



UNIVERSITÀ
DI SIENA
1240

**Annual Study Prospectus
for degree courses,
single-cycle master's degree courses
and master's degree courses**

Academic Year 2018/2019

SECTION 1: TYPES OF COURSES

Degree courses and single-cycle master's degree courses	page 5	
Master's degree courses		page 7
Master's degree courses that issue a double degree	page 9	
Degree courses and master's degree courses delivered in English	page 10	

SECTION 2: PERIODS, DATES, DEADLINES AND OBLIGATIONS

Important periods, dates, deadlines and obligations	page 12	
Admission tests for local and national limited attendance courses		page 13

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

Students with disabilities and learning disabilities		
page 14		
Pre-registration and registration of degrees and single-cycle master's degree courses		
page 14		
Pre-registration		page 14
Registration		page 15
When to register	page 15	
Who can apply to register	page 15	
How and where to apply to register	page 15	
Useful documents for carrying out the application registration procedure online		page
17		
Admission tests		page
18		
Procedures for enrolling in English language test		page
18		
Incompatibility for simultaneous enrolment		page
19		
Enrolment for master's degree		page
19		
Who can submit the assessment application, how and when		page
19		
How, where and when to enrol	page 21	
Useful documents for carrying out the enrolment application procedure online		
page 22		
Procedures for enrolling in English language test		page
23		
Incompatibility for simultaneous enrolment		page
23		
Part-time students	page 23	
Who part-time students are		page
23		
Who can apply to be part-time student		page 24
When and how to apply to be a part-time student		page
24		
Working students		page
24		

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

Who can apply for pre-enrolment at the competent Italian representation office	page 25
Knowledge of Italian language test	page 26
Students exempt from the Italian language test	page 26
Registration for degree courses and single-cycle master's degree courses	
page 27	
How where and when to apply to register	page 27
Documents to be delivered when applying for registration	page 27
Admissions tests	page 28
Reallocation of places	page 28
Enrolment for master's degree	
page 28	
Request for prior security clearance	page 28
Presentation mode for pre-enrolment with the competent Italian representation office	page 29
Knowledge of Italian language test	page 30
Students exempt from the Italian language test	page 30
How, where and when to apply to enrol	page 30
Documents to be delivered when applying for enrolment	page 31
Incompatibility for simultaneous enrolment	page 31

SECTION 5: ENROLMENT FOR YEARS SUBSEQUENT TO FIRST

Online enrolment	page 32
Students about to graduate - Application to suspend enrolment	page 33

SECTION 6: RE-ENROLMENT OF LAPSED/RENOUNCING STUDENTS/GRADUATES/STUDENTS WITH UNIVERSITY DIPLOMA WITH PREVIOUS ACADEMIC CAREER RETRIEVAL

When, how and where to apply to register	page 34
Incompatibility for simultaneous enrolment	page 34

SECTION 7: TRANSFER BETWEEN UNIVERSITIES AND CHANGE OF COURSES

Transfer between universities	page 35
Incoming transfers	page 35
Outgoing transfers	page 36
Changing study courses within the University of Siena	page 37

Changing over Master's degree courses page
37

SECTION 8: INTERRUPTION, SUSPENSION AND ACADEMIC CAREER REUNIFICATION AND RENOUNCING STUDIES

Academic career interruption page
38
Who can apply to interrupt page 38
What interrupting an academic career entails and how long it can last page
38
How and where to apply to interrupt and reactivate page 38
Academic career suspension page
39
Who can apply to suspend page 39
What does academic career suspension entail page
39
How and where to apply to suspend and reactivate page 39
Reactivation of academic career after interrupting studies page 39
Fees payable in event of reunification page 40
Renouncing studies
page 40
Fees payable in event of renunciation page
40

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

Purpose of application for recognition of an overseas academic qualification page
42
Necessary documentation page 42
When and where to apply for recognition page 43
Continuation of studies in event of partial recognition page 43

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

Who can apply page 44
How and where to apply page 44
Exams
page 45
Enrolment fee page
45
Incompatibility for simultaneous enrolment page
45

SECTION 11: UNIVERSITY FEES

Payments to students page 46
Tax checks and penalties for untruthful declaration page 48

USEFUL CONTACTS page
49

PLEASE NOTE: The information about the location of the URP - International Place and the offices indicated generally as the administration offices in the herein Study Prospectus can be found on page 49 of the Prospectus itself.

SECTION 1

TYPES OF COURSES

Degree courses and single-cycle master's degree courses

Please remember that the legal qualification is awarded by the class of degree to which the study course belongs.

Those who intend to register for **non-limited attendance** degree courses and single-cycle master's degree course at the local or national levels must have a high school certificates or another study qualification awarded overseas, recognised as suitable, and must take part in a mandatory access test but which does not preclude registration. This test aims to verify basic preparation and to learn of any additional learning obligations that may need fulfilling in the first year of the course. It is possible to take the admission test for several study courses.

Enrolment for the test, and the modes, dates and locations of the test sessions will be determined and published on the university website www.unisi.it in the section reserved for registrations starting from the month of May 2018.

Those who intend to register for **limited attendance** degree courses and single-cycle master's degree courses at the local or national levels must have a high school certificates or another study qualification awarded overseas, recognised as suitable, and must take part in specific admission tests, obtain a position on the list of candidates and observe the specific deadlines foreseen by each call for admission to the courses. The tests will be carried out on the dates stated in each admission call, with enrolment through procedures defined by the same calls published on the university website www.unisi.it, in the list section online.

Degree courses				
Name of study course	Degree Category	Department of reference	Study campus	Limited attendance course
Historical and cultural heritage sciences	L-1 Cultural heritage	Historical and cultural heritage science	Siena	No
Biotechnology	L-2 Biotechnology	Molecular and development medicine	Siena	Yes - see specific notice
Education and management in multicultural environments**	L-19 Education and learning science - L-5 Philosophy	Education science, human science and intercultural communication	Arezzo	No
Information and computer engineering*	L-8 Information engineering	Computer engineering and mathematical science	Siena	No
Management engineering*	L-8 Information engineering	Computer engineering and mathematical science	Siena	No
Literature and philosophy studies	L-10 Literature	Philology and criticism of ancient and modern literature	Siena	No
Languages for intercultural and business communication	L-11 Modern languages and cultures	Education science, human science and intercultural communication	Arezzo	No
Biology	L-13 Biology	Life sciences	Siena	Yes - see specific notice
Legal services	L-14 Legal services science	Law	Siena	No
Economics and business studies	L-18 Economics and corporate management science	Corporate and legal studies	Siena	No
Education and learning science	L-19 Education and learning science	Education science, human science and intercultural communication	Arezzo	No
Communication science	L-20 Communication science	Social, political and cognitive science	Siena	No
Agribusiness **	L-25 Agrarian and forest sciences and technologies	Life sciences	Siena	Yes - see specific notice
Chemistry*	L-27 Chemical science and technology	Biotechnology, chemistry and pharmacy	Siena	No

Physics and advanced technologies *	L-30 Physical science and technology	Physical, earth and environmental science	Siena	No
Environmental and natural science	L-32 Environmental and natural science and technologies	Physical, earth and environmental science	Siena	No
Economic and banking sciences	L-33 Economic science	Political and statistical economics	Siena	No
Geology*	L-34 Geology	Physical, earth and environmental science	Siena	No
Mathematics *	L-35 Mathematics	Computer engineering and mathematical science	Siena	No
Political science	L-36 Political science and international relations	Political and international science	Siena	No
Social services science	L-39 Social services	Social, political and cognitive science	Siena	No
Nursing (qualifying for professional nursing)	L/SNT1 Healthcare and nursing professions and midwifery	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Obstetrics (qualifying for professional midwifery)	L/SNT1 Healthcare and nursing professions and midwifery	Molecular and development medicine	Siena	Yes - see specific notice
Physiotherapy (qualifying for professional physiotherapy)	L/SNT2 Healthcare rehabilitation professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Orthoptics and ophthalmological assistance (qualifying for healthcare profession of orthoptic practitioner and ophthalmology assistant)	L/SNT2 Healthcare rehabilitation professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Speech therapy (qualifying for professional speech therapy)	L/SNT2 Healthcare rehabilitation professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Dietistics (qualifying for professional dietician)	L/SNT3 Healthcare technical professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Cardiocirculatory physiopathology and cardiovascular perfusion techniques (qualifying for healthcare profession of cardiocirculatory physiopathology and cardiovascular perfusion technician)	L/SNT3 Healthcare technical professions	Medical biotechnology	Siena	Yes - see specific notice
Biomedical laboratory technician (qualifying for the healthcare profession of biomedical laboratory technician)	L/SNT3 Healthcare technical professions	Medical biotechnology	Siena	Yes - see specific notice
Dental hygiene (qualifying for the healthcare profession of dental hygienist)	L/SNT3 Healthcare technical professions	Medical biotechnology	Siena	Yes - see specific notice
Medical radiology techniques, for images and radiotherapy (qualifying for the healthcare profession of medical radiology technician)	L/SNT3 Healthcare technical professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Prevention techniques in the environment and in the work place (qualifying for the healthcare profession of environmental and workplace prevention technician)	L/SNT4 Healthcare professions of prevention	Molecular and development medicine	Siena	Yes - see specific notice
Single-cycle master's degree courses				
Law (single-cycle master's degree course - 300 ECTS credits - duration 5 years)	LMG/01 Law	Law	Siena	No

Chemistry and pharmaceutical technology (single-cycle master's degree course under European legislation – 300 ECTS credits - duration 5 years)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
Pharmacy (single-cycle master's degree course under European legislation – 300 ECTS credits - duration 5 years)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
Medicine (single-cycle master's degree course under European legislation – 360 ECTS credits - duration 6 years)	LM-41 Medicine	Medical, surgical and neurosciences	Siena	Yes - see specific notice
Dentistry and Dental Prosthodontics	LM-46 Dentistry and Dental Prosthodontics	Medical biotechnology	Siena	Yes - see specific notice

* **NOTE:** Pursuant to the regulations applicable to the **"Young people's support fund"** (part of the scientific degrees plan), in order to encourage enrolments in study courses in subjects of particular national and EU interest, partial refunding of fees and contributions can be provided for students enrolled in the above degree courses. The criteria for identifying beneficiaries and the refund amounts have been published on the university website www.unisi.it following the route: TEACHING>Scholarships and grants>Study grants, degree grants, assistance and incentives (DIDATTICA>Borse e incentivi allo studio>Premi di studio, di laurea, agevolazioni e incentivi).

** This course is currently being approved by the competent institutions.

Master's degree courses

Please remember that the legal qualification is awarded by the class of master's degree to which the study course belongs.

Those who intend to enrol in **master's degree courses** must have a **degree** or a **university three-year diploma**, or **another study qualification from overseas, recognised as suitable, and with specific curricular requisites and adequate personal preparation**, verified with the modes set out in the learning regulations for each master's degree course, that also state the specific **access criteria**. Learning regulations for the study courses can be found on the university website www.unisi.it, in the by-laws and regulations section.

