situations or who are in extreme poverty because they come from areas affected by conflict must follow the procedure described above and email the necessary documents to documents.admission@unisi.it in order to receive the relevant authorization and instructions to proceed with registration/enrolment.

If students with international protection or in conditions of extreme poverty because they come from conflict theatres cannot produce the required documentation, the University will intervene autonomously for verification. The verification will be carried out by the [Just Peace Advanced Desk](#). In this case the Admissions Office will immediately issue partial authorization to enrol with

reservation, pending the decisions of the Just Peace Commission. Final authorization depends on the outcome of verification.

4.7 Simultaneous enrolment

It is possible to enrol simultaneously in a maximum of two degree programmes at the same university or at different universities or Higher Education Institutes in the Arts and Music, including foreign ones, in application of Law no. 33 of 12 April 2022 and Ministerial Decrees no. 930 of 29 July 2022 and no. 933 of 2 August 2022

In order to proceed with simultaneous enrolment, a specific request must be sent to the email addresses of the offices of the respective programmes, using the forms published on the University's website: <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

The request for enrolment on the second programme will be considered "conditional" and subject to verification of the prerequisites and requirements pursuant to the regulations in force.

Further information is available on the University's webpage at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

SECTION 5

EU AND EQUIVALENT NON-EU STUDENTS AND/OR STUDENTS HOLDING A FOREIGN QUALIFICATION

Citizens of the countries listed below **are considered Equivalent to EU students:**

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

Students in the following categories are also considered equivalent to EU students:

- 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.

5.1 Registration of EU and equivalent non-EU students and/or Italian nationals holding a foreign qualification on first-cycle and single-cycle degree programmes with no cap on enrolment

Before registering online, EU and equivalent non-EU students and Italian nationals holding a foreign qualification must obtain **authorization** from the Admissions Office, which will check academic documentation and visa to this end.

To obtain authorization to register online, EU and equivalent non-EU students and/or Italian nationals holding a foreign qualification must email a copy of the documents required to register to the **Admissions Office** at documents.admission@unisi.it.

The required documentation to be submitted by e-mail must include:

- a copy of the eligibility letter received following Dream Apply pre-assessment;
- a copy of the applicant's ID;
- documentation issued by the Italian diplomatic mission pertaining to the applicant's academic qualification (secondary school leaving diploma);
- certificate issued by the awarding school containing the details of exams passed (transcript with translation) and the contents of each course;
- the qualification required for admission to the degree programme
- the original qualification (or a certified copy) or substitute certificate for all legal purposes, accompanied by the Italian [ENIC-NARIC \(CIMEA\)](#) "Statement of Comparability" and "Statement of Verification".

Alternatively, students may submit:

- the original qualification (or a certified copy), or a certificate replacing it for all legal purposes, accompanied by a *Statement of Comparability* downloaded from the [ARDI CIMEA](#) platform and a "Statement of Verification"
- Declaration of Value (DOV) issued by the competent diplomatic representations or other attestation useful for verifying the elements of the foreign title, which must in any case always be accompanied by legalised documents with an apostille.

Having received the documentation and issued the final authorization, the Admissions Office will inform the applicant on the next steps for registering and enrolling at the University of Siena online, a procedure that shall be completed through payment of the first instalment of fees.

Once the registration process has been completed online foreign nationals resident abroad should contact the Student Services Office for the subsequent procedures.

To book an appointment, use the online booking service accessible from the [Ufirst App](#).

In order to take part in the calls for applications for part-time paid collaboration activities, tutoring and mobility, applicants are required to provide a certificate issued by the university where they were awarded their first cycle degree indicating, according to the relevant grading scale, the mark

awarded as well as the minimum and maximum marks for obtaining the degree (e.g. mark awarded: 4; Grading scale: minimum mark 3, maximum mark 10).

5.2 Registration of EU/equivalent non-EU students and Italian nationals holding a foreign qualification on the first year of two-year second cycle degree programmes

Before registering online, EU and equivalent non-EU students holding a foreign qualification, must obtain **authorization** from the Admissions Office, which will check academic documentation and visa to this end.

To obtain authorization, the following required documents must be submitted by e-mail to documents.admission@unisi.it:

- a copy of the eligibility letter received following Dream Apply pre-assessment;
- a copy of the applicant's ID;
- documentation issued by the Italian diplomatic mission pertaining to the applicant's academic qualification (first cycle degree);
- certificate issued by the awarding University containing the details of university exams passed (transcript with translation) and the contents of each course - the programme of studies can be attested by the Diploma Supplement;
- the qualification required for access to the degree programme (first cycle degree);
- the original degree (or certified copy) or the substitute certificate for all legal purposes, accompanied by a Diploma Supplement issued according to the standard scheme developed by initiative of the European Commission, the Council of Europe and UNESCO.

