



UNIVERSITÀ
DI SIENA
1240

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

Academic Year 2019/2020

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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 45 of this Prospectus.

SECTION 1 EDUCATIONAL OFFERING

First cycle and single-cycle degree courses

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

Those who intend to register for first cycle and single-cycle degree courses with **no cap on enrolment** at the local or national levels must have an upper secondary school diploma or another academic qualification awarded abroad, recognised as suitable, and must take part in a mandatory admission test which does not preclude registration. This test aims to assess basic student preparation so as to identify any additional learning obligations that may need fulfilling during the first year of the course. It is possible to take the admission test for more than one degree course. Registering for the tests, and the methods, dates and locations of the test sessions will be defined and published on the University website at www.unisi.it under the section reserved for enrolment starting in May 2019.

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

First cycle degree courses

Course	Degree Class	Reference Department	Study campus	Limited enrolment course
Historical and cultural heritage	L-1 Cultural heritage	History and cultural heritage	Siena	No
Biotechnology	L-2 Biotechnology	Molecular and developmental medicine	Siena	Yes - see specific notice
Computer and information engineering*	L-8 Information engineering	Information engineering and mathematics	Siena	No
Engineering management *	L-8 Information engineering	Information engineering and mathematics	Siena	No
Studies in Literature and philosophy	L-10 Literature	Philology and literary criticism	Siena	No
Language for intercultural and business communication	L-11 Modern languages and cultures	Education, human sciences 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	L-18 Economics and corporate management science	Business and law	Siena	No
Education	L-19 Education and training	Education, human sciences and intercultural communication	Arezzo	No
Communication sciences	L-20 Communication science	Social, political and cognitive sciences	Siena	No
Agribusiness	L-25 Agrarian and forest sciences and technologies	Life sciences	Siena	Yes - see specific notice
Chemical sciences*	L-27 Chemical science and technology	Biotechnology, chemistry and pharmacy	Siena	No
Physics and advanced technologies *	L-30 Physical science and technology	Physical sciences, Earth and environment	Siena	No

Natural and Environmental sciences	L-32 Environmental and natural science and technologies	Physical sciences, Earth and environment	Siena	No
Economics and banking	L-33 Economic science	Political and statistical economics	Siena	No
Geological sciences*	L-34 Geology	Physical sciences, Earth and environment	Siena	No
Mathematics *	L-35 Mathematics	Information engineering and mathematics	Siena	No
Political sciences	L-36 Political science and international relations	Political and international science	Siena	No
Social work	L-39 Social services	Social, political and cognitive sciences	Siena	No
Nursing (qualifying for professional nursing)	L/SNT1 Healthcare and nursing professions and midwifery	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Midwifery (qualifying for professional midwifery)	L/SNT1 Healthcare and nursing professions and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
Physiotherapy (qualifying for professional physiotherapy)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Orthoptics and ophthalmological assistance (qualifying as an orthoptic practitioner and ophthalmic assistant)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Speech and language therapy (qualifying as a professional speech therapist)	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Dietistic (qualifying for the healthcare profession of professional dietician)	L/SNT3 Healthcare technical professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Cardiocirculatory physiopathology and cardiovascular perfusion techniques (qualifying for the healthcare profession of Cardiocirculatory and cardiovascular perfusion technician)	L/SNT3 Healthcare technical professions	Medical biotechnology	Siena	Yes - see specific notice
Biomedical laboratory techniques (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
Imaging and radiotherapy techniques (qualifying for the healthcare profession of medical radiology technician)	L/SNT3 Healthcare technical professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Environment and the workplace prevention technique (qualifying for the healthcare profession of environmental and workplace prevention technician)	L/SNT4 Preventive Healthcare professions	Molecular and developmental medicine	Siena	Yes - see specific notice
Single-cycle degree courses				
Law (single-cycle degree course – 300 University credits - 5 year duration)	LMG/01 Law	Law	Siena	No

Pharmaceutical chemistry and technology (single-cycle degree course in accordance with European legislation – 300 ECTS credits - 5 year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
Pharmacy (single-cycle degree course in accordance with European legislation – 300 University credits - 5 year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
Medicine and surgery (single-cycle degree course in accordance with European legislation – 360 University credits - 6 year duration)	LM-41 Medicine	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
Dentistry and Dental Prosthodontics	LM-46 Dentistry and Dental Prosthodontics	Medical biotechnology	Siena	Yes - see specific notice

* **NOTE:** Pursuant to the regulations applicable to the “**Young people’s support fund**” (part of the scientific degrees plan), in order to encourage matriculation in degree courses within disciplinary areas of particular national or EU interest, students matriculated in the starred degree courses may receive partial reimbursement of university fees and dues. The criteria for identifying beneficiaries and the refund amounts are published on the university website at www.unisi.it following the links: 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).