Name of study course	Degree Category	Department of reference	Study campus	Limited attendance course
Anthropology and image languages	LM-1 Cultural anthropology and ethnology	Social, political and cognitive science	Siena	No
Archaeology	LM-2 Archaeology	Historical and cultural heritage science	Siena	No
Biology	LM-6 Biology	Life sciences	Siena	No
Sanitary Biology	LM-6 Biology	Molecular and development medicine	Siena	No
Medical biotechnologies	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Genetic Counsellors**	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Biotechnologies of Human Reproduction**	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Molecular and development medicine	Siena	No
Modern Literature	LM-14 Modern philology	Philology and criticism of ancient and modern literature	Siena	No
Classic literature	LM-15 Philology, literature and ancient history	Philology and criticism of ancient and modern literature	Siena	No
Finance	LM-16 Finance	Political and statistical economics	Siena	No

Electronics and Communications Engineering	LM-27 Telecommunications engineering	Computer engineering and mathematical science	Siena	No
Engineering management	LM-31 Management engineering	Computer engineering and mathematical science	Siena	No
Computer and Automation Engineering	LM-32 Computer engineering	Computer engineering and mathematical science	Siena	No
Language and mind: linguistics and cognitive studies	LM-39 Linguistics	Social, political and cognitive science	Siena	No
Applied Mathematics	LM-40 Mathematics	Computer engineering and mathematical science	Siena	No
International Sciences	LM-52 International relations	Political and international science	Siena	No
Chemistry	LM-54 Chemical sciences	Biotechnology, chemistry and pharmacy	Siena	No
Economics	LM-56 Economic sciences	Political and statistical economics	Siena	No
Administration science	LM-63 Public administration science	Political and international science	Siena	No
Geoscience and applied geology	LM-74 Geological science and technology	Physical, earth and environmental science	Siena	No
Eco-toxicology and environmental sustainability	LM-75 Environmental and territorial science and technologies	Physical, earth and environmental science	Siena	No
Economics and Management of Financial Intermediaries	LM-77 Economic science	Corporate and legal studies	Siena	No
Management and Governance	LM-77 Economic science	Corporate and legal studies	Siena	No
International Accounting and Management**	LM-77 Economic science	Corporate and legal studies	Siena	No
History and philosophy	LM-78 Philosophical science & LM-84 Historical science	Historical and cultural heritage science	Arezzo - Siena	No
Public and Cultural Diplomacy	LM-81 Development Cooperation Science	Social, political and cognitive science	Siena	No
Statistics for sample surveys	LM-82 Statistical science	Political and statistical economics	Siena	No
Science of Education and pedagogical consulting in organisations	LM-85 Pedagogical science	Education science, human science and intercultural communication	Arezzo	No
Art history	LM-89 History of Art	Historical and cultural heritage science	Siena	No
Communication strategies and techniques	LM-92 Communication Theories	Social, political and cognitive science	Siena	No
Nursing and midwifery	LM/SNT1 Nursing and midwifery	Molecular and development medicine	Siena	Yes - see specific notice
Rehabilitation science for healthcare professions	LM/SNT2 Rehabilitation science for healthcare professions	Medical, surgical and neurosciences	Siena	Yes - see specific notice

** This course is currently being approved by the competent institutions.

Master's degree courses that issue a double degree

The participating institutions simultaneously issue two national qualifications to the students involved in the programme, following bilateral agreements that foresee completion of an integrated training path of the same duration as the one provided for in each country. They are university study courses for which full courses for achieving the qualification are provided, and based on special agreements with overseas universities, foresee international student mobility programs, usually as an exchange that allow students to obtain a "national" study qualification and also one issued by the overseas partner university.

Students joining the programme spend specific alternating periods of study in the two academic institutes. At the end of the courses, and after any final tests the students obtain a final national qualification from both institutions ("double degree").

For a.y. 2018/2019 at the University of Siena the following master's degrees have been activated that offer the possibility of obtaining a double degree from an institution indicated alongside each course:

- **Finance** (class LM-16 Finance): University of Ljubljana (Slovenia), Romanian-American University Bucharest (Romania);
- **Economics** (class LM-56 Economic sciences), curriculum Economics: University of Ljubljana (Slovenia);
- **Economics and financial intermediary management** (class LM-77 Economic-corporate sciences): Lobachevsky State University of Nizhni Novgorod (Russian Federation), Vilnius University (Lithuania), Siberian Federal University (Russian Federation);
- **Electronics and communications engineering** - (class LM-27 Telecommunications engineering): Universidad Carlos III Madrid (Spain);
- **History and philosophy** (class LM-78 Philosophical science & LM-84 Historical Science): Université Pierre Mendès France Grenoble (France);
- **Language and mind – Linguistic and cognitive studies** (class LM-39 Linguistics): Université Paris 1 Panthéon Sorbonne (France);
- **Archaeology** (class LM-2 Archaeology): Université Rennes II.
- **International Accounting and Management** (class LM-77) Lobachevsky State University – Nizhninovgorod (Russian Federation).

Modes for participating in the exchange programmes are shown in the specific call published by the university as part of the mobility calls issued each year for its students by the International Relations Office, which can be found on their web pages.

Degree courses and master's degree courses delivered in English

For a.y. 2018/2019 the following degree courses have been activated which are delivered in English:

- **Economics and business studies** (class L-18 Economics and corporate management sciences). The course is divided into three different curricula: the Corporate economics and management curriculum and the Economics and management curriculum are delivered in Italian; the Economics and management curriculum is delivered in English;
- **Economic and banking sciences** (class L-33 Economic Science) (Department of political economics and statistics). The course is divided into four different curricula: the Bank and Finance curriculum, the Economic curriculum and the Quantitative Statistics curriculum are offered in Italian; the Economics and banking curriculum is offered in English.

For a.y. 2018/2019 the following master's degree courses have been activated which are delivered in English:

- **Applied Mathematics** (class LM-40 Mathematics) pertaining to the Department of Computer Engineering and Mathematical Sciences;
- **Biology** (class LM-6 Biology) (Department of Life Sciences). The course is divided into two different curricula: the Molecular and Cellular Biology curriculum is delivered in Italian; the Biodiversity and Environmental Health curriculum is delivered in English;

- **Biotechnologies of Human Reproduction** (class LM-9 Medical, veterinary and pharmaceutical biotechnologies) at the Department of Molecular and Development Medicine. This course is currently being approved by the competent institutions;
- **Chemistry** (class LM – 54 Chemical sciences) pertaining to the Department of Biotechnologies, Chemistry and Pharmacy;
- **Computer and automation engineering** (class LM-32 Computer engineering) pertaining to the Department of Information engineering and Mathematical sciences. The course comprises two curricula: Information systems and Robotics and automation both delivered in English;
- **Dentistry and Dental Prosthodontics** – (class LM-46 Dentistry and Dental Prosthodontics) pertaining to the Department of Medical Biotechnologies;
- **Economics** (class LM-56 Economic Science) pertaining to the Department of political economics and statistics. The course is divided into two different curricula: the Environmental and development economics curriculum is delivered in Italian; the Economics curriculum is offered in English;
- **Electronics and Communications Engineering** (class LM-27 Communication engineering) pertaining to the Department of Information engineering and Mathematical sciences;
- **Engineering management** (class LM-31 Management engineering) pertaining to the Department of Information engineering and mathematical sciences;
- **Finance** (class LM-16 Finance) pertaining to the Department of Political economics and Statistics;
- **Genetic Counsellors** (class LM-9 Medical, veterinary and pharmaceutical biotechnologies) pertaining to the Department of Medical Biotechnologies. This course is currently being approved by the competent institutions;
- **International Accounting and Management** (class LM-77 Economic-business sciences) pertaining to the Department of corporate and legal studies. This course is currently being approved by the competent institutions;
- **Language and mind: linguistics and cognitive studies** (class LM-39 Linguistics) pertaining to the Department of social, political and cognitive sciences. The course is divided into two curricula: Linguistics and cognitions and Philosophy and cognition, both offered in English;
- **Medical Biotechnologies** (class LM-9 Medical, veterinary and pharmaceutical Biotechnologies) pertaining to the Department of Medical Biotechnologies;
- **Public and Cultural Diplomacy** (class LM-81 Development cooperation science) pertaining to the Department of Social, Political and Cognitive Sciences. The course comprises two curricula: Public diplomacy and Cultural diplomacy both delivered in English;
- **International Sciences** (class LM – 52 International Relations) pertaining to the Department of Political and International Sciences. The course is divided into three different curricula: the International and diplomatic sciences, the international development and cooperation curriculum are delivered in Italian; the European studies curriculum is offered in English.

SECTION 2

PERIODS, DATES, DEADLINES AND OBLIGATIONS

27 April 2018	<ul style="list-style-type: none"> - Commencement of online procedures for pre-registration for non-limited attendance degree courses;
15 May 2018	<ul style="list-style-type: none"> - Opening of online procedures for the evaluation of curricular access requisites for a non-limited attendance master's degree course.
13 July 2018	<ul style="list-style-type: none"> - Deadline for pre-registrations and consequent closure of online pre-registration procedures for: <ul style="list-style-type: none"> a) non-limited attendance degree courses, b) non-limited attendance single-cycle master's degree courses.
23 July 2018	<ul style="list-style-type: none"> - Commencement of online procedures for registration on non-limited attendance single-cycle master's degree and degree courses; - Commencement for online enrolment procedures for the first year of a non-limited attendance master's degree course (procedure reserved only for candidates with a direct admission to course evaluation); - Commencement of presentation of necessary documents at the administration offices for the abbreviation of courses for students who enrol with retrieval of a previous academic career, even if not completed; - Beginning of submission applications for transfer to another university and change-over. (For courses where issue of a prior authorisation is necessary, it is necessary to contact the relevant administration office).
23 August 2018	<ul style="list-style-type: none"> - Commencement of online procedures for renewal of enrolments for further years (after first) on level I and II study courses with payment of first instalment and entry of ISEE (Equivalent economic situation indicator); - Beginning of submission to the administration office, only for "graduating" students, of the request for suspension of enrolment for a.y. 2018/2019.
2 October 2018	<ul style="list-style-type: none"> - Commencement of period of lessons for first semester. For data regarding single study courses, consult the teaching facility websites.
31 October 2018 <small>(If such deadline falls on a weekend, it will be extended until the first subsequent working day)</small>	<ul style="list-style-type: none"> - Deadline for registrations and consequent closure of online registration procedures for: <ul style="list-style-type: none"> a) non-limited attendance degree courses, b) non-limited attendance single-cycle master's degree courses; - Deadline for submitting application for enrolment with retrieval of previous academic career; - Deadline for enrolments for further years (after first) on level I and II study courses with payment of first instalment; - Deadline for delivering request for suspension from enrolment for the academic year 2018/2019.
20 December 2018	<ul style="list-style-type: none"> - Deadline for payment of second instalment. - Deadline for enrolment in first year of non-limited attendance master's degree course.
31 December 2018	<ul style="list-style-type: none"> - Deadline for submitting applications of transfer to another university and change-over.

31 January 2019	- Deadline by which requests for transfers from other Universities must be submitted (provided the student requested the transfer by 31 December 2018).
28 February 2019	- Deadline for payment of third instalment of fees.
1 March 2019	- Commencement of period of lessons for second semester . For data regarding single study courses, consult the teaching facility websites.
30 April 2019	- Deadline for payment of fourth instalment of fees.
13 May 2019	- Deadline for renewal of enrolment with simultaneous payment of the first instalment of fees for students about to graduate that have requested suspension from enrolment and have not obtained their academic qualification by the last session of the degree. To enrol, the student must contact his own administration office (see section 5 of this Study Prospectus). - Deadline for payment of the recognition fee by graduating students
31 May 2019	- Deadline for payment of missing instalments of the all-inclusive contribution for the students about to graduate who requested suspension and who did not complete their degree within the last degree session.

PURSUANT TO THE APPLICABLE REGULATIONS FOR DETERMINING AND PAYING THE FEES AND CONTRIBUTIONS, IN THE EVENT OF SUBMISSION OF APPLICATION AFTER THE DEADLINES, AN ADDITIONAL FEE OF 30 EURO IS PAYABLE IN ADDITION TO THE INCREASE PAYABLE FOR LATE PAYMENT.

Admission tests for locally and nationally limited attendance courses

The dates for carrying out and the admission application submission procedures for local and national limited attendance courses will be made known via publication of admission calls and specific, detailed notices. Students must consult these notices and calls that can be found in the online list of the university website www.unisi.it, and on the web pages reserved for registrations for the academic year 2018/2019.

On the publication date of this Study Prospectus, the Ministry of Education, University and Research established the dates for the admission tests for **degree courses for healthcare professions (12 September 2018)** and the **single-cycle master's degree course in Medicine and surgery (4 September 2018)** and the **single-cycle master's degree in Dentistry and Dental Prosthodontics delivered in English (13 September 2018)**.

SECTION 3

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

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

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

EU students in the following categories are also considered equivalent:

- Political refugees and holders of auxiliary protection;
- Staff from overseas diplomatic services and in international bodies based in Italy (accredited with the Italian State or the Vatican City State) and dependent relatives, limited to spouses and children;
- Non-EU citizens legally staying in Italy (*pursuant to art. 26 of Law no. 189 30th July 2002*), holders of permits of stay or EC permits of stay for long-term stays for:
 - a) employment;
 - b) self-employment;
 - c) family reasons;
 - d) political asylum;
 - e) humanitarian asylum;
 - f) religious reasons;

and:

- Non-EU citizens legally staying in Italy for at least one year, with a high school certificate awarded in Italy or a final certificate from an Italian school overseas or foreign or international schools in Italy or overseas, that have bilateral agreement or special regulations for recognition of study qualifications.

Students with disabilities and learning disabilities

The University of Siena provides support to students with disabilities and diagnosed learning disabilities throughout their entire studies at the University. These students may apply to the disability reception and learning disability services office (ufficio accoglienza disabili e servizi DSA) for any requirements and information. This office is located within the Palazzo del Rettorato, at Via Banchi di Sotto, 55 Siena – email: uffdisabili@unisi.it – servizidsa@unisi.it – tel:0577235518.