Alternatively, students can submit:

- the original qualification (or a certified copy), or a certificate replacing it for all legal purposes, accompanied by a *Statement of Comparability* downloaded from the [ARDI CIMEA](#) platform and a "Statement of Verification"
- the original qualification (or a certified copy) or substitute certificate for all legal purposes, accompanied by the Italian [ENIC-NARIC \(CIMEA\)](#) "Statement of Comparability" and "Statement of Verification".
- Declaration of Value (DOV) issued by the competent diplomatic representations or other certificate useful for verifying the elements of the foreign title, which must in any case always be accompanied by legalised academic documents with an apostille.

Having received the documentation and issued the final authorization, the Admissions Office will inform the applicant on the next steps for registering and enrolling at the University of Siena online, a procedure that shall be completed through payment of the first instalment of fees.

Once the registration process has been completed, students should go to the Student Services Office of their study programme to collect their **student badge** for accessing services offered by the university and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

To book an appointment, use the online booking service accessible from the [Ufirst App](#)

Those who intend to enrol in programmes with a cap on enrolment are required to observe the specific deadlines set out in the individual calls for application to the programmes.

In order to take part in the calls for applications for part-time paid collaboration activities, tutoring and mobility, applicants are required to provide a certificate issued by the university where they were awarded their first cycle degree indicating, according to the relevant grading scale, the mark awarded as well as the minimum and maximum marks for obtaining the degree (e.g. mark awarded: 4; Grading scale: minimum mark 3, maximum mark 10).

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

SECTION 6

YEARS SUBSEQUENT TO THE FIRST

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

Online enrolment

To renew enrolment online for years subsequent to the first the student can access the online administration office page ([segreteria online](#)) **from 4 July 2024 to 4 November 2024.**

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 2024 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-autonomous foreign students or **in all cases in which it is impossible to draw up an ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, **an Equivalent ISEU (ISEU Parificato) must be submitted by 31 December 2024.** The Equivalent ISEU will only be accepted if it is **issued by an authorized CAF** that has entered into an agreement with the University and the student or the CAF must e-mail it to parificato@unisi.it.

Should ISEE data not be available at the time of registration, students should go to the student services office of the appropriate Department to request that said consent be placed on record.

Should this occur after 20 December 2024, students will be required to pay a 30 Euro fee.

During the enrolment renewal procedure, students may enter the type of study for which they wish to opt (part-time or full-time) and any information on their disability status recognised at the beginning of the academic year.

Requests to renew enrolment submitted after the 4 November 2024 deadline are subject to payment of a 30 Euro fee.

At the end of the online procedure for renewing enrolment, after all the required fields have been filled in correctly, the system allows students to pay the first instalment of the all-inclusive fee 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's web page <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>

The first instalment of fees must be paid by **4 November 2024.** 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 programmes at the University of Siena.

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

After the 4 November 2024 deadline, the online enrolment renewal procedure will charge the student a 30 Euro fee payable for applications submitted after the deadline.

After paying the first instalment, students are automatically enrolled in the year subsequent to the one they were last enrolled in. No proof of payment need be delivered to the administrative office.

The online enrolment procedure cannot be completed by students who **have not paid fees or have arrears from the previous academic year**. If this is the case, **enrolment for the 2023/2024 academic year is suspended** until the student has paid the debt to the university. Any student in this situation, pursuant to the legislation in force, cannot take any exams and cannot book exams online. To remedy this situation, students must contact the student services office of their degree programme.

The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by 4 November 2024:

- students with certified invalidity equal to or greater than 66%;
- handicapped students pursuant to article 3 par. 1 and 3 of Law 104/1992;
- the children of individuals receiving disability pension, in accordance with art. 30 of Law 118/71;
- those in receipt of study grants from the Italian government.

IMPORTANT: Those who have applied for a **grant from the Regional Agency for the Right to University Education (ARDSU)**, are provisionally exempt from payment of the regional tax and university dues until the final list of those awarded said grant is published but **must pay stamp duty by 4 November 2024**.

Students who are **ineligible** (*non idonei*) 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 programmes at the University of Siena. **Enrolled students must make this payment even if they have since withdrawn from university studies.**

6.1. Graduands - requests to suspend enrolment

Graduands are students who aim to **graduate by the last graduation session in academic year 2023/2024 (by 30 April 2025 at latest)** and meet the following **academic requirements by 4 November 2024:**

A) Students enrolled on a degree programme 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 programmes under Ministerial Decree 509/99 and degree programmes 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 **request to suspend enrolment** must be made through the specific online procedure <https://segreteriaonline.unisi.it/> **no later than 4 November 2024**. A 30 Euro fee will be applied to requests for suspension submitted after this deadline.