Second cycle degree courses

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

Those who intend to enrol in **second cycle degree courses** must have a degree or a three-year university diploma, or another suitable equivalent academic qualification awarded abroad, . They must also meet with specific curricular requirements and have adequate personal preparation, verified with the modes set out in the teaching regulations for each second cycle degree course, which also indicate the specific **admission criteria**. The Regulations for study courses can be found on the university website at www.unisi.it, in the statutes and regulations section.

Course	Degree Class	Reference Department	Study campus	Limited enrolment course
Anthropology and visual studies	LM-1 Cultural anthropology and ethnology	Social, political and cognitive sciences	Siena	No
Archaeology	LM-2 Archaeology	History and cultural heritage	Siena	No
Biology	LM-6 Biology	Life sciences	Siena	No
Health Biology	LM-6 Biology	Molecular and developmental medicine	Siena	No
Medical biotechnologies	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Genetic Counselling**	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
Biotechnologies of Human Reproduction	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Molecular and developmental medicine	Siena	No
Modern Literatures	LM-14 Modern philology	Philology and literary criticism	Siena	No
Classics	LM-15 Philology, literature and ancient history	Philology and literary criticism	Siena	No
Finance	LM-16 Finance	Political and statistical economics	Siena	No

Electronics and Communications Engineering	LM-27 Telecommunications engineering	Information engineering and mathematics	Siena	No
Engineering management	LM-31 Management engineering	Information engineering and mathematics	Siena	No
Computer and Automation Engineering	LM-32 Computer engineering	Information engineering and mathematics	Siena	No
Language and mind: linguistics and cognitive studies	LM-39 Linguistics	Social, political and cognitive sciences	Siena	No
Applied Mathematics	LM-40 Mathematics	Information engineering and mathematics	Siena	No
International Studies	LM-52 International relations	Political science and international studies	Siena	No
Chemistry	LM-54 Chemical sciences	Biotechnology, chemistry and pharmacy	Siena	No
Economics	LM-56 Economic sciences	Political and statistical economics	Siena	No
Sciences of administrations	LM-63 Public administration science	Political and international science	Siena	No
Geosciences and applied geology	LM-74 Geological science and technology	Physical sciences, Earth and environment	Siena	No
Ecotoxicology and environmental sustainability	LM-75 Environmental and territorial science and technologies	Physical sciences, Earth and environment	Siena	No
Economics and Management of Financial Institutions	LM-77 Economic science	Business and law	Siena	No
Management and Governance	LM-77 Economic science	Business and law	Siena	No
International Accounting and Management	LM-77 Economic science	Business and law	Siena	No
History and philosophy	LM-78 Philosophical science & LM-84 Historical science	History and cultural heritage	Arezzo - Siena	No
Public and Cultural Diplomacy	LM-81 Development Cooperation Science	Social, political and cognitive sciences	Siena	No
Statistics for sample surveys	LM-82 Statistical science	Political and statistical economics	Siena	No
Education sciences and educational consulting for organizations	LM-85 Pedagogical science	Education, human sciences and intercultural communication	Arezzo	No
Art history	LM-89 History of Art	History and cultural heritage	Siena	No
Communication strategies and techniques	LM-92 Communication Theories	Social, political and cognitive sciences	Siena	No
Nursing and midwifery	LM/SNT1 Nursing and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
Health professions of rehabilitation sciences	LM/SNT2 Rehabilitation science for healthcare professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice

Second-cycle double degree courses

The participating institutions simultaneously issue two national qualifications to the students involved in the course, in accordance with bilateral agreements that stipulate the completion of an

integrated educational course of the same duration as that existing in each country. As these are University courses, students will have access to all modules required for the completion of the course. Based on the agreements with foreign universities, they will also take part in international mobility programmes, whereby the student is awarded not only the "national" academic qualification but also that of the partner foreign university.

Students taking part in the course complete alternating periods of study (of defined duration and content) in the two academic institutions. Having completed the plan of study and passed any final examinations, students are awarded the final national academic qualification from both institutions ("double degree").

For a.y. 2019/2020 the University of Siena is offering the following second-cycle double degree courses in collaboration with foreign universities, as indicated below:

- **Finance** (class LM-16 Finance): University of Ljubljana (Slovenia), Romanian-American University Bucharest (Romania);
- **Economics** (class LM-56 Economics), curriculum Economics: University of Ljubljana (Slovenia);
- **Economics and management of financial institutions** (class LM-77 Economics and corporate sciences): Lobachevsky State University of Nizhni Novgorod (Russian Federation), Vilnius University (Lithuania), Siberian Federal University (Russian Federation);
- **History and philosophy** (class LM-78 Philosophy & LM-84 History): 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).