Pre-registration and registration of degrees and single-cycle master's degree courses

Pre-registration

From 27th April 2018 to 13th July 2018 students, even if not yet in possession of a high school certificate, can carry out the online pre-registration procedure for non-limited attendance degree courses and single-cycle master's degree courses at the university. **This procedure is a kind of "reservation" of one's place at the University of Siena.**

Pre-registration for non-limited attendance degree courses and single-cycle master's degree courses is carried out entirely via **online procedure**. In particular, starting from **27th April 2018** and until **13th July 2018** an online service is active on the website <https://segreteriaonline.unisi.it/> for submitting pre-registration applications. The student must first of all **register**. Once registration using the access credentials provided to the student is completed, the pre-registration procedure begins with the compilation of the relative fields with the data to enter, including high school diploma held, study course chosen, type of study chosen (part time or full time) any invalidity equal to or higher than 66% or disability with recognition of handicap pursuant to article 3, par 1 of law 104/1992.

After completing all the necessary fields correctly, the system will allow the student to **print the MAV** (payment by notice) for the amount of **Euro 35. This amount replaces the registration fee for the admission test to non-limited attendance degree courses.**

Those who, after completing pre-registration, want to pay for registration, which is the action that completes enrolment in one of the university's study courses, must access the online registration procedure as described below from 23 July 2018 and no later than 31 October 2018.

The above mentioned amount of 35 Euros is not refundable as it is paid for general administration costs that have been incurred in any case.

Registration

When to register

From **23 July 2018** to **31 October 2018** registration is open for non-limited attendance **degree courses** and **single-cycle master's degree** courses for the academic year 2018/2019 as set out in Section 1 of this Study Prospectus.

After the 31 October 2018 deadline, any additional applications for registration will be evaluated and, if approved, a further fee of Euro 30 will be due.

Payment for the first instalment of the all-inclusive contribution made after the deadline of 31st October 2018 will be increased by an amount due for delayed payment, henceforth known as arrears, as set out in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Those who intend to register for **limited attendance courses** must, instead, observe the specific deadlines foreseen by each admission call for the courses.

Who can apply to register

Pursuant to the current dispositions in force, those students with a **high school leaving certificate** or another qualification obtained overseas, which is recognised as suitable, can register for any **degree course or single-cycle master's degree course**. Learning regulations for study courses can also require possession or acquisition of suitable initial preparation. For this purpose, the same learning regulations define the knowledge required for access and determine verification mode. If verification is not successful any **specific additional learning obligations to be completed in the first year of the course** will be indicated.

How and where to apply to register

Registration is carried out entirely by **online procedure** from **23rd July 2018** and until **31st October 2018** on the website <https://segreteriaonline.unisi.it/>

The student must first of all **register**. Once registration using the access credentials provided to the student is completed, the pre-registration procedure begins with the compilation of the relative fields with the data to enter, including high school diploma held, study course chosen, type of study chosen (part time or full time) any invalidity equal to or higher than 66% or disability with recognition of handicap pursuant to article 3, par 1 of law 104/1992.

After completing all the necessary fields correctly, the system will allow the student to **print the MAV** (payment by notice) for the amount due for the first instalment of the all-inclusive contribution.

Payment of the above amount must be made by 31st October 2018 at a bank in Italy or via internet banking (service reserved for holders of credit cards) or via the Pago PA system.

For particular university fee cases, subsidies and forms of exemption, please refer to the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

One registration is completed and payment has been made, **it is not necessary to hand over any type of document.**

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

- **Siena Public Relations Office (URP)**
Palazzo del Rettorato, via Banchi di Sotto 55,
Opening times: Monday, Wednesday and Friday from 9:20 to 13:00; Tuesday and Thursday from 14:00 to 16:00.
- **Registration and enrolment help desk** (0577 235511)
Telephone hours: Monday and Wednesday from 9:00 to 13:30 – Tuesday and Thursday from 14:00 to 15:30 – Friday from 9:30 to 12:30; requests for information can also be sent to this department also via the following email address: immatricolazioni@unisi.it.
- **Grosseto students' and study office counter**
Via Aurelio Saffi 17/c,
Opening times: Monday to Friday from 09:00 to 13:00; Tuesday and Thursday from 15:00 to 16:30.

For registrations on **limited attendance** degree courses, specific information is provided with the admission calls for said courses and on the university website www.unisi.it.

When registration is complete with payment of amount due made:

1. the student can access his/her own university email box (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering username and password allocated during online registration phase. The student who is allocated an email box is automatically enrolled in the student mailing list. Starting from the moment of allocation, all later communications by university email must only be sent from this email address. The email address will be kept active during the student's academic career and any further academic careers;
2. the student must make an appointment online with the administration office to pick up a **student card** which is the valid instrument to be used for accessing the university services and the University Sports Centre (CUS - Centro sportivo universitario).

Before registering online for a **limited attendance course**, it is necessary to be admitted on the relative lists, observing terms and modes shown in admissions calls.

Before registering online **EU citizens, equivalent non-EU citizens and Italian citizens with overseas qualifications** must obtain authorisation by checking of study documents and permits of stay by the staff at the URP – International Place. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place Via Banchi di Sotto, 55 Siena.

Before registering online **foreign citizens resident abroad** must obtain **authorisation** by checking of study documents and permits of stay by the staff at the URP – International Place. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-non-ue> URP – International Place Via Banchi di Sotto, 55 Siena.

Useful documents for carrying out the application registration procedure online

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

A) ISEE data 2018: To carry out and complete the computerised enrolment procedures, the student must have **the 2018 ISEE declaration** (DPCM - Prime Ministerial Decree 159 of 5 December 2013). Entering the ISEE value will in fact, grant access to any reductions on the calculation of all-inclusive contribution for the academic year of enrolment. During the procedure, the student must indicate the protocol number of the DSU (Right to University Education)

allocated by INPS. The student must complete the registration procedure by the set deadlines indicated in section 2 of this Study Prospectus;

B) high school diploma information;

Students with qualifications from overseas must already have the registration authorisation before carrying out the online procedure. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place Via Banchi di Sotto, 55 Siena;

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

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

E) tax code.

IMPORTANT NOTE:

IT IS POSSIBLE TO CHANGE 2018 ISEE DATA ONLY BEFORE PAYING THE FIRST INSTALMENT AND NO LATER THAN THE DEADLINE FOR REGISTRATIONS.

INSERTION/AMENDMENT OF THE ISEE DATA AFTER 31 OCTOBER 2018 WILL BE ALLOWED ONLY IN PERSON AT THE COMPETENT ADMINISTRATION OFFICE WITH PAYMENT OF A EURO 30 CONTRIBUTION.

The amount of the all-inclusive registration contribution is stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Any renunciation to registration does not provide for refunding of fees paid.

The following subjects are not obliged to pay the all-inclusive contribution but only the stamp duty to be paid by 31st October 2018:

- those that have submitted an application for a grant to the Regional Agency for the Right to University Education;
- handicapped subjects pursuant to article 3 par. 1 of Law 104/1992 or with recognised invalidity equal to or higher than 66%. These conditions must be valid when registering/enrolling;
- foreigners with study grants from the Italian government.

Access test

Those who intend to register for non-limited attendance degree courses must take part in a **non-selective mandatory indicative access test** to verify that the students' initial preparation is adequate.

Support activities may be planned for those students who, after taking the test, are granted **additional educational obligations**.

Fulfilling additional educational obligations is regulated by each learning facility and may take place in different ways, including mandatory attendance of support courses or further tests, as regulated in the Learning Regulations for the study courses.

Information about the access test can be found on the university website in the registrations section and in the pages of each learning facility.

It is possible to enrol for the access tests from the online administration office personal page, by clicking on "Evaluation test". At the end of the enrolment procedure, an amount of **35 Euros** must be paid via MAV (payment by notice). Payment of the above amount must be made at a bank in Italy or via internet banking (service reserved for holders of credit cards) or using the Pago PA system before taking the test.

The student must attend the test with a valid ID document. Any special features regarding some study courses will be made known on the university website www.unisi.it in the section reserved for access tests.

The following subjects are exempt from taking the test:

- students transferring from another Italian university enrolled on a study course pertaining to the same class of degree/single-cycle master's degree as the course on which they wish to enrol in Siena;
- students with a qualification obtained on a study course pertaining to the same class of degree/single-cycle master's degree as the course on which they wish to enrol in Siena;
- student transferring from another university and/or changing over from another study course or graduates from another study course expressly exempted by the Learning Committee on the course they wish to enrol in.

Procedures for enrolling in English language test

The University of Siena requires an English language level pass of at least B1 (according to the EU Framework for languages) to be able to graduate. Single-cycle master's degrees and EU legislation regulated degrees require a further test of level B2.

To prepare to take the tests, courses of various levels will be set up by the University Language Centre (CLA - Centro Linguistico di Ateneo) that will be held in Siena and Arezzo. It is possible to access the courses after taking **a test**.

Should students possess an **international certification of at least level B1, they don't have to take the test**, but submit the original certificate by 14 December 2018 to the CLA. Otherwise, to take the test and to receive any further information, immediately after registration, it is necessary to go to the following CLA website page <https://www.cla.unisi.it/it>.

Particular cases:

- The **registered students for the degree course in Communication Science** (class L-20 Communication Science) must take an English language test as well as the admission test (even if they already have a B1 certification or higher). It is possible to take the English language test on a date that will be made known later by arriving at the self-access laboratory on the 4th floor of the San Niccolo' learning centre (Via Roma 56). It is necessary to provide registration number, 2 ID card size photographs and an ID document for enrolling at the laboratory.
- **Registered students for the degree courses in Economics and Business Studies** (class L-18 Economic and Corporate Management Science) and **Economic and Banking Sciences** (class L-33 Economic Science) who do not have sufficient skills to pass the ordinary courses can follow a preparatory course if activated, after taking the CISIA access test. Information about the subject will be available on the School of Economics and Management web pages.
- **Registered students for the degree courses in healthcare professions** are not obliged to take the English language test (the course will be held in the 2nd semester).

Incompatibility due to simultaneous enrolment

Pursuant to article 31, paragraph 2 of the University Regulations, **it is not permitted to enrol in two study courses at the same time at our or another university**. Therefore, if, during the course, the student intends to enrol in another university course, he/she must submit a request for interruption of studies or can renounce the studies already attended. Interruption of a student's academic career regarding first course enrolled on will remain valid for the entire duration of the second study course chosen.

Said incompatibility does not exist if there is a simultaneous enrolment with **university study courses and courses at the Music conservatory, equivalent music institute courses and the national dance academy** (Min. Decree 28 September 2011, application art. 29, par. 21, of law 30 December 2010, no. 240). Pursuant to the above-stated Min. Decree 28 September 2011, the student who intends to make use of simultaneous enrolment at universities and at Higher Institute Musical and Choral studies must submit a **specific request and study plan in both institutions**. Study plans will be submitted to the relevant learning structure bodies involved that must check compatibility with simultaneous attendance and with commitment required of the

student for each year of the course. All education completed by the student each academic year in the two institutions and the acquisition of relative learning credits, however, **cannot exceed the total limit of 90 ECTS credits per year**. The student must pay fees and contributions in each of the two institutes according to the provisions provided by them.

Enrolment for master's degrees

Those who intend to enrol in non-limited attendance master's degree courses must have a **degree** or a **university three-year diploma**, or another **study qualification from overseas, recognised as suitable, and with specific curricular requisites and adequate personal preparation**, verified with the modes set out in the learning regulations for each master's degree course, that also state the specific access criteria. Curricular requisites and sufficient personal preparation may vary from course to course and any failure in passing the personal preparation test will result in not being able to enrol in the master's degree course.

Specifically, the relevant Learning Committee for the master's degree course (or the lecturer appointed by the committee), after the specific evaluation application has been submitted, checks whether the student has the curricular requirements and suitable personal preparation. Pursuant to the legislation in force, graduates who have an **educational deficit** noted on the access qualification are not permitted to enrol in a master's degree course. These students must acquire relative credits prior to enrolment, by enrolling in **single course modules (single courses)**.

Who can submit assessment application, how and when

To enrol in a **master's degree course** it is necessary to submit an **evaluation application** via online procedure. The service is active on the website, on the following page: <https://segreteriaonline.unisi.it/> click on "Evaluation test" (test di valutazione).

This application aimed at **verifying that the student has the necessary requisites** for accessing the course (curricular requisites and suitable personal preparation) **must be submitted from 15th May 2018 to 20th December 2018**, by filling out the evaluation form of the requisites already possessed, which can be found on the website www.unisi.it. The form, duly filled out and where exams passed and education activity completed during level I education path must be self-certified, must be attached during the online evaluation request procedure.