STUDENTS WHO MAY GRADUATE BY 30 APRIL 2025 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 exam by 30 APRIL 2025 must contact the student services office to renew enrolment and are only required to pay the recognition fee, in accordance with Regulations for calculating and paying fees and dues for enrolment in programmes at the University of Siena in AY 2024/2025.

Payment of the recognition fee must be made by 12 May 2025. A late payment charge will apply after this deadline.

Note:

Students who, having presented the request for suspension of enrolment in academic year 2024/2025, found it impossible to complete all exams or acquire all the credits required by the deadline, must promptly contact their student services office to complete enrolment (with payment of the first instalment of fees) by 12 May 2025. At this time students must authorize the university to access their ISEE (**with 31 December 2024 expiration date**) data in the INPS database. Students must **pay the remaining amount** of university fees by **3 June 2025**, after which time a late-payment charge applies.

SECTION 7 RE-ENROLMENT

Who can submit a request to re-enrol

The following individuals can submit a **request to re-enrol** in a study programme at the University, and may also request, pursuant to art. 21, par. 7, and art. 32, par. 2 of the University Regulations, abbreviation of the degree programme by virtue of the exams passed during previous academic studies:

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

IMPORTANT: non-EU students resident abroad must complete the [UNIVERSITALY](#) pre-enrolment procedure to obtain a VISA and present a letter of admission for the current academic year (issued through the [DreamApply](#) procedure).

How, where and when to submit a request

The request for re-enrolment may be submitted from **4 July 2024 to 4 November 2024**. After the 4 November 2024 deadline, applications for re-enrolment shall be assessed and, if accepted, a 30 Euro fee will apply.

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

The **self-certificate** 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 student services office by the deadlines stated. The re-enrolment request will be assessed by the appropriate Academic Board for the purpose of shortening the programme. The student services office of the relevant Department notifies the student via email as to the outcome of the validation request.

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

If a student withdraws from a degree programme 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 exam taken are equivalent to the ones delivered at the time of reactivation. For further information please contact the appropriate Student Services Office

SECTION 8

TRANSFERRING BETWEEN UNIVERSITIES AND PROGRAMMES

8.1 Transferring between universities

These regulations apply to international students enrolled in the 2nd and subsequent years

Incoming transfers

Transfers are permitted towards **study programmes** activated in academic year 2024/2025.
Transfers are only permitted between study programmes of the same level.

To transfer to **study programmes 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.

To transfer to **second cycles degree programmes**, applicants must first complete an online procedure for submitting to the Academic Board of the degree programme a specific application for evaluation so as to obtain the necessary **authorization for enrolment, which must be attached to the transfer sheet.**

To transfer to **programmes with a cap on enrolment**, the interested party must request prior **authorization** from the appropriate student services office of the relevant Siena University department.

For **programmes 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 degree programme at the University of Siena where the student intends to transfer from **4 July 2024 to 31 January 2025 (the latter on condition that the student requested to transfer by 31 December 2024); after the 31 January 2025 deadline, transfer sheets from other universities will not be accepted (said transfer sheets will be returned to the university of origin).**

This deadline does not apply to programmes with a cap on enrolment.

Transfer sheets will be accepted also without enrolment in academic year 2024/2025.

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 degree programmes at the University of Siena;

B) authorization, when transferring to second cycle degree programmes or to programmes with a cap on enrolment;

C) 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.

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 2024 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-autonomous foreign students or **in all cases in which it is impossible to draw up an ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, **an Equivalent ISEU (ISEU Parificato) must be submitted by 31 December 2024.** The Equivalent ISEU will only be accepted if it is **issued by an authorized CAF** that has entered into an agreement with the University and the student or the CAF must e-mail it to parificato@unisi.it.

Should ISEE data not be available at the time of registration, students should go to the student services office of the appropriate Department to request that said consent be placed on record.

Should this occur after 20 December 2024, students will be required to pay a 30 Euro fee.

IMPORTANT: To assign students to one of the "Groups" provided for in Table A of Article 4 of the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena, **all the academic years of enrolment in the current university career are counted, including the academic years preceding transfers and changes of course or system.**

If a student transferring from another university or study programme or, lastly, a student who has received the result of the evaluation of the requirements for access to a second cycle degree programme after 20 December 2024, enrolls after the aforementioned date, he/she may request that consent for the acquisition of ISEE data be placed on record or the inclusion of the ISEE Parificato.

The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and must be e-mailed to parificato@unisi.it

The student must pay **the first instalment of the all-inclusive fee in full**; in the case of students from universities within the Region of Tuscany, the regional tax for university study of 140 Euros 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. Students who have transferred cannot return to their

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 student services office.

When registration is completed with payment of the amount due students can access their university email account 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.

Students should book an appointment online with the administration offices to collect their **student badge** for accessing services offered by the university and the University Sports Centre (CUS - *Centro Universitario Sportivo*).