Application procedures for the exchange programmes are found in the University's annual calls for student mobility published on the web pages of the International Relations Office.

First and second cycle degree courses taught in English

For a.y. 2019/2020 the following degree courses will be delivered in English:

- **Economics and business** (class L-18 Economics and corporate management). The course is divided into three different curricula: the Economics and Business Administration curriculum and the Economics and Management curriculum are delivered in Italian; the Economics and management curriculum is delivered in English;
- **Economics and banking** (class L-33 Economics) (Department of Economics and Statistics). The course is divided into four different curricula: the Banking and Finance curriculum, the Economics curriculum and the Statistics and Quantitative Methods curriculum are offered in Italian; the Economics and Banking curriculum is offered in English.

For a.y. 2019/2020 the following second cycle degree courses will be delivered in English:

- **Applied Mathematics** (class LM-40 Mathematics) pertaining to the Department of Information Engineering and Mathematics;
- **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 Developmental 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 Economics) pertaining to the Department of Economics and Statistics.
- **Electronics and Communications Engineering** (class LM-27 Communication engineering) pertaining to the Department of Information engineering and Mathematical sciences;
- **Engineering management** (class LM-31 Engineering management) pertaining to the Department of Information engineering and Mathematics;
- **Finance** (class LM-16 Finance) pertaining to the Department of Economics and Statistics;
- **Genetic Counsellors** (class LM-9 Medical, veterinary and pharmaceutical biotechnologies) pertaining to the Department of Medical Biotechnologies.
- **International Accounting and Management** (class LM-77 Economic-business sciences) pertaining to the Department of Business and Law.
- **Language and mind: linguistics and cognitive studies** (class LM-39 Linguistics) pertaining to the Department of Social, Political and Cognitive Sciences. The course is divided into two curricula: Linguistics and cognition and Philosophy and cognition, both delivered in English;
- **Medical Biotechnologies** (class LM-9 Medical, Veterinary and Pharmaceutical Biotechnologies) pertaining to the Department of Medical Biotechnologies;
- **Public and Cultural Diplomacy** (class LM-81 Development cooperation science) pertaining to the Department of Social, Political and Cognitive Sciences. The course comprises two curricula: Public diplomacy and Cultural diplomacy, both delivered in English;
- **International Studies** (class LM – 52 International Relations) pertaining to the Department of Political and International Sciences. The course is divided into three different curricula: the International and Diplomatic Sciences, the Development and International Cooperation curriculum are delivered in Italian; the European Studies curriculum is offered in English.

SECTION 2

PERIODS, DATES, DEADLINES AND REQUIREMENTS

16 April 2019	<ul style="list-style-type: none"> - Start of online pre-matriculation procedures for first cycle degree courses without a cap on enrolment;
15 May 2019	<ul style="list-style-type: none"> - Opening of online procedures for assessing whether applicants meet the curricular requirements for admission to second cycle degree courses without a cap on enrolment.
11 July 2019	<ul style="list-style-type: none"> - Deadline for pre-matriculation and consequent closure of online pre-matriculation procedures for: <ul style="list-style-type: none"> a) first cycle degree courses without a cap on enrolment, b) single-cycle degree courses.
23 July 2019	<ul style="list-style-type: none"> - Start of online procedures for matriculation in first cycle and single-cycle degree courses without a cap on enrolment; - Start of online procedures for enrolment on the first year of a second cycle degree course without cap on enrolment (procedure reserved for applicants who have been granted direct admission to the course); - Start of delivery of necessary documents to the administration offices for the abbreviation of courses for students who enrol with retrieval of a previous academic studies, even if not completed; - Beginning of submission of requests to transfer to another university or degree course. (for programmes requiring prior authorization, the student must refer to the appropriate administration office).
27 August 2019	<ul style="list-style-type: none"> - Start of online procedures for renewal of enrolment for years subsequent to the first on first and second cycle courses with payment of the first instalment; - Beginning of submission to the administration office, only for "graduands", of the request for suspension of enrolment for a.y. 2019/2020.
1 October 2019	<ul style="list-style-type: none"> - Start of first semester classes. For the start date of individual classes, consult the teaching facility websites.
31 October 2019 <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 matriculation and consequent closure of online matriculation procedures for: <ul style="list-style-type: none"> a) first cycle degree courses with a cap on enrolment, b) single-cycle degree courses with a cap on enrolment; - Deadline for submitting application for enrolment with retrieval of previous academic studies; - Deadline for enrolments for years subsequent to the first on first and second cycle study courses with payment of first instalment; - Deadline for submitting requests for suspension of enrolment for the academic year 2019/2020.
20 December 2019	<ul style="list-style-type: none"> - Deadline for payment of the second instalment. - Deadline for completing the online procedure for assessment of academic requirements for admission to second cycle degree courses without a cap on enrolment. - Deadline for enrolment in the first year of second cycle degree courses without a cap on enrolment.
31 December 2019	<ul style="list-style-type: none"> - Deadline for delivery of requests to transfer to another university or degree course.
31 January 2020	<ul style="list-style-type: none"> - Deadline by which requests to transfer from another University must be delivered (provided the student requested the transfer by 31 December 2019).