Students about to graduate can also submit an evaluation application on the condition that they have already acquired at least 120 ECTS credits out of the total 180 planned for obtaining the degree and, among these, all the ones relating to the specific scientific-subject sectors (SSD) requested as curricular requisites. These students can enrol in the condition that they complete their qualification required by 31 December 2018.

Before the official evaluation by the appointed lecturer or the Learning Committee, candidates can receive information and clarifications regarding access requisites directly from lecturers from the master's degree courses involved as indicated on the learning department websites.

Following the evaluation application, the appointed lecturer or the Learning Committee evaluates the curriculum submitted, and decides on:

- **admissibility** to the master's degree course;
- **whether** a student must take and pass the **access test** for the master's degree before proceeding with enrolment;
- **recognition of an educational deficit** compared to the access curricular requisites, indicating the specific learning courses (so-called *single courses*) that the student must pass to gain the necessary credits to make up for the deficit.

Once he has acquired the educational credits, the student who had been attributed an educational deficit compared to the curricular access requisites must resubmit an evaluation application to access the master's degree course at the administration office of the department running the study course.

Curriculum evaluation is required to verify:

a) **that the student has the required curricular requisites for being admitted to a master's degree course.** Curricular requisites are defined with reference to the degree class and the number of credits (ECTS) acquired in specific scientific-subject sectors (SSD - settori scientifico-disciplinari). The necessary curricular requisites are specified on the website of each department, in the sections reserved for the non-limited attendance master's degree courses. Based on what is provided for by the learning regulations for each specific master's degree course, the curricular requisites may include knowledge of the English language that, for master's degree courses delivered in English, must be at least level B2;

b) **that the student has the requisites for direct admission, without having to take the admission test.** These requisites are provided for by learning regulations for the master's degree courses involved.

The Learning Committee evaluates whether the student has the necessary access requisites and decides on admission according to the following modes:

- **requisites satisfied with direct admission:** in this case the student can enrol in the desired master's degree course within the scheduled time frame;

- **requisites satisfied and obligation to take and pass the admission test:** in this case, the student is contacted by the administration office for the relevant information regarding the admission test, and submits the necessary participation application that can be downloaded from the website www.unisi.it. Failing the admission test prevents enrolment in a Master's degree course;

- **requisites not fulfilled:** in this case, the student cannot enrol.

The result of the evaluation is notified to the student by the administration office.

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

- curricular requisite evaluation request form;

- photocopy, front and rear, of a valid ID document;

- official declarations proving necessary English language knowledge requisites, if required by the Learning Regulations of the study course being applied for.

The administration office notifies the result of the evaluation to each student by email.

In the same time frame foreseen for enrolments (23 July 2018 – 20 December 2018), **the student must finalise the application based on the result of the curriculum evaluation:**

a) in the event of **direct admission**, he/she can enrol by the latest date set for enrolment in master's degree courses (20 December 2018);

b) in the event that an **admission test** must be passed, the student must submit a necessary participation request for the test at least seven days in advance of the date set for the test (see section below).

How, where and when to enrol

Enrolment applications for non-limited attendance master's degree courses must be made from **23 July 2018 to 20 December 2018.**

After the 20 December 2018 deadline, any additional applications for enrolment will be evaluated and, if approved, a further fee of Euro 30 will be due.

Payment for the first instalment of the all-inclusive contribution made after the deadline of 20 December 2018 will be increased by arrears due for delayed payment, as set out in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Those who intend to enrol in limited attendance master's degree courses must, instead, observe the specific deadlines foreseen by each admission call for the courses.

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

The student must first of all **register**. Once registration using the access credentials provided to the student is completed, the enrolment procedure begins with the compilation of the relative fields such as the high school diploma held, degree held, study course chosen, type of study chosen (part time or full time) any invalidity equal to or higher than 66% or disability with recognition of handicap pursuant to article 3, par 1 of law 104/1992.

Once registration is completed with access credentials provided, the student begins the enrolment procedure for the master's degree course of interest.

On completion of the procedure, the system generates the **MAV (payment by notice)** for payment of the first instalment of the university fees. The student can print the MAV (payment by notice) and use it to pay the first instalment at any bank branch in Italy, or by using the "home banking" function, via credit card or using the Pago PA system. The student **must enter 2018 ISEE data by remote procedure** to have the right to university fees based on the level of contributions. The student must therefore **obtain 2018 ISEE Certification before proceeding with online enrolment** (DPCM - Prime Ministerial Decree 5 December 2013, no. 159).

For particular university fee cases, subsidies and forms of exemption, please refer to the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

If the student transferring from another university or the student changing over from another study course or, lastly, the student who has received the master's degree after 20th December 2018, enrolls after the date as stated above, he/she may submit the 2018 ISEE documentation to the relevant administration office, without being required to pay the Euro 30 contribution.

IMPORTANT NOTE:

IT IS POSSIBLE TO CHANGE 2018 ISEE DATA ONLY BEFORE PAYING THE FIRST INSTALMENT AND NO LATER THAN THE DEADLINE FOR REGISTRATIONS.

INSERTION/AMENDMENT OF THE ISEE DATA AFTER 20 DECEMBER 2018 WILL BE ALLOWED ONLY IN PERSON AT THE COMPETENT ADMINISTRATION OFFICE WITH PAYMENT OF A EURO 30 CONTRIBUTION.

Before enrolling online for a **limited attendance master's degree course**, it is necessary to be admitted on the relative lists, observing terms and modes shown in admissions calls.

Before enrolling online **EU citizens, equivalent non-EU citizens and Italian citizens with overseas qualifications** must obtain **authorisation** by checking of study documents and permits of stay by the staff at the URP – International Place. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place Via Banchi di Sotto, 55 Siena.

Before enrolling online **foreign citizens resident abroad** must obtain **authorisation** by checking of study documents and permits of stay by the staff at the URP – International Place. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-non-ue> URP – International Place Via Banchi di Sotto, 55 Siena.

Useful documents required for online enrolment request procedure

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

A) ISEE data 2018: To carry out and complete the computerised enrolment procedures, the student must have **the 2018 ISEE declaration** (DPCM - Prime Ministerial Decree 159 of 5 December 2013). The ISEE documentation will in fact allow the fields in the online procedure to be filled out correctly and completely. Entering said data is mandatory for those who wish to access any reductions in the all-inclusive contribution due to the student's family's economic status. During the procedure, the student must indicate the protocol number of the DSU (Right to University Education) allocated by INPS. The student must complete the registration procedure by the set deadlines indicated in section 2 of this Study Prospectus;

B) high school diploma information.

Students with qualifications from overseas must already have the enrolment authorisation before carrying out the online procedure. Information for obtaining said authorisation can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place Via Banchi di Sotto, 55 Siena;

C) degree information;

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

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

F) copy of tax code.

The amount of the all-inclusive registration contribution is stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Any renunciation to registration does not provide for refunding of fees paid.

The following subjects are not obliged to pay the all-inclusive contribution but only the stamp duty to be paid by 20th December 2018:

- those that have submitted an application for a grant to the Regional Agency for the Right to University Education;
- handicapped subjects pursuant to article 3 par. 1 of Law 104/1992 or with recognised invalidity equal to or higher than 66%. These conditions must be valid when registering/enrolling;
- foreigners with study grants from the Italian government.

When enrolment is complete with payment of amount due made:

1. the student can access his/her own university email box (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering username and password allocated during online registration phase. The student who is allocated an email box is automatically enrolled in the student mailing list. Starting from the moment of allocation, all later communications by university email must only be sent from this email address. The email address will be kept active during the student's academic career and any further academic careers;
2. the student must make an appointment online with the administration office to pick up a **student card** which is the valid instrument to be used for accessing the university services and the University Sports Centre (CUS - Centro sportivo universitario).

Procedures for enrolling in English language test

The University of Siena requires all students enrolled for master's degree courses to pass an **English language test at level B2** according to the Common European Framework of Reference for Languages (CEFR). Level B2 is achieved on passing the exam set by the university language centre (CLA) which can be taken after being admitted by the teacher after attending the level B2 course.

Students already in possession of level B1 with international certification recognised by the university or B1 level achieved at the language centres can enrol directly in the B2 courses. Students who, although in possession of a B1 certificate (or level) have not used the language for some time, should take a **self-assessment test** and study autonomously to recover any shortcomings that may not allow them to successfully attend the preparation course for level B2.

Students who do not have level B1 must take a **test that can be booked** using the modes set by the university language centre and published on the language centre's web pages.

If the test result shows a sufficient level of English language knowledge it is possible to access the B2 test directly without attending courses. The test sessions are held at the start of each semester and before exam sessions.

Incompatibility due to simultaneous enrolment

The indications provided in section 3 of this Prospectus are applied to students who apply to enrol.

Part-time students

Who part-time students are

Part-time students are defined as such when the student who, at the time of registration or enrolment in the normal years of a study course, in the learning regulations where said status is provided for, requests said status via the online registration or enrolment procedure.

A part-time student can acquire the necessary **ECTS credits for the course year** in two consecutive academic years, by the closure date for enrolments in the academic year following said two-year period.

Fees for part-time students is specified in the University fees and contributions regulations published on the university website www.unisi.it.

However, in addition to the enrolment fee and virtual stamp duty, the regional tax for the Right to University Education must be paid.

Students classified as part-time students can **renounce and return to the status of full-time student when enrolling for the academic year following the one when the request was made. This renunciation must be submitted to the relevant administration office where the students must complete enrolment.**

Acquiring the status of part-time student means extension of the study course by one year for each part-time year. In that year, the student is enrolled as a repeating student.

Who can apply to be part-time students

Any student enrolled or registered in the normal years of study courses can request the **status of part-time student** if, for **work, family or personal reasons**, he/she believes they are not in the conditions to progress along the study path in normal times foreseen by the study course regulations.

The request for part-time student status cannot be submitted for the academic year in which the student intends to use **international mobility and part-time collaborations**, or for the one in which the student has requested **suspension** of his/her academic career or is enrolled but has not completed the foreseen number of exams for his course.

When and how to apply to be a part-time student

The **request** for part-time student status must be submitted **at the same time** as the request for **registration or enrolment**, via online procedure.

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

Worker student

A working student is one who works at any job and can prove it, submitting suitable documentation to the competent administration office at the time of enrolment or later.

A working student can make use of exam sessions for students who have not completed all the exams for their year of study course, as well as the ordinary exam session calls.

SECTION 4

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

Non-EU students resident overseas can register within the limits of **specific quota** established each year by the universities and published on the M.I.U.R. (Ministry of education) website.

The quota foreseen for registration on **degree courses and single-cycle master's degree courses** at the University of Siena for the academic year 2018/2019, can be viewed on the website <http://www.studiare-in-italia.it/studentistranieri/>.

Information about procedures for non-EU students resident overseas can be obtained from the URP – International Place. Contact numbers for this desk can be found in the “useful contacts” section in this Prospectus.

Who can apply for pre-enrolment at the competent Italian representation office

Anyone with a **high school-leaving certificate** that, in the country where it was obtained, allows access to university for a similar degree course to the one chosen can apply to pre-enrol.

The qualification must be obtained at the end of an education path of **at least 12 years**. These qualifications allow studies to be continued if they have been obtained with the student passing at least the last two years of attendance in the overseas education system.

In order to apply to register at university in Italy, students from countries where the education system provides for an education path of less than 12 years must submit their original high school leaving certificate and also the academic certificate declaring they have passed the exams scheduled for the first year of university study, if the local education system comprises 11 years and for the first two years of university study if the local education system comprises 10 years.

A post-secondary education qualification obtained in a higher education, non-university institute, duly completed by above-stated representation, is also valid for completion of an educational system that comprises less than 12 years. Certification from another Italian university of a pass in the foundation courses that replace the missing school years is also valid.

For qualifications obtained from education systems in some specific countries (United States of America, Great Britain, Greece and the Vatican City) the regulations in force regarding registration of overseas students in university courses are applied.

The pre-enrolment application (Form A) can be downloaded from the M.I.U.R. website: http://www.studiare-in-italia.it/studentistranieri/testo_delle_norme.html available in Italian and in English, must be submitted to the **Diplomatic representation or Italian Consular office** in the last country of residence in observance of the deadlines set each year by the relevant ministries.

The following **documents** must be attached to the pre-enrolment application:

- **Original copy of high school leaving certificate**, or declaration in lieu for all purposes of law;
- **certificate** declaring passing **of any academic eligibility test** foreseen for access to university in the country of origin;
- **certificate** declaring **part academic studies** completed, if the secondary school qualification has been completed after a period of less than 12 years, or if a course abbreviation is requested (in the latter case, it is also necessary to attach official documentation about the course schedule completed);
- **post-secondary qualification** obtained from a non-university higher education institute, if the secondary studies qualification was obtained on completion of schooling lasting less than 12 years.