Outbound transfers

Requests to transfer to other universities may be made by Siena University students from **4 July 2024 to 31 December 2024** by specific written **request** with duty stamp addressed to the Rector using the form that can be downloaded from the website on the pages of the student services office, to which it must also be returned, duly filled out and with the necessary documents and payments completed in attachment

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

A non-re-refundable 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 2024/2025 be refunded.

These deadlines do not apply to programmes with a cap on enrolment.

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

8.2 Transferring to another degree programme at the University of Siena

Transfers from one degree programme to another at the University of Siena are permitted only to **degree programmes in the programme years that are active in academic year 2024/2025**.

The same rules and deadlines apply to transfers from degree programmes under the old regulations to those under current regulations.

Transfers from one degree programme to another are only permitted between degree programmes of the same level.

Students wishing to apply for transfer to a **programme with a cap on enrolment** must take the required **entrance exam**, in accordance with the deadlines and procedures set out in the call for applications for the degree programme.

Requests to transfer from one programme to another can be submitted from **4 July 2024 to 31 December 2024** by specific written **request** with stamp duty addressed to the Rector using the form that can be downloaded from the webpages of the relevant Department's student services office, to which it must also be returned, duly filled out and with the necessary documents in attachment.

These deadlines do not apply to programmes with a cap on enrolment.

The Academic Board of the second cycle degree programme to which the student wishes to transfer 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 programmes. If the Academic Board identifies an education gap, the student cannot change programme.

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

For information on the continuation of studies, students should contact the relevant student services office of the programme to which they wish to transfer.

IMPORTANT: To assign students to one of the "Groups" provided for in Table A of Article 4 of the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena, **all the academic years of enrolment in the current university career are counted, including the academic years preceding transfers and changes of course or system.**

SECTION 9

INTERRUPTION, SUSPENSION AND RESUMPTION OF STUDIES AND WITHDRAWAL FROM STUDIES

9.1 Interruption of studies

Who can request interruption

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

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

During the period of interruption, students maintain “**suspended**” enrolment status for the academic year of the suspended degree programme, while for the same academic year, they enjoy **active** enrolment status within the other degree programme that motivated the suspension (which may also be at another university).

What the interruption entails and how long it can last

During interruption of studies students cannot undertake any action with regard to the interrupted degree programme (they cannot sit exams, record attendance, transfer from one course to another, apply for exemptions or economic benefits, etc.). Students regularly attend the other degree programme in which they have decided to enrol.

Once students have completed the degree programme for which they interrupted their previous studies and resume enrolment in the suspended programme, they can apply to the Academic Board 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 programme responsible for the interruption;
- **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 programme 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 **resume** the "interrupted" study programme must be submitted using the special form addressed to the Rector with a duty stamp. The form may be downloaded from the University web pages.

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

9.2 Suspension of studies

Who can request suspension

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

- compulsory military service in the country of origin, if any (certification required);
- 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);
- serious and prolonged illness (certification required)

During the period of suspension, students maintain "**suspended**" enrolment status for the academic year in which they were enrolled.

What the suspension of studies entails

During the period of suspension of studies, students cannot complete any action with regard to the interrupted course (they cannot sit exams, record attendance, transfer from one programme 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 or resume studies

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

Requests must be submitted at the beginning of each academic 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 student services office, to which it must be returned, duly completed and with all required documentation in attachment.

The request for suspension cannot be requested retroactively but may only be submitted during the academic year at a date subsequent to that of the renewal of enrolment if no academic acts have been carried out for that academic year.

The **request to resume** the "suspended" study programme 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.

9.3 Resumption of studies after effective interruption

Effective interruption of studies is when studies are interrupted 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. It may last many academic years, provided that the terms for lapsed enrolment of studies are observed and can be repeated a number of times during a student's university studies.

The request to resume 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 resumption of studies 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 student services 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 programmes at the University of Siena. The Regional fee for university study is not due for the years of interruption. **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 resumption fee can only be paid using the form provided by the student services office.

9.4. 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 and is only applicable to completed registration/enrolment**.

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 student services 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 programme.

Withdrawal is completed by filling in the special form available for download from the student services webpages. The form must be delivered to the appropriate student services office together with the necessary accompanying documentation.

Fees due in the case of withdrawal

Students can only withdraw if they have **duly paid** the all-inclusive contribution due on the date the request is submitted.

The Regulations for the calculation and payment of fees and dues for enrolment on programmes 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 programme.

If a withdrawing student **loses a study grant** from the Regional Authority for Higher Education Grants (ARDSU), also for 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.

IMPORTANT:

For non-EU students resident abroad: formal withdrawal from studies determines the non-fulfilment of requirements 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-enrolment with the Italian diplomatic mission in the last country of residence.