28 February 2020	- Deadline for payment of the third instalment of fees.
1 March 2020	- Second semester classes begin. For the start date of individual classes, consult the teaching facility websites.
30 April 2020	- Deadline for payment of the fourth instalment of fees.
13 May 2020	- Deadline for renewal of enrolment with simultaneous payment of the first instalment of fees for students about to graduate who have requested suspension of enrolment and have not obtained their academic qualification by the last graduation session. To enrol, the student must contact his own administration office (see section 5 of this Study Prospectus). - Deadline for payment of the recognition fee by graduating students.
3 June 2020	- 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 graduation session.

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

Entrance examinations for courses with local and national enrolment quota

The deadlines and procedures for applying for a place on degree courses with national or local enrolment quotas will be communicated through the published calls for application and specific detailed announcements. Students must consult these announcements and calls for application in the section *albo online* (online noticeboard) of the University website at www.unisi.it and on the web pages for students matriculating in a.y.2019/2020.

On the publication date of this Study Prospectus, the Ministry of Education, Universities and Research has established the dates of the entrance examinations for the following courses only: **first cycle degree courses in the healthcare professions (11 September 2019) and single cycle degree course in Medicine and Surgery (3 September 2019) and the single cycle degree course in Dentistry and Dental Prosthodontics delivered in English (12 September 2019).**

SECTION 3

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

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

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

EU students in the following categories are also considered equivalent:

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

and:

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

Students with disabilities and learning disabilities

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

Pre-matriculation and matriculation in first cycle and single cycle degree courses

Pre-matriculation

From 16 April 2019 to 11 July 2019 students, even those who have yet been awarded their secondary school diploma, can start online pre-matriculation in first cycle and single cycle degree courses with no cap on enrolment. **This procedure serves to “book” their place at the University of Siena.**

Pre-matriculation in single cycle and single cycle degree courses with no enrolment quota is done **entirely online**. In particular, starting from **16 April 2019** and until **11 July 2019**, an online pre-matriculation service will be available at <https://segreteriaonline.unisi.it/> for submitting pre-registration applications. The student must first of all **register**. Once the student has completed registration using the access credentials provided, he/she can start the pre-matriculation procedure by inputting the requested data, including the type of secondary school diploma, the selected study programme, type of enrolment (part time or full time), any invalidity equal to or greater than 66% or disability with recognition of handicap pursuant to article 3, par 1 of law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170/2010.

Those who, after completing pre-matriculation, wish to pay for matriculation (required to complete enrolment in one of the university's courses), must access the online registration procedure as described below from 23 July 2019 to 31 October 2019.

Matriculation

When to matriculate

From **23 July 2019** to **31 October 2019** matriculation is open for **first cycle and single cycle degree** courses **with no cap on enrolment** for the academic year 2019/2020, as set out in Section 1 of this Study Prospectus.

After the 31 October 2019 deadline, any additional applications for matriculation 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 31 October 2019 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 at the University of Siena.

Those who intend to register for **courses with a cap on enrolment** must instead observe the specific deadlines in the calls for admission.

Who can submit an application

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

How and where to apply

Those who wish to **matriculate** must complete the **online procedure**, available from **23 July 2019** to **31 October 2019** at <https://segreteriaonline.unisi.it/> .

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

After completing the required fields correctly, the system will allow the student to **print out a MAV** bank form for payment of the first instalment of the all-inclusive fee.

Payment of the above amount must be made by 31 October 2019 at any bank in Italy or via internet banking (service reserved for credit card holders) or via the PagoPA system.