The same Representation office will return the pre-enrolment application to the interested party with approved signature and photograph, together with original study documents as set out above, translated, legalised and with a declaration that what stated therein is valid.

Italian diplomatic offices forward the **list of candidates** to the university with an indication of all the information necessary for each interested party.

After administrative checks on the documents, the office in charge will return the list of candidates to the diplomatic offices, wherein:

- It confirms **admission** to tests for each candidate, however this is made with reserve, while awaiting the study documents required from the students;
- It states which **candidates cannot be admitted** due to inadequacy of study requisites.

The representation offices are also sent an information sheet about the methods, criteria and content of admission exams, so that they can provide suitable information to the students involved. This sheet is also published on the list of each university.

When arriving in Siena, non-EU students who reside abroad must submit their passport with study/university entry visa to the **URP – International Place** as well as documents received from the Italian diplomatic representation regarding qualifications (original plus one copy).

The desk will provide students with all information possible about any exams to be taken and how to complete registration for the chosen course.

Knowledge of Italian language test

The knowledge of the Italian language test for admission to degree courses and single-cycle master's degree courses for the academic year 2018/2019, which is in the form of an interview, will take place on 31st August 2018. The time and location where the knowledge of the Italian language test will take place will be announced on the university website www.unisi.it.

Candidates must arrive at the knowledge of the Italian language test with the following documents:

- **passport** with specific entry visa for study/university purposes;
- Where already issued, a copy of the **receipt of application for a permit of stay** issued by the post-office, Poste Italiane, or a copy of a **valid permit of stay** issued by the main Police Station.

Students exempt from the Italian language test

- a) Students with a level II **high school leaving certificate** for a path of four or five years, obtained in **Italian schools overseas** (exempt from the quota);
- b) students with one of the **final qualifications** from a high school listed on the Italian Ministry of Education website: <http://www.studiare-in-italia.it/studentistranieri/moduli/allegato2.pdf> (also exempt from the quota);
- c) Students with certification of knowledge of the Italian language, at a level corresponding to **Council of Europe levels C1 and C2**, issued by the Terza Università degli Studi in Rome, the Università per Stranieri in Perugia and Siena and by the "Dante Alighieri" Association, also in agreement with Italian institutes of culture overseas (also exempt from the quota);
- d) Students with certification of knowledge of the Italian language, at a level no lower than the **Council of Europe level B2**, issued by the Terza Università degli Studi in Rome, the Università per Stranieri in Perugia and Siena and by the "Dante Alighieri" Association, also in agreement with Italian institutes of culture overseas;
- e) Students who intend to enrol in study courses that are exclusively in English are also **exempt** from the knowledge of the Italian language test.

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

Registration for degree courses and single-cycle master's degree courses

How where and when to apply to register

After having passed the knowledge of Italian language test, non-EU students must collect their **registration authorisation** from the URP – International Place. This authorisation must also be collected by students who have passed the knowledge of Italian language test or who do not have to take the test as they are exempt.

The online **registration** procedure must be completed on the website <https://segreteriaonline.unisi.it/> .

Once all the fields have been filled out correctly, the system allows the student to **print the MAV (payment by notice)** for the first instalment of the all-inclusive contribution.

Payment of the above amount must be made by the end of September 2018 at a bank in Italy, via internet banking (service reserved for holders of credit cards) or through the Pago Pa system.

The amount of the all-inclusive contribution is stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Those who intend to register for limited attendance study courses must, instead, observe the specific deadlines foreseen by each admission call for the courses.

Documents to be delivered when applying for registration

The authorisation that provides for continuation with online registration can only be obtained from the **URP – International Place** after handing over the **study documents** produced by the Italian diplomatic representation in the relevant country, a copy of the student's **passport with a university study visa** and a **copy of the receipt of the application for a permit of stay** issued by the post-office, Poste Italiane, or a copy of a valid permit of stay issued by the main police headquarters. If the student only submits a copy of the receipt of the application for a permit of stay, he/she must submit a copy of the valid permit of stay to the same office as soon as it is issued by the police headquarters. Registration made with only one copy of the statement of the permit of stay is to be considered as conditional.

Any renunciation to registration does not provide for refunding of fees paid.

The following subjects are not obliged to pay the all-inclusive contribution but only the stamp duty to be paid by the end of September 2018

- those that have submitted an application for a grant to the Regional Agency for the Right to University Education;
- foreigners with study grants from the Italian government.

When enrolment is complete with payment of amount due made:

1. the student can access his/her own university email box (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering username and password allocated during online registration phase. The student who is allocated an email box is automatically enrolled in the student mailing list. Starting from the moment of allocation, all later communications by university email must only be sent from this email address. The email address will be kept active during the student's academic career and any further academic careers;
2. the student must make an appointment online with the administration office to pick up a **student card** which is the valid instrument to be used for accessing the university services and the University Sports Centre (CUS - Centro sportivo universitario).

Access test

Those who intend to register for non-limited attendance degree courses must take part in a **non-selective mandatory indicative access test** to verify that the students' initial preparation is adequate, as well as the knowledge of the Italian language test.

Support activities may be planned for those students who, after taking the test, are granted **additional educational obligations**.

Fulfilling additional educational obligations is regulated by each learning facility and may take place in different ways, including mandatory attendance of support courses or further tests, as regulated in the Learning Regulations for the study courses.

Information about the access test can be found on the university website in the registrations section and in the pages of each learning facility.

It is possible to enrol for the access tests from the online administration office personal page, by clicking on "Evaluation test". At the end of the enrolment procedure, an amount of **35 Euros** must be paid via MAV (payment by notice). Payment of the above amount must be made at a bank in Italy, via internet banking (service reserved for holders of credit cards) or through the Pago Pa system.

The student must attend the test with a valid ID document. Any special features regarding some study courses will be published on the university website www.unisi.it in the section reserved for access tests.

Students who intend to register for **limited attendance** courses must take the **admission test** for the course, as well as the knowledge of the Italian language test, in the time frame and terms specified in the relevant call.

Anyone who has not passed the knowledge of the Italian language test cannot take any other admission or access tests.

Reallocation of places

For any information required about **reallocation of places** that may still be available as part of the relative quotas, the student must contact the URP – International Place.

Enrolment for master's degree

To be admitted to a master's degree courses, students must have a degree or a university three-year diploma, or another study qualification from overseas university, recognised as eligible, which allows in loco the continuation of university studies at the next level, and with specific curricular requisites and adequate personal preparation, verified with the modes set out in the learning regulations for each master's degree course, that also state the specific access criteria.

The competent Learning Committee for the master's degree will evaluate whether the student has the above-stated curricular requisites, and therefore the eligibility of the student's foreign study qualification and personal preparation, based on the exams taken to be awarded said qualification and also possibly by verifying the candidate's individual preparation.

Pursuant to the legislation in force, graduates who have an educational deficit noted on the access qualification **are not permitted** to enrol in a master's degree course.

Students who intend to register for **limited attendance** master's degree courses must take the admission test for the course, in the time frame and terms specified in the relevant call.

Request for prior authorisation

To be admitted to a master's degree course, before submitting a pre-enrolment application to the Italian diplomatic representation in the country, it is first of all necessary to obtain authorisation from the competent Learning Committee - that must be attached to the pre-enrolment application - to which the interested party must submit his/her own study curriculum.

An application for evaluation - available online on the university website www.unisi.it in the international students section, must be submitted that will automatically be sent for examination by the above-named Learning Committee. The students must attach the following documents to his/her request:

- the request form indicating the chosen study course;
- curriculum vitae, in English;
- certification of the exams taken to obtain the level one qualification, with marks; alternatively the Diploma Supplement can be submitted;
- for candidates wishing to enrol in a course delivered in English and which is not their native tongue, a certificate declaring the level of knowledge of the English language (TOEFL,

Cambridge, IELTS, etc.) or another certificate that proves the level of knowledge of the language;

- for candidates who wish to enrol in a course delivered in Italian, a certificate declaring the level of knowledge of the Italian language;
- photocopy of passport.

After the application for evaluation, on examining the documents submitted and having evaluated the curriculum, the Learning Committee will decide on:

a) admissibility to the master's degree course, thus issuing the planned authorisation;

b) non-recognition of the curricular requisites for access which therefore **will not allow** the candidate to be admitted to the master's degree course, pursuant to the legislation on the matter. The evaluation result (and authorisation if granted) will be sent to the interested party by the URP – International Place, in the same way that the application for evaluation was sent.

Presentation mode for pre-enrolment with the competent Italian representation

The application (Form A) can be downloaded from the M.I.U.R. website: http://www.studiare-in-italia.it/studentistranieri/testo_delle_norme.html available in Italian and in English, must be submitted to the Diplomatic representation or Italian Consular office in the last country of residence in observance of the deadlines set each year by the relevant ministries.

The following documents must be attached to the pre-enrolment application:

- **Authorisation** issued by the competent Learning Committee as stated above;
- **Original copies of study qualifications** obtained at an **overseas university** (being one acknowledged as eligible by the Learning Committee for access to the master's degree course) or a declaration in lieu for all purposes of the law. This qualification must permit in loco continuation of university studies at the subsequent education level;
- **Original copy of the certificate** issued by the overseas university, duly confirmed by the Italian diplomatic representation, declaring the exams passed with a description - for each subject - of the curriculum followed, the hours of theoretical-practical activity for each subject (if programmes were drawn up in English, these do not need translating). Alternatively, the Diploma Supplement can be submitted instead of the certificate.

All qualifications must be translated officially into Italian and legalised by the authorities of the country issuing the qualification (except in the case of exemption due to international agreements and conventions) and be accompanied by the "**Declaration of validity**" issued by the Italian diplomatic representation in the country in which the qualification was obtained.

The same Representation office will return the pre-enrolment application to the interested party with approved signature and photograph, together with original study documents as set out above, translated, legalised and with a declaration that what stated therein is valid.

Italian diplomatic offices forward the **list of candidates** to the university with an indication of all the information necessary for each interested party.

After an official check of the documents, the office in charge returns the list of candidates to each representation, **confirming or rejecting** admission of each candidate to the pre-chosen master's degree course.

The representation offices are also sent an information sheet about the methods, criteria and content of admission exams, so that they can provide suitable information to the students involved. This sheet is also published on the list of each university.

When arriving in Siena, non-EU students who reside abroad must submit their passport with study/university entry visa to the **URP – International Place** as well as documents received from the Italian diplomatic representation regarding qualifications (original plus one copy).

The office will provide students with all information possible about any exams to be taken and how to complete enrolment for the chosen course.

Knowledge of Italian language test

The knowledge of the Italian language test for admission to degree courses and single-cycle master's degree courses for the academic year 2018/2019 which is in the form of an interview,

will take place on 31st August 2018. The time and location where the knowledge of the Italian language test will take place will be announced on the university website www.unisi.it.

Candidates must arrive at the knowledge of the Italian language test with the following documents:

- **passport** with specific entry visa for study/university purposes;
- Where already issued, a copy of the **receipt of application for a permit of stay** issued by the post-office, Poste Italiane, or a copy of a **valid permit of stay** issued by the main Police Station.

Students exempt from the Italian language test

- a) Students with a level II **high school leaving certificate** for a path of four or five years, obtained in **Italian schools overseas** (exempt from the quota);
- b) students with one of the **final qualifications** from a high school listed on the Italian Ministry of Education website: <http://www.studiare-in-italia.it/studentistranieri/moduli/allegato2.pdf> (also exempt from the quota);
- c) Students with certification of knowledge of the Italian language, at a level corresponding to **Council of Europe levels C1 and C2**, issued by the Terza Università degli Studi in Rome, the Università per Stranieri in Perugia and Siena and by the "Dante Alighieri" Association, also in agreement with Italian institutes of culture overseas (also exempt from the quota);
- d) Students with certification of knowledge of the Italian language, at a level no lower than the **Council of Europe level B2**, issued by the Terza Università degli Studi in Rome, the Università per Stranieri in Perugia and Siena and by the "Dante Alighieri" Association, also in agreement with Italian institutes of culture overseas;
- e) Students who intend to enrol in study courses that are exclusively in English are also **exempt** from the knowledge of the Italian language test.

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

Students who intend to register for **limited attendance** courses must take the **admission test** for the course, as well as the knowledge of the Italian language test, in the time frame and terms specified in the relevant call.

Anyone who has not passed the knowledge of the Italian language test cannot take any other competition or access tests.