SECTION 10

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 Bulletin 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** awarded at State university level or legally recognised in the country in which it was awarded can be requested for the purpose of obtaining a first cycle, long single cycle or 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 (*equipollenza*)** is automatic if there are bilateral agreements or international conventions that establish reciprocal recognition of academic qualifications.

For degree programmes with a cap on enrolment, acceptance of the request for recognition is subject to available places in the quota for the year of the programme the student will attend and any special notices. Detailed information on this type of request for recognition of a foreign academic qualification is available at the student services offices of the relevant departments.

To obtain a given Italian academic qualification through recognition of a foreign qualification, the applicant must produce the following:

For a first cycle degree:

- **application addressed to the Rector** of the University of Siena using the appropriate form, bearing a duty stamp in accordance with current legislation;
- **certified copy of the foreign school-leaving diploma** (or substitute certificate) valid for admission to university in the country in which the qualification was awarded or, if the qualification was obtained in Italy or at Italian schools abroad, self-certification of the qualification;
- **official translation** into Italian of the foreign school-leaving diploma (or substitute certificate);

- **declaration of value and legalization** of the foreign school-leaving diploma or substitute certificate issued by the Italian diplomatic or consular mission in the country where it was awarded;
- **certified copy of the foreign qualification** (or substitute certificate) submitted for recognition;
- **official translation** into Italian of the foreign academic qualification (or substitute certificate);
- **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;
- **certified copy of the degree** 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, legalized 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 the foreign university's 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 required;**
- receipt of payment of the **200 Euro fee**. The fee should be paid via PagoPA following the procedures indicated at <https://unisi.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/>
- in the case of non-EU 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;
- in the case of non-EU citizens resident abroad who apply for recognition for a course taught in Italian, **a certificate of at least at level B2 proficiency in Italian or having attended Italian schools**, without prejudice to the possibility of further types of assessment by the University.
- **copy of a passport** or other valid identity document.

For a second cycle degree:

- **application addressed to the Rector** of the University of Siena using the appropriate form, bearing a duty stamp in accordance with current legislation;
- **certified copy of the three-year/first level academic qualification** (or substitute certificate) or, if the qualification was obtained in Italy or at Italian schools abroad, self-certification of the qualification or, if the qualification was awarded in Italy or by an Italian school abroad, self-certification of the qualification;
- **official translation** into Italian of the three-year/first level academic qualification (or substitute certificate) if awarded abroad;
- **declaration of value and legalization** of the three-year/first level academic qualification by the Italian diplomatic or consular mission in the country where it was awarded
- **certified copy of the foreign academic qualification** (or substitute certificate) submitted for recognition;
- **official translation** into Italian of the foreign academic qualification (or substitute certificate);

- **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;
- **certified copy of the degree** 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, legalized 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 the foreign university's 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 required;
- receipt of payment of the **200 Euro fee**. The fee should be paid via PagoPA following the procedures indicated at <https://unisi.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/>
- in the case of non-EU 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;
- in the case of non-EU citizens resident abroad who apply for recognition for a course taught in Italian, **a certificate of at least at level B2 proficiency in Italian or having attended Italian schools**, without prejudice to the possibility of further types of assessment by the University.
- **copy of a passport** or other valid identity document.

Further information is available at:

<https://www.unisi.it/internazionale/international-degree-seeking-students/riconoscimento-titoli>

Withdrawal of the request for recognition does not entitle to a refund of any of fees already paid.

When and where to request recognition

The request for recognition can be submitted at any time of the year by sending all the necessary documents to the certified mail address rettore@pec.unisipec.it

For appointments and further information, please contact the Admissions Office by writing to admissionoffice@unisi.it or consult the Admissions Office webpage. Exceptions to this are requests for recognition of academic qualifications for degree programmes with a cap on enrolment, which must be submitted by the deadlines indicated in the relevant notices. Further information on the subject is available from **the student services offices of the relevant 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 degree programme, as follows:

- **non-EU citizens who are resident abroad** must activate the pre-enrolment procedure via the Italian diplomatic mission in their country, in accordance with the procedures established by the Italian Ministry of 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 programme in accordance with the procedures and deadlines reported in the response to the application.

The decision by the academic body to partially recognise studies undertaken abroad entitles the student to enrol in the corresponding study programme at the University of Siena for the academic year for which recognition is sought.

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

SECTION 11

ENROLMENT IN SINGLE COURSES

Who can apply

Italian or foreign individuals not enrolled in any university degree programme and holding a higher education diploma allowing access to university studies can enrol in single course modules pertaining to degree programmes at this university, with the option of sitting the related exams and obtaining certification.

A student enrolled in a degree programme at the University of Siena cannot enrol in individual courses, without prejudice to his or her right to take exams in excess of those envisaged in his or her study plan, at no additional cost, subject to authorisation by the Academic Board of the degree programme in which he or she is enrolled.