How, where and when to apply to enrol

After having passed the knowledge of Italian language test, non-EU students must collect their **enrolment authorisation** from the URP – International Place. This authorisation must also be collected by students who have passed the knowledge of Italian language test or who do not have to take the test as they are exempt.

The **online enrolment** procedure must be completed on the website <https://segreteriaonline.unisi.it/>.

Once all the fields have been filled out correctly, the system allows the student to **print the MAV (payment by notice)** for the first instalment of the all-inclusive contribution.

Payment of the above amount must be made by 20th December 2018 at a bank in Italy, via internet banking (service reserved for holders of credit cards) or through the Pago Pa system. The amount of the all-inclusive contribution is stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Those who intend to register for limited attendance courses must, instead, observe the specific deadlines foreseen by each admission call for the courses.

Documents to be delivered when applying for enrolment

The authorisation that provides for continuation with online registration can only be obtained from the **URP – International Place** after handing over the **study documents** produced by the Italian diplomatic representation in the relevant country, a copy of the student's **passport with a university study visa** and a **copy of the receipt of the application for a permit of stay** issued by the post-office, Poste Italiane, or a copy of a valid permit of stay issued by the main police headquarters. If the student only submits a copy of the receipt of the application for a

permit of stay, he/she must submit a copy of the valid permit of stay to the same Desk as soon as it is issued by the police headquarters. Registration made with only one copy of the statement of the permit of stay is to be considered as conditional.

Any renunciation to enrolment does not provide for refunding of fees paid.

The following subjects are not obliged to pay the all-inclusive contribution but only the stamp duty to be paid by 20th December 2018

- those that have submitted an application for a grant to the Regional Agency for the Right to University Education;
- foreigners with study grants from the Italian government.

When enrolment is complete with payment of amount due made:

1. the student can access his/her own university email box (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering username and password allocated during online registration phase. The student who is allocated an email box is automatically enrolled in the student mailing list. Starting from the moment of allocation, all later communications by university email must only be sent from this email address. The email address will be kept active during the student's academic career and any further academic careers;
2. the student must make an appointment online with the administration office to pick up a **student card** which is the valid instrument to be used for accessing the university services and the University Sports Centre (CUS - Centro sportivo universitario).

Incompatibility due to simultaneous enrolment

The indications provided in section 3 of this Prospectus are applied to students who apply to register and enrol.

SECTION 5

ENROLMENT FOR YEARS SUBSEQUENT TO FIRST

The student must enrol without interruption in all the years of the course as provided for by the chosen path, until completing the degree.

Online Enrolment

To **renew enrolment online for years subsequent to the first** the student must access the online administration office page <https://segreteriaonline.unisi.it/> from 23rd August 2018 to 31st October 2018.

It is necessary to have 2018 ISEE declarations before renewing enrolment. Entering the ISEE value will in fact, grant access to any reductions on the calculation of all-inclusive contribution for the academic year of enrolment.

During the enrolment renewal procedure, the student can enter the type of study being chosen (full-time or part-time) and any information to be provided about invalidity equal to or greater than 66%. To access any reductions in university fees due to the family's economic situation, it is mandatory to enter 2018 ISEE data (DPCM - Prime Ministerial Decree of 5 December 2013, no. 159) and the DSU (Right to University Education) protocol number allocated by INPS.

Applications for renewal of enrolment can be accepted after the 31 October 2018 deadline, with payment of a fee of Euro 30.

IMPORTANT NOTE:

IT IS POSSIBLE TO CHANGE 2018 ISEE DATA ONLY BEFORE PAYING THE FIRST INSTALMENT AND NO LATER THAN THE DEADLINE FOR REGISTRATIONS.

INSERTION/AMENDMENT OF THE ISEE DATA AFTER 31 OCTOBER 2018 WILL BE ALLOWED ONLY IN PERSON AT THE COMPETENT ADMINISTRATION OFFICE WITH PAYMENT OF A EURO 30 CONTRIBUTION.

On completion of the enrolment renewal procedure, the system generates the **MAV (payment by notice) for payment of the first instalment of the all-inclusive contribution.** The student can print the MAV (payment by notice) and use it to pay the amount due at any bank branch in Italy, or **also online** by using the "home banking" function, via credit card or using the Pago PA system.

Payment of the first instalment must be made **by 31st October 2018.** Payments made after this deadline are subject to **payment of the arrears** as foreseen by the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

Any renunciation to enrolment does not provide for refunding of fees paid.

After the deadline of 31st October 2018, the online enrolment renewal procedure will be deactivated.

After 31st October 2018, students who intend to renew enrolment must go to the administration office that will create the bank MAV (payment by notice) for the first instalment of fees, the slips for paying arrears and the Euro 30 payment of the contribution payable for applications submitted after the deadline.

After paying the first instalment bill, the student will automatically be enrolled in the subsequent year to the one he/she was last enrolled in. No proof of payment needs to be provided to the administration office if payment is made via bank MAV (payment by notice).

The online enrolment procedure cannot be completed by students who have not paid the second instalment or have arrears from the previous academic year. If this is the case, enrolment for the 2018/2019 academic year is suspended until the student has paid the debt to the university. Any student in this situation, pursuant to what is foreseen by current legislation in force, cannot take any exams and cannot book exams online.

Students about to graduate - Application to suspend enrolment

Students **about to graduate** are those who intend to **complete their degree by the last degree session of the academic year 2017/2018 (at the latest by April 2019)** and, **on 31st October 2018**, have fulfilled the following **academic career requisites**:

A) Student enrolled in study courses belonging to the old systems, i.e. before Min. Decree 509/99: having completed all the exams in personal study plan and needing only to complete the final degree examination;

B) Student enrolled in study courses pursuant to Min. Decree 509/99 and study courses pursuant to Min. Decree 270/04: having obtained all necessary **attendance signatures and not lacking more than thirty credits (ECTS)** excluding credits for the final exam.

An **application for suspension of enrolment** must be drawn up using the specific form published on the university website www.unisi.it and **delivered to the competent administration office by 31st October 2018**.

STUDENTS WHO ARE ABLE TO GRADUATE BY 30 APRIL 2019 DO NOT NEED TO RENEW ENROLMENT BY THE DEADLINES FORESEEN.

Students who manage to take all the exams or acquire all the credits apart from the ones provided for the final examination by 30th April 2019 must go to the administration office to renew enrolment, and are only required to **pay the recognition fee (400 Euros)**. This payment must be made by 13th May 2019. After this deadline, the student is subject to payment of arrears.

N.B.:

Students who, after submitting an application for suspension of enrolment for the academic year 2018/2019, have realised the impossibility of taking all the exams or obtaining all the credits by the stated deadlines, must promptly **complete enrolment (with payment of the first instalment) by 13th May 2019 and hand over the 2018 ISEE declaration to the administration office**. 2019 ISEE declarations will not be accepted for any reason.

The student must **pay the remaining amount** of university fees by **31st May 2019**, or will be subject to arrears.

SECTION 6

RE-ENROLMENT OF LAPSED/RENOUNCING STUDENTS/GRADUATES/STUDENTS WITH UNIVERSITY DIPLOMA WITH PREVIOUS ACADEMIC CAREER RETRIEVAL

The following subjects can submit an **application for re-enrolling** in a study course at the university, and also request, pursuant to article 21, paragraph 5, and art. 32, paragraph 2, of the University Regulations, for abbreviation of the study course due to the exams taken in a previous academic career:

- Students who have **renounced** their studies;
- Students who have, according to legislation, been **cancelled**;
- Students who have already **obtained a degree** or a university diploma.

When, how and where to apply to register

Application for re-enrolment can be submitted from **23rd July 2018 to 31st October 2018**. After this deadline, applications for re-enrolment will not be considered.

To obtain re-enrolment, interested students must complete the **online procedure** foreseen for registration as described in section 3 above. After completing the online procedure, they must fill out the self-certification and previous academic career validation request forms available on the website www.unisi.it.

The **self-certification** must analytically include all the exams taken, the exact name of the courses and the date on which they were taken (and the scientific sector that courses belong to) and the title of any thesis that may be been discussed; interested parties must also fill out **an application for exam validation**. The above documents must be submitted to the competent administration office by the deadlines stated. An application for re-enrolment must be evaluated for the abbreviation of course element, by the relative Learning Committee. The result of the validation application is sent to the student via email by the administration office.

For re-enrolments to non-limited attendance study courses pursuant to Min. Decree 270/04 it is necessary for the interested party to take an access test by the deadlines foreseen by each faculty or must obtain dispensation by each faculty's relevant body.

Applications for re-enrolment can be accepted after the 31 October 2018 deadline, with payment of a fee of Euro 30.

If a student renounces a **limited attendance** study course, 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 learning facility declares that the modes and content of the admission test taken are equivalent to the ones in force at the time of reactivation. The Department that manages the limited attendance course sets the period of the year when applications for re-enrolment can be made by those students who have previously renounced their studies and now wish to enrol in the same course again.

For healthcare study courses, students must go to the Student Services Office at the following address: Policlinico Le Scotte – Strada delle Scotte, 4 – 53100 Siena.

Incompatibility due to simultaneous enrolment

The indications provided in section 3 of this Prospectus are applied to students who apply to re-enrol.

SECTION 7

TRANSFER BETWEEN UNIVERSITIES AND CHANGE OF COURSES

Transfer between universities

Incoming transfers

Transfers are allowed to **study courses set up** in the academic year 2018/2019 that are indicated in section 1 of the herein Study Prospectus.

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

For transfers to non-limited attendance **study courses pursuant to Min. Decree 270/04** it is necessary for the interested party to take a self-evaluation test by the deadlines foreseen by each faculty or must obtain dispensation by each faculty's relevant body.

For transfers to **master's degree courses**, it is necessary for the interested party to submit a specific application for evaluation via the online procedure to the Learning Committee of the master's degree course before applying for transfer, to obtain the necessary **authorisation for enrolment to attach to the transfer sheet**. The information about this procedure is contained in Section 3 "Enrolment on master's degree courses" of this Prospectus.

For transfers to **limited attendance courses** it is necessary for the interested party to request issue of **authorisation** beforehand from the competent administration office of this university.

For **limited attendance courses, the deadline and methods** for requesting the necessary authorisation, and the criteria with which said authorisation will be granted **are the responsibility of each Department**. The information about this topic can be found on the Departments' web pages (Department of Medical Biotechnologies, Department of Molecular and Developmental Medicine, Department of Medical, Surgical and Neuro Sciences, Department of Chemical Biotechnologies and Pharmacy and Department of Life Sciences), please refer to them.

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

Transfer sheets must arrive at the administration offices of the study course at the University of Siena where the student intends to transfer from **23rd July 2018 to 31st January 2019 (the latter on the condition that transfer has been requested by the student by 31st December 2018); after the date** of 31st January 2019 transfer sheets from other universities will not be accepted (said transfer sheets will be returned to the university of origin).

Transfer sheets will be accepted also without enrolment for the academic year 2018/2019.

Once the transfer sheets have been verified for correctness, the administration office invites the student to submit the following documentation within 30 days of receipt of invitation, to be sent by registered post with proof of receipt:

A) registration form for our university, duly filled in, and the payment receipt of the first instalment of the all-inclusive contribution, the amount of which is indicated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena.

B) authorisation, for transfers to **limited attendance courses**;

C) authorisation, for transfers to **master's degree courses**;

D) any 2018 ISEE declaration (DPCM - Prime Ministerial Decree of 5 December 2013, no. 159).

E) non-EU citizens must attach a **copy of a valid permit of stay** issued by the Police headquarters, accompanied by a **copy of the passport** with specific long-term university study visa.

The student must pay **the entire amount of the first instalment of the all-inclusive contribution**, with sole recognition of the regional tax for the right to university education of € 140, for students coming from universities where the Tuscany Regional contribution has been paid. Fees paid at the university of origin for the academic year in which transfer takes place will not be recognised. The transferred student cannot return to his/her original university **before a**

full 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.

After the 30-day period from receipt of the registered letter, the transfer sheet will be returned to the university of origin if no communication has been received from the interested party. For information about continuing an academic career, please contact the relevant administration office.

When enrolment is complete with payment of amount due made:

1. the student can access his/her own university email box (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering username and password allocated during online registration phase. The student who is allocated an email box is automatically enrolled in the student mailing list. Starting from the moment of allocation, all later communications by university email must only be sent from this email address. The email address will be kept active during the student's academic career and any further academic careers;
2. the student must make an appointment online with the administration office to pick up a **student card** which is the valid instrument to be used for accessing the university services and the University Sports Centre (CUS - Centro sportivo universitario).