The request to enrol in an individual course is assessed by the Academic Board of the study programme in which the course is taught. The following will be assessed:

- the CV
- personal preparation
- suitable language proficiency

To check that admission is compatible with any restrictions on admission to the degree programme, with the educational objectives and the way in which the chosen teaching activity is carried out, in accordance with the principles of sustainability and good teaching. Further information on the specific degree programmes is available from the student services offices involved.

This is without prejudice to the specific rules of **degree programmes with a cap on enrolment**, which may establish specific limitations for enrolment in single course modules. Further information is available from the student services offices that manage the degree programmes in question.

IMPORTANT: Enrolment on a single course module does not automatically grant access to a single-cycle degree or two-year second cycle degree programme. Enrolment in individual courses does not lead to the awarding of a qualification, but only to a certificate reporting the exams taken.

Pre-enrolment and VISA application for non-EU citizens resident abroad

Those who need an entry visa to study in Italy must submit an application through the Dream Apply portal in accordance with the procedures and deadlines advertised there, against payment of a 40 Euro fee.

Once they have obtained the letter of eligibility for enrolment, non-EU citizens resident abroad enrolled in or with a degree from a foreign university must pre-enrol by the deadlines set by the

Ministry and the University of Siena through the UNIVERSITALY platform by the deadline communicated in the letter of eligibility.

For the purposes of enrolment, non-EU nationals resident abroad must prove their knowledge of the language in which the chosen programme is delivered, as set out in sections 3.1 and 3.2 of this Study Prospectus.

Once they have a visa, students must send the Admissions Office (by e-mail, to documents.admission@unisi.it) a copy of their passport with the entry visa for study purposes (university/individual courses) and the documentation regarding their academic qualifications received from the Italian Diplomatic Representation. After obtaining the appropriate clearance from the Admissions Office, candidates will be allowed to complete the enrolment procedure as described below.

How to enrol

Applications for enrolment on single course modules are made by filling out a form available at the student services offices and on the university website under the "Enrolment" section. A photocopy of an identity document and of the Italian tax code card must be attached to the enrolment form.

Non-EU citizens resident abroad must also enclose the authorization issued by the Admissions Office.

The selected courses must be indicated on the form; these courses can be chosen only from the ones activated in the academic year of enrolment; students will be required to obtain all the credits assigned to the course.

Once enrolment has been registered, the student services 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.

Exams

Students take exams before the same board of examiners and following the same procedures as students enrolled in the degree programmes.

Enrolment fee

The fees due for enrolment in single course modules in academic year 2024/2025 is determined as follows:

- Enrolment fee (set amount) for modules in the humanities-social sciences: **130 Euros;**
- Enrolment fee (set amount) for modules in technical-scientific and EU-regulated 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** (technical-scientific and EU-regulated 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 courses** 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.

Special cases

Students enrolled at the University of Siena on a degree programme who wish to enrol at other universities in order to take individual courses that are not part of their study plan must obtain provisional authorization from the appropriate academic body.

Students from foreign universities are allowed to enrol in individual courses offered at the university and to sit the relevant exams either within the framework of international mobility programmes and agreements governed by reciprocity or on their own initiative.

SECTION 12

WORKING STUDENTS AND/OR PART-TIME STUDENTS

Working students

Working students are those who work in any way and can demonstrate it by submitting appropriate documentation at the time of enrolment online or subsequently by delivering it to the relevant student services office.

Working students can take exams in ordinary sessions and in special sessions reserved for students behind schedule with their exams (*fuori corso*).

Definition of part-time students

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 (CFUs) 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.

Students who have 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 be notified to the appropriate student services office where enrolment must be completed.**

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

Who can request part-time status

Any student registered or enrolled in normal programme years 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 programme regulations **can apply for part-time study.**

The request for part-time student status cannot be made for academic years in which the student takes part in **international mobility programmes or part-time student work**, 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 request part-time status

The **request for part-time student status** can be made only **when registering or enrolling** through the online procedure.

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 programme**.

SECTION 13

UNIVERSITY FEES AND BENEFITS

13.1. Student benefits

The fees to be paid by the student who enrolls in one of the degree programmes at the University of Siena are calculated with reference to the type of programme chosen and the student's economic situation and merit, in accordance with 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, through an online procedure, 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**. (D.P.C.M. no. 159 5 December 2013).

The ISEE, with a 31 December 2024 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-autonomous foreign students or in all cases in which it is impossible to obtain an ISEE, required under art. 8 DPCM 159/2013 as amended and supplemented, the Equivalent ISEU (*ISEU Parificato*) must be submitted by 31 December 2024. The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to parificato@unisi.it.