The following subjects are not obliged to pay the first instalment of university fees, but only stamp duty:

- those that have submitted an application for a grant to the Regional Agency for the Right to University Education;
- handicapped subjects pursuant to article 3 par. 1 of Law 104/1992 or with recognised invalidity equal to or higher than 66%. These conditions must be valid when registering/enrolling;
- foreigners with study grants from the Italian government.

Outgoing transfers

Transfer requests to other universities can be made by a University of Siena student from **23rd July 2018 to 31st December 2018** by specific written **application** addressed to the Rector as filled out on the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with necessary documents attached and payments completed.

Students intending to request transfer to another university **must have paid all relevant enrolment fees and contributions.**

A 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 payment of fees already paid for the academic year 2018/2019.

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

Changing study courses within the University of Siena

Changing over from one study course to another at the University of Siena is permitted only to **study courses in the course years that are active in the academic year 2018/2019.** Students who intend to change from courses belonging to the old system to courses currently in effect must follow the same procedure and the same deadlines.

Change-overs from one study course to another are only permitted between study courses of the same level.

The student who intends to request change-over to a **limited attendance courses** must take the **planned admission tests for selection** for the chosen course, observing deadlines and modes set out in the specific call for admission to the course.

Change-over requests to other courses can be made by a student from **23rd July 2018 to 31st December 2018** by specific written **application** addressed to the Rector as filled out on the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with necessary documents attached.

For any information about continuing an academic career, the student must contact the administration office of the study course that he/she intends to change over to.

Changing over Master's degree courses

The relevant Learning Committee for the master's degree course that he/she wishes to change to will evaluate whether the student **possesses the curricular requisites and personal preparation required**. This evaluation must be prior to any application for change-over.

Pursuant to the legislation in force, graduates who have an **educational deficit noted on the access qualification** are **not permitted** to enrol in a master's degree course. If the Learning Committee establishes an educational deficit, the student cannot change course.

Applications for evaluation can be submitted throughout the academic year, notwithstanding the deadlines for change-over, as stated in the herein Study Prospectus.

SECTION 8

INTERRUPTION, SUSPENSION AND ACADEMIC CAREER REUNIFICATION AND RENOUNCING STUDIES

Interrupting an academic career

Who can apply to interrupt

An application to interrupt an academic career can only be made by a student enrolled on a study course who, possessing the necessary requisites for admission, intends to attend a:

- **Degree course or master's degree course at an Italian university;**
- **Post-graduate programmes;**
- **PhD course;**
- Study course at a **military academy;**
- Study course at an **overseas university;**

During the period of interruption, the student maintains the enrolment for the academic year in "**suspended**" mode for registration given to him/her for the interrupted study course and has an **active** enrolment for the same year with the registration of the study course that has generated the interruption (also at another university). The concept of interruption allows the student to not violate the ban on simultaneous enrolment (*art. 142 of Royal Decree of 31/8/1933 no. 1592*).

What interrupting an academic career entails and how long it can last

During the period of academic career interruption the student cannot carry out any academic career action for the interrupted study course (he/she cannot take exams, earn attendance, change over courses, request exemptions or economic subsidies, etc.). The student continues the academic career in the study course that he has decided to enrol in.

After obtaining the qualification from the course due to interruption, the student that starts enrolment on the interrupted study course can apply to the relevant Learning Committee for full or part recognition of the studies completed during the suspension period.

The period of interruption:

- **is not taken into consideration** for calculation of university contribution;
- **suspends** limits of forfeiture;
- **can be extended** only for the entire duration of the study course that was interrupted.
- **cannot be accumulated** with the status of part-time student.

How and where to apply to interrupt and reactivate

Interruption of an academic career must be applied for before the time when the student completes enrolment in the study course being interrupted.

Interruption requests must be made by a student by specific written application addressed to the Rector as filled out on the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with necessary documents attached.

Academic career **reactivation** of the "interrupted" study course must be requested by specific written request addressed to the Rector, filled out on the form that can be downloaded from the website as described above, and can only be submitted after obtaining the qualification that caused the interruption or formal renunciation of enrolment in it.

During the period of **interruption of the academic career** the student does not have to pay **contributions for the years of interruption**.

Suspension of academic career

Who can apply to suspend

Suspension of an academic career can be requested by a student enrolled in a study course in the event of:

- national military service;
- national civil service;
- Maternity leave (a year's interruption is permitted, repeatable, starting from the pregnancy until a child is eight years old);
- hospitalisation lasting more than three continuous months.

During the period of suspension, the student retains enrolment in the academic year in "**suspended**" mode regarding the academic career enrolled in.

What does academic career suspension entail

During the period of academic career suspension, the student cannot carry out any academic career action for the suspended study course (he/she cannot take exams, earn attendance, change over courses, request exemptions or economic subsidies, etc.).

The period of suspension:

- **Is not taken into consideration** for evaluation of merit with regard to calculating university contributions.
- **Interrupts** limits of forfeiture;
- **cannot be accumulated** with the status of part-time student.

How and where to apply to suspend and resume

Suspension of an academic career must be requested **before** the student intends to suspend his/her studies.

Suspension requests must be made by a student by specific written application addressed to the Rector as filled out on the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with necessary documents attached.

The **request to reactivate** the academic career of the "suspended" study course must be completed by filling out the official written application addressed to the Rector, on the form that can be downloaded from the website as described above.

During the period of **suspension of the academic career** the student **does not have** to pay fees and contributions for the years of suspension.

Reactivation of academic career after a de facto interruption of studies

De facto interruption of studies is taken into consideration after an interruption **of at least two academic years**, due to non-renewal of enrolment for the academic year and non-payment of fees due.

During the **de facto period of interruption of studies**, the student who has not enrolled in the corresponding academic year cannot carry out any academic career action (he/she cannot take exams, obtain certifications, change over courses, etc.).

The de facto period of interruption does not suspend, or interrupt the limits of forfeiture, can last several academic years, without prejudice to observing the limits of forfeiture of studies, and can be occur for several periods during the student's academic career.

Requests for reactivation of academic careers must be made **concurrently with the application for enrolment in the current year** using a specific enrolment application. Reactivation requests must be made by a student by specific written application addressed to the Rector as filled out on

the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with necessary documents attached and any payments due.

Fees payable in event of reunification

At the end of the period of de facto interruption, for each academic year in which he/she was not enrolled, the student must pay a **single annual contribution known as reunification fee**. The amount is stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena. No regional tax for the right to university education is payable for the years of interruption. **If the student interrupts studies for more than five years, he/she must pay an amount corresponding to the last five years of interruption.** Reunification fee must be paid only on a form prepared by the administration office and issued by the latter to the student.

Renouncing studies

Renouncing studies is a formal act with which the student decides to end, expressly and finally, his previous university academic career, annulling it. This is an **irrevocable action** and **does not give a right to a refund of any fees already paid**.

The student can submit his/her renunciation of studies **at any time**. The declaration of renunciation signed by the student results in **loss of student status** as from the time the application is submitted to the administration office. A renunciation cannot be registered if the student has not settled all overdue fees as at the date the application is submitted.

The student who has renounced studies at any university in Italy and intends to enrol in a study course at the University of Siena has the right to request that any credits already acquired be evaluated by the Learning Committee for the study course to decide whether they can be recognised, in full or in part (see section 6 of this Study Prospectus).

Studies are renounced by filling out the form that can be found on the university website www.unisi.it. This form must be delivered, with a duty stamp attached, to the competent administration office, together with the necessary accompanying documentation.

IMPORTANT NOTE:

For overseas students resident aboard: formalising renunciation of studies brings with it the forfeiture of the requisites required for a permit of stay in Italy. The student who has renounced his/her studies and wishes to apply for a new enrolment at the same or another university cannot use the permit of stay for studying that was issued for the previous registration. Instead, he/she must repeat pre-enrolment at the Italian diplomatic representation in the last country of residence.

Fees payable in event of renunciation

The Regulations for determining and paying the fees and contributions in force state that the student can renounce studies only if **he/she has paid** the amount of the all-inclusive contribution that are already due on the date when the application is submitted. The same regulations state that non-payment constitutes a tacit renunciation of studies, therefore the student who does not pay the due instalments cannot carry out any academic career action, but cannot terminate his/her relationship with the university and cannot enrol in other courses. If the renouncing student has **had the grant awarded by the Regional Agency for the Right to University Education revoked** also for previous academic years, the student must pay the university contributions for the relevant academic year.

If the student intends to renounce studies at a time when the result of the application for a Right to University Education grant is still not known, he/she must pay enrolment fees for the relative academic year.

If the student enrolled in a degree course or master's degree course for the academic year 2018/2019 intends to renounce his/her studies, they must first submit the renunciation form to the relevant administration office; the latter will carry out the checks on completed payments for

the student's academic career and will charge the student with any fees not paid on the date on which the renunciation form is submitted.

If the student is enrolled in an academic year prior to 2018/2019 as the last year of enrolment, he/she must have paid all the fee instalments for that year before being able to renounce studies.

SECTION 9

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

Purpose of application for recognition of an overseas academic qualification

Pursuant to articles 2 and 3 of Law no. 148 dated 11 July 2002 (in ordinary suppl. no. 151 to the Official Gazette no. 173, 25 July 2002) "Ratification and execution of the Agreement on the recognition of high school qualifications in the European Region, signed in Lisbon on 11 April 1997, and upgrading of the domestic order", recognition of an **academic qualification obtained overseas** from a state or legally recognised (in the country where the qualification is obtained) university-level institution can be requested, in order to obtain a degree, a single-cycle master's degree or a master's degree started at the University of Siena.

The competent educational structure deliberates the request. It evaluates the completed studies and exams taken case by case, and establishes:

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

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

For limited attendance courses, acceptance of the application for recognition is subject to the existence of available places in the quota for the year of course that the student will attend. All the information regarding this type of request for recognition of an overseas academic qualification is available at the administration offices of the competent departments.

Necessary documentation

In order to obtain a certain Italian academic qualification after recognition of an overseas academic qualification, it is necessary to submit:

- **A direct application to the Rector** of the University of Siena, written on a specific form and submitted with a duty stamp of the current value;
- **Original copy of the overseas high school qualification** (or certificate in lieu) valid for admission to university in the country where it was obtained;
- **Official translation** in Italian of the high school qualification (or certificate in lieu) obtained overseas;
- **Declaration of value in loco and legalisation** of the high school qualification or certificate in lieu obtained overseas by the Italian diplomatic-consular representation in loco;
- **Original of the overseas academic qualification** (or certificate in lieu) that is to be recognised;
- **Official translation** in Italian of the overseas academic qualification (or certificate in lieu);
- **Declaration of value in loco and legalisation** of the overseas academic qualification by the Italian diplomatic-consular representation or certification of validity issued by ENIC-NARIC centres or diplomatic representations in Italy;
- **Original of the degree certificate** containing details of university exams issued by the overseas university or "diploma supplement", where adopted by the overseas university that issued the qualification, according to European Commission directives;
- **Official translation** in Italian of the degree certificate with details of university exams and legalisation by the Italian diplomatic-consular representation;

- **Official study programmes** of all educational activities taken by the student to obtain the foreign academic qualification (on headed paper of the overseas university and with stamp and signature of same university);
- **Official translation** in Italian of the official programmes of the educational activities; if the programmes are written in English, it is not necessary for them to be officially translated;
- where provided for, **receipt of payment** of contribution set by the Regulations in force. If the qualification was issued in a non-EU country, payment of a contribution of 250 Euros is required. This contribution must be paid via **bank transfer** to the bank account at Banca Monte dei Paschi di Siena in the name of the University of Siena with the bank details provided below and indicating "Request for recognition of overseas academic qualification - academic year 2017/2018" as specified reason:
IBAN - IT 16 U 01030 14217 000063269552
BIC/SWIFT CODE - PASCITM1J25
Current account no. 6105 632695,52 TES
at Branch 13 – Piazza G. Amendola, 4 – 53100 SIENA .
- Only for overseas citizens legally living in Italy, a **copy of a valid permit of stay** and adequate documentation, issued by the police headquarters, from which it is possible to deduce the reason for issue of the permit of stay;
- **copy of passport** or other valid ID document.

Any renunciation to application for recognition does not provide for refunding of fees paid.

When and where to apply for recognition

Application for recognition must be submitted to the URP -International Place in the period **1st August 2018 – 1st October 2018**. Applications for recognition of academic qualifications for limited attendance courses are the **exception**: all information regarding this topic is available from the **administration offices of the relevant departments**. For appointments and further information about the matter, please write to the email address: internationalplace@unisi.it

Continuation of studies in event of partial recognition

If the studies completed abroad are recognised in part, the applicant can enrol in the corresponding study course, in the following ways:

- **non-EU citizens who are resident overseas** must activate the pre-enrolment procedure via Italian diplomatic representation in their country, with the modes established by the Italian Ministry of Education, University and Research memorandum, which governs the enrolment methods for Italian universities for this category of students each year;
- **EU citizens who are resident anywhere**, and **equivalent non-EU citizens** can apply to enrol in a study course according to the modes and deadline shown in the notification of response to the application.

The department's decision for partial recognition of studies obtained overseas gives a right to enrolment on the corresponding study course at the University of Siena for the academic year for which recognition is requested.

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

SECTION 10

ENROLMENT IN SINGLE COURSE MODULES (SINGLE COURSES)

Who can apply

Enrolment in single course modules set up within the non-limited attendance study courses, at this university, is permitted, with the faculty to take the relative exams and obtain certificates, for:

- **University students from overseas universities** as part of international mobility programmes and agreements regulated by conditions of reciprocity and on individual initiative by students;
- **Subjects not enrolled in any university study course** who have a high school diploma that allows access to university studies;
- **Graduates** who need to pass exams in subjects not included in the study plans they followed for their degree but that, based on current provisions, are required for admission to master's degrees or, where provided for, to post-graduate programmes or public examinations.

The specific nature of study courses with restricted places are maintained: for **limited attendance courses** specific limitations can be set for the possibility of enrolment in single course modules. Information this topic is available from the administration offices that manage the study courses in question.

Non-EU citizens resident overseas enrolled in or graduated from overseas universities must pre-enrol at the Italian diplomatic representation in the relevant country, by the deadlines set by the Ministry for courses in the I and II semesters respectively; application for pre-enrolment must arrive at the university before the start of the teaching period in which the chosen course modules are taught. When arriving in Siena, students must submit their passport with university study/single course module entry visa to the URP – International Place as well as documents received from the Italian diplomatic corps regarding qualifications. Students can enrol in single course modules after having obtained the necessary authorisation from the URP – International Place.

Equivalent non-EU citizens, non-EU citizens legally living in Italy and EU citizens with a high school qualification obtained overseas can enrol in single course modules after obtaining **necessary authorisation** after control of study documents and permit of stay by competent staff at the URP – International Place.

When, how and where to apply

Applications for enrolling on single course modules are made by filling out a form available at the administration offices and on the university website, in the "Enrolments" section. A photocopy of an ID document, photocopy of tax code card and a computer stamp according to the value in force must be attached to the **enrolment form**.

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

Once enrolment has been registered, the administration office will determine the fees and will provide the interested party with the forms used to make payment of said fees. The payment receipt must be sent to the afore-mentioned offices which will proceed with completing the enrolment procedure and preparation of the **student card**.

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

- Original copy of enrolment or degree certificate issued from the overseas university of origin, legalised and translated by the above-stated office of representation;

Individuals who are not enrolled in any university programme who have earned a high school diploma abroad, must attach the following to the enrolment application:

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

Non-EU citizens must also attach a copy of their permit of stay issued by the relevant police HQ and copy of passport with specific entrance visa for study reasons.

For enrolment, **non-EU students residing overseas** must prove their **knowledge of the Italian language** by attending a specific **interview**.

Exams

Students take exams before their own commissions, who examine the students enrolled in degree courses and in the same ways.

Enrolment fee

The fees due for the academic year 2018/2019 for enrolment in single course modules is determined as follows:

- Enrolment fee (set amount) for humanities-social type course modules: **Euro 130**;
- Enrolment fee (set amount) for EU-regulated technical-scientific and healthcare type course modules: **Euro 150**;
- variable fees connected with the number of credits to be acquired:
 - **15 Euros for each ECTS credit to be acquired** (humanities-social type course module);
 - **20 Euros for each ECTS credit to be acquired** (EU-regulated technical-scientific and healthcare type course module).

The enrolment fee for single course modules must be paid **on enrolment**.

One enrolment has been completed, it is possible to ask to attend **other course modules** during the same year. In this hypothesis, the interested party must integrate the payment made for contributions with another amount that corresponds to the number of added credits multiplied by the unit cost per ECTS indicated above.

Incompatibility due to simultaneous enrolment

The courses in question are not aimed at obtaining a qualification, but only at certification for the exams taken.

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

The student **enrolled at the University of Siena** on a level I or II study course who intends to enrol in single course modules at other universities must obtain prior authorisation from the relative learning facility.

SECTION 11

UNIVERSITY FEES

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

In order to calculate the university contribution to be paid, it is necessary to enter the **2018 ISEE declaration** amount or choose "do not declare income" when registering/renewing enrolment. In the latter case, the maximum amount of the contribution to be paid will be allocated. A request will be made at the start of the online registration/enrolment renewal procedure to enter the 2018 ISEE amount or to self-certify "do not declare income"

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

- the first at the time of enrolment and no later than 31 October of each year;
- the second by 20 December each year;
- the third by 28 February each year;
- the fourth by 30 April each year;

If any of the deadlines fall on a weekend, they will be extended until the first subsequent working day.

Payment of the first instalment completes registration or enrolment.

The following contributions are added to the first instalment:

- a. Regional Tax for the Right to University Education (DSU),
- b. virtual stamp duty according to the amount set by 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 setting the all-inclusive contribution are stated in the Regulations for determining and paying the fees and contributions due for enrolling in courses of the University of Siena that can be found on the website www.unisi.it

Payments to students

All students receiving payment as listed below must also, in addition to the amount due, pay a virtual **duty** according to the amount set by the legislation in force.

Students with disabilities

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

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

Any students who are children of individuals receiving disability pension, according to art. 30 of law 118/71, are granted exemption from university enrolment fees and contributions.

Students who have received or are eligible for a Regional Agency for the Right to University Education grant;

Students who enrol in a study course and who apply to access grants from the Regional Agency for the Right to University Education, are temporarily exempted from paying the contribution owed until the final list of those awarded said grant is published; students who have been awarded grants and who are eligible for grants in the same lists are permanently 100% exempt from payment.

Students who receive a six-monthly Regional Agency for the Right to University Education grant;

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

If a student fails to earn all the ECTS credits required for his/her programme of study by the last call of the last session of the academic year, that student shall be exempted from 50% of the payment of the all-inclusive amount due for the fees and contributions by the last deadline provided.

Student recipients of notifications of revocation of Regional Agency for the Right to University Education grants;

Students receiving a revocation notice of a study grant from the Regional Agency for the Right to University Education must pay fees and contributions due for the year of reference. In the event that revocation or non-allocation of the grant is caused by renouncing studies, the overdue fees at the date of renunciation must still be paid.

Students who receive grants from the Italian government

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

Political refugee students

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

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 150.00 Euros in addition to the regional tax for the right to university education. This amount is also applied if interrupted studies or status of student about to graduate are recognised.

Special categories of students

Students on degree courses, master's degree courses and single-cycle master's degree courses who are aged sixty years old or above have the right to a 50% reduction of the entire amount of university fees due.

Students on degree courses, master's degree courses and single-cycle master's degree courses who are employees of the University of Siena with a permanent contract, or a temporary contract of at least six months when enrolling and students who are permanent employees of the Siena University Hospital must pay a single, annual, all-inclusive fee of 531.00 Euros.

In application of what has been agreed with public bodies, or public or private institutions in Italy or overseas, through the stipulation of various agreements on learning approved by university bodies, the University of Siena can apply facilitations to particular student categories, regulating them as part of the said agreements.

All students receiving payment as above must, in addition to the amounts owed, pay the regional tax for the right to university education.

Student collaborations

In order to promote and encourage access and completion of university studies for able, worthy students who suffer unfavourable economic circumstances, also considering the opportunity to train and professional enhance university students, the university publishes calls each year for

tutoring activities and payments for part-time collaborations within the limits set by the university budget.

Solidarity fund

In accordance with monies available in budget, the University of Siena sets up a Solidarity fund each year, aimed at providing support for students in unfavourable circumstances, whether temporary or not, that must be adequately documented. Support, which includes part or total exemption from university fees, is provided on request and is deliberated by a specific commission

Students residing in areas affected by earthquakes and/or natural disasters can access the fund, and can be fully or partly exempted from paying university fees due for the academic year in which the event takes place, or in the one immediately following it, on the condition that the student's property of residence has been declared unsafe for habitation.

Tax checks and penalties for untruthful declarations

In application of the current legislation in force, the University of Siena carries out random checks on declarations made by students in self-certifications.

Any student submitting an untruthful declaration, for himself or family members, in order to obtain subsidies that he/she does not have a right to, will be obliged to pay the maximum university fees for the type of study course enrolled upon, in addition to any legal sanctions, and will lose the right to obtain other subsidies for the entire duration of his/her academic career. Said students will also receive an administrative fine comprising the payment of an amount which is three times the value of the services unduly used, and will lose the right to obtain other provisions for the duration of the study course, without prejudice to application of sanctions as provided for by legislation in force in the event of mendacious self-certification.

USEFUL CONTACTS

URP – International Place located at the Public Relations Office (URP), in Via Banchi di Sotto 55 in Siena (+39) 0577 235253 – 235249 - 235247; freephone number 800 22 16 44 (only from landline, not from overseas). Opening times: Monday, Wednesday and Friday from 9:20 to 13:00; Tuesday and Thursday from 14:00 to 16:00.

Registrations helpdesk telephone no. (+39) 0577 235511 operational in the following hours: Monday and Wednesday from 9:00 to 13:30 – Tuesday and Thursday from 14:00 to 15:30 –

Friday from 9:30 to 12:30; requests for information can also be sent to this department also via the following email address: immatricolazioni@unisi.it.

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

List of administration office desks (Students and learning offices and Students healthcare services office) and their location:

San Miniato Office:

- Student and Learning Office of the Department of Biotechnologies, Chemistry and Pharmacy – at San Miniato learning centre - Via Aldo Moro, 2 – 53100 Siena; email: didattica.dbcf@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-biotecnologie-chimica-e>
- Student and Learning Office of the Department of Life Sciences – at the San Miniato Learning Centre - Via Aldo Moro, 2 – 53100 Siena; email: didattica.dsv@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della-vita>

San Francesco Office:

- Student and Learning Office of the Department of Political economics and statistics - Piazza San Francesco, 8 – 53100 Siena; email: didattica.deps@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-economia-politica-e>
- Student and Learning Office of the Department of Corporate and legal studies - Piazza San Francesco, 7 – 53100 Siena; email: didattica.disag@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-studi-aziendali-e>

Humanities Centre office:

- Student and Learning Office of the Department of Ancient and Modern Literature philology and criticism - Via Roma, 47 – 53100 Siena; email: didattica.dfclam@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-filologia-e-critica>
- Student and Learning Office of the Department of Historical and Cultural Heritage Sciences - Via Roma, 47 – 53100 Siena; email: didattica.stobc@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-storiche-e-dei>

Mattioli Office:

- Student and Learning Office of the Department of Law - Via P.A. Mattioli, 10 – 53100 Siena; mail: didattica.giurisprudenza@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-giurisprudenza>
- Student and Learning Office of the Department of Political and International Sciences - Via P.A. Mattioli, 10 – 53100 Siena; mail: didattica.dispi@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-politiche-e>

San Niccolò Office:

- Student and Learning Office of the Department of Information Engineering and Mathematical Sciences - Via Roma, 56 – 53100 Siena; email: didattica.diism@unisi.it;

opening hours to the public to be found on the following web page:
<http://www.unisi.it/ufficio-studenti-diism>

- Student and Learning Office of the Department of Social, Political and Cognitive Sciences - Via Roma, 56 - 53100 Siena; email: didattica.dispoc@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-sociali>

Pian dei Mantellini – Porta Laterina Office:

- Student and Learning Office of the Department of Physical, Earth and Environmental Sciences - Pian dei Mantellini, 44 - 53100 Siena; email: didattica.dsfta@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-fisiche-della>

Le Scotte Office:

- Student Services - Healthcare Area at the Policlinico Le Scotte Learning Centre - Strada delle Scotte, 4 - 53100 Siena; email: medicina@unisi.it and sanitarie.biomediche@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-area-sanitaria>

Arezzo Campus:

- Student and Learning Office of the Department of Education Science, Human and Intercultural Communication Sciences - Loc. Il Pionta - Palazzina dell'Orologio - Via Cittadini, 33 - 52100 Arezzo; mail: didattica.dsfunci@unisi.it; opening hours to the public to be found on the following web page:
• <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della>

Desks around the region:

- Student and Learning Office of Grosseto - Via Saffi, 17/C - 58100 Grosseto; email: segreteria.grosseto@unisi.it; opening hours to the public to be found on the following web page: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-sede-distaccata-di>