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

- the first at the time of enrolment and no later than 4 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 must be paid in addition to the first instalment:

- Regional Tax for the Right to University Education (DSU),
- 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 calculating and paying fees and dues for enrolment in programmes at the University of Siena

13.2. Student benefits

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

Merit-based benefits for students enrolled in the first year of a non-single-cycle second cycle degree programme

Students enrolling in the first year of a two-year second cycle degree programme who have obtained a three-year degree in the academic year 2023/2024 by 30 November of the third regular year of the programme and who were awarded the degree with a final mark of 110/110 or 110/110 with honours, are exempt from paying 20% of the amount due for fees and contributions as per art. 4 of the Regulations for the calculation and payment of fees and dues for enrolment in programmes at the University of Siena.

Students enrolling in the first year of a two-year second cycle degree programme who obtained a three-year degree in academic year 2023/2024 by 30 November of the third regular year of the programme and who were awarded their degree from the University of Siena with a final mark of between 106/110 and 109/110, are exempt from paying 10% of the amount due in fees and contributions as per art. 4 of the Regulations for the calculation and payment of fees and dues for enrolment in programmes at the University of Siena.

Exclusively for students enrolled in degree programmes in the health professions (Classes L/SNT1, L/SNT2, L/SNT3 and L/SNT4), the deadline for obtaining the degree is 15 December of the third regular year of the programme.

Disabled students and SLD

By request to be submitted at the start of the academic year, the following students are fully exempt from payment of university enrolment fees and dues, including the Regional Tax for the Right to University Education:

1. those with certified disability equal to or greater than 66%, recognised during the course of the academic year;
2. those with a certified disability pursuant to article 3 paragraphs 1 and 3 of Law 104/1992, recognised at the beginning of the academic year
3. the children of recipients of an incapacity pension - pursuant to art. 30 of Law no. 118/71 - recognised at the beginning of the academic year, rather than.

Students referred to in section 1, points 1 and 2 may take advantage of the exam sessions for students not up to date with exams (*fuori corso*):

- those with certified disability of less than 66%;
- those with SLD (Specific Learning Disorders) certification - pursuant to Law 170/2010

The University also provides students with disabilities and SLD with support services and study assistance throughout their academic career; for any information or need, please contact the Student Community Inclusion Sector at Palazzo del Rettorato, Banchi di Sotto no. 55 - Siena - tel: 0577 235518

Email: disabilita@unisi.it ; servizidsa@unisi.it

<https://orientarsi.unisi.it/studio/servizi-di-supporto-agli-studenti/disabilita>

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 programme 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 exempt from payment.

Students who are found to be **ineligible** in the Agency ranking list shall be required to pay the amount specified in the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena. **This payment shall be borne by the enrolled student even if he/she has, in the meantime, withdrawn from university studies.**

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 programme, and who have completed the university credits required for their plan of study, except those for the final exam, 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. If 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.

Simultaneous enrolment of students benefiting or eligible for a scholarship or semester grant from the Regional Agency for the Right to University Education

A student who enrolls simultaneously in two degree programmes identifies one of the two enrolments as the reference for accessing the benefits provided by the regulations in force regarding the right to study, for the entire period of simultaneous enrolment in the two degree programmes. A student already enrolled in a degree programme in years subsequent to the first

cannot identify the second enrolment as the reference for the purposes of the right to study benefits. For the purposes of the increase in the amount of the grant provided for by article 6, paragraph 3, of the Decree of the Minister for Universities and Research no. 1320 of 17 December 2021, the student must maintain, for both degree programmes in which he/she is enrolled, the merit requirements provided for by the aforementioned decree.

Students in receipt of study grants from the Italian government

Foreign students who receive study grants from the Italian government are fully exempt from payment of university fees and dues.

Stateless students and students with political refugee status

Students enrolled in a degree programme at the University of Siena who hold refugee or subsidiary protection status are exempt from paying the entire university fee, with the exception of the amount of the regional fee for the right to university study.

Other international students, even if they do not have refugee or subsidiary protection status, who find themselves in particularly serious situations following due assessment by a special commission chaired by the Rector's delegate for students and researchers from crisis areas, may also be exempted from payment of the entire university fee, with the exception of the amount relating to the regional fee for the right to university study.

Stateless students are treated in the same way as Italian citizens, and therefore income and assets held in Italy are taken into account when calculating university contributions.

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 programmes who are **over sixty years old** have the right to a 50% **reduction in university fees**, pursuant to article 4 of the Regulations for the calculation and payment of fees and dues for enrolment in programmes at the University of Siena.

Students enrolled in first cycle, second cycle and single-cycle degree programmes who have been fixed-term or permanent **employees of the University of Siena** for at least six months on the

date of registration/enrolment and students employed by the **Azienda Ospedaliera Universitaria Senese** who have been permanent employees for at least six months on the date of registration/enrolment are entitled to a 400 Euro reduction in the university contribution referred to in Article 4 of the Regulations for calculating and paying fees and dues for enrolment on programmes at the University of Siena.

The same amount is payable by **civil servants** enrolled in degree programmes under the "PA 110 e lode" project.

Students enrolling in the first year of a second cycle degree programme who have been **enrolled at the University for the academic year 2023/2024 in individual courses** that were activated for this second cycle degree programme are exempt from payment of an amount equal to the amount paid for enrolment in these individual courses if they have obtained the relevant credits.

Work-study programmes

Among the measures aimed at providing financial support to deserving students, each year, pursuant to Legislative Decree No. 68/2012, the university publishes calls for paid tutoring activities and part-time work, the latter within the limits set by the university budget.

Solidarity Fund

As provided for under Article 31 of the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena , the university may provide each year - by special notice - a Solidarity Fund for the partial or total exemption from university fees of students who find themselves, even temporarily, in personal or family situations of hardship; the fund is an extraordinary aid to cope with sudden changes in personal or family conditions due to unforeseeable circumstances.

With reference to art. 22 of the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena the following students may also apply for Solidarity Funding:

- those with certified disability of less than 66%;
- those with certified disability equal to or greater than 66%, recognised during the course of the academic year, rather than at the beginning
- those with disability certification, pursuant to Law 104/92, recognised during the course of the academic year, rather than at the beginning
- the children of recipients of an incapacity pension recognised during the course of the academic year, rather than at the beginning.

SECTION 14

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.

Admissions Office admissionoffice@unisi.it - <https://www.unisi.it/urp> located on the ground floor of the Rettorato courtyard in Via Banchi di Sotto no. 55, Siena (+39) 0577 235555;

Orientation services (*Ufficio orientamento*) Palazzo del Rettorato in Via Banchi di Sotto no. 55, Siena – email: orientamento@unisi.it

Scholarships, Education incentives and tutoring office (*Ufficio borse, incentivi allo studio e tutorato*) Rettorato Palace in Via Banchi di Sotto no. 55, Siena – email: tutorato@unisi.it

Sector for inclusion in the student community c/o Rettorato Palace in Via Banchi di Sotto no. 55, Siena – email: disabilita@unisi.it – servizidsa@unisi.it

List of administration desks (Students and course administration offices and Student services) and their locations:

San Miniato teaching facility - Via Aldo Moro no. 2 – Siena
Student Services - San Miniato – email studentisanminiato@unisi.it opening hours can be found at <https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-servizi-agli-studenti-san-miniato>

San Francesco teaching facility - Piazza San Francesco no. 8 – Siena
Student Services San Francesco - email didattica.sem@unisi.it; opening hours can be found at <https://www.sem.unisi.it/it/servizi/uffici/ufficio-servizi-agli-studenti-san-francesco>

Mattioli teaching facility - Via P. A. Mattioli no. 10 - Siena
Student Services - Via Mattioli - 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 teaching facility - Via Roma 56 - Siena
Student Services for students in the Humanities - email studenti.poloumanistico@unisi.it; opening hours can be found at <https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-servizi-agli-studenti-polo-umanistico>

Students and course administration office - Information engineering and mathematics - email didattica.diism@unisi.it; opening hours can be found at <https://www.unisi.it/ufficio-studenti-diism>

Le Scotte teaching facility - Strada delle Scotte no. 4 – Siena

Student Services – Le Scotte email

dentistry@unisi.it

medicina@unisi.it

sanitarie.biomediche@unisi.it

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

Arezzo campus:

Students and course administration office of the Arezzo Campus and Teacher Training - Viale Cittadini no. 33 – Arezzo; email didattica.campusarezzo@unisi.it; opening hours can be found at <https://www.unisi.it/didattica/uffici-studenti-e-didattica/ufficio-studenti-e-didattica-del-campus-di-arezzo-e-formazione>

Desks around the region:

Students and course administration office for the Grosseto campus - Via Saffi no. 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>

COLLECTION OF SUGGESTIONS, REPORTS, COMPLAINTS OR APPRECIATIONS

The University of Siena provides a service for collecting suggestions, reports, complaints or appreciations, giving priority to formally listening to enrolled students, families and citizens in general.

Users can exercise their right to be heard/listened to, and in this case the collection of such information is considered important because:

- it enables the university to monitor the quality of services provided;
- it allows the university to take remedial, corrective or preventive actions with a view to improvement;
- gives value to appreciations.

A **complaint** is any grievance addressed to the University due to the failure or poor provision of a service by a structure of the University of Siena;

A **suggestion** is any proposal addressed to the University aimed at promoting actions for the improvement of the standards of effectiveness, efficiency, cost-effectiveness, and quality;

A **report** is any communication to the University highlighting a disservice, a fact or an activity that is not regular or has failed;

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

On the Admissions Office webpage

<https://www.unisi.it/ateneo/adempimenti/urp-admission-office/reclami-e-suggerimenti>

users can find an online form to be used for this purpose.