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

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

Information on matriculation procedures and university services 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 no. 55,
Opening times: Monday, Wednesday and Friday from 9.20am to 1pm; Tuesday and Thursday from 2pm to 4pm.
- **Matriculation and Enrolment Helpdesk** (0577 235511)
Telephone hours: Monday and Wednesday from 9am to 1.30pm – Tuesday and Thursday from 2pm to 3.30pm – Friday from 9.30am to 12.30pm; requests for information can also be sent to the following email address: immatricolazioni@unisi.it.
- **Students and Course Administration Office in Grosseto**
Via Aurelio Saffi 17/c,
Opening times: Monday to Friday from 9am to 1pm; Tuesday and Thursday from 3pm to 4.30pm.

For matriculation in limited enrolment degree courses, specific information is provided with the admission calls for said courses and on the university website www.unisi.it.

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

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

Before matriculating online for a **course with a cap on enrolment**, students must be suitably positioned in the rankings and observe the terms and procedures indicated in the calls for application.

Before registering online, **EU nationals, non-EU nationals treated as "equivalent" and Italian nationals with foreign qualifications** must receive **authorization** by presenting their documents and permits of stay to the staff of the URP – International Place. Information for obtaining said authorization 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 in Via Banchi di Sotto no. 55, Siena.

Before matriculating online **foreign citizens resident abroad** must obtain **authorization** by presenting their documents and permits of stay to the staff of the URP – International Place. Information for obtaining said authorization 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, no. 55, Siena.

Useful documents for completing the online matriculation procedure

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

A) ISEU data: the **ISEU** enables students to apply any reductions when calculating the all-inclusive contribution for the academic year of enrolment. During the procedure, the student must authorize the University to view the ISEU in the INPS database.

B) a secondary school diploma:

Students with foreign qualifications must have appropriate **authorization** to matriculate before carrying out the online procedure. Information for obtaining said authorization 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 in Via Banchi di Sotto no. 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 of the student's full face;

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

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

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE MATRICULATION PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEU DATA FROM THE INPS DATABASE, EVEN IF IT IS NOT YET AVAILABLE BECAUSE IT HAS NOT YET BEEN REQUESTED.

SHOULD ISEU DATA NOT BE AVAILABLE AT THE TIME OF MATRICULATION, STUDENTS SHOULD GO TO THE STUDENTS AND ACADEMIC OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD.

SHOULD THIS OCCUR AFTER 20 DECEMBER 2019, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO FEE.

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

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

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 31 October 2019:

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

Admission tests

Those who wish to enrol on single cycle degree courses without a cap on enrolment must take a **mandatory, non-selective admission test** to verify that their initial preparation is adequate.

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

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

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

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

IMPORTANT: Only those who wish to matriculate in the **Law** or in **Physics and Advanced Technologies** degree courses must register for the admission tests from the *segreteria online* personal page and click on "Evaluation test". At the end of the enrolment procedure, **30 Euros** must be paid using a **MAV** bank form. Payment of the above amount must be made at a bank in Italy or via internet banking (credit cards holders only) or using the PagoPA system before taking the test. **Students must arrive for the test with a valid identity document. Any further information will be posted on the university website www.unisi.it in the section reserved for admission tests.**

The following individuals are exempt from taking the test:

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

Registering for the English language test

The University of Siena requires that all graduates have at least level B1 proficiency in English (as established by the Common European Framework of Reference for Languages). Single cycle degree courses in accordance with EU norms require level B2 proficiency in English.

To prepare students for these exams, the University Language Centre (CLA, *Centro Linguistico d'Ateneo*) offers courses for different levels both in Siena and Arezzo. Students who wish to take these courses must take a **placement test**.

Students holding at least **level B1 international certification do not have to take the test** but must present the original certification to the CLA by 16 December 2019. Students are otherwise required to register online for the placement test right after matriculation by accessing the CLA web pages <https://www.cla.unisi.it/it> .

Particular cases:

- Those **matriculated in the first cycle Communication sciences degree course** (class L-20 Communication sciences) must take the English language placement exam as part of the admission process (even those holding a B1 certification or higher). On the day of the exam (to be announced) the student must present himself at the self-access laboratory on the 4th floor of the San Niccolò lecture halls (Via Roma, 56). To access the laboratory, students must show their matriculation number, 2 passport-size photos and an identity document.
- **Those matriculated in the first cycle Economics and business** (class L-18 Economic and business management science) and **Economics and banking** (class L-33 Economics) **degree courses** who do not have sufficient knowledge to successfully complete the ordinary courses can take a propaedeutic course after sitting the CISIA placement test. Further information will be posted on the web pages of the School of Economics and Management.
- **Those matriculated in first cycle degree courses in the healthcare professions** do not have to take the English language test (the course will be held in the 2nd semester).

Incompatibility due to simultaneous enrolment

Pursuant to art. 31, paragraph 2 of the University Degree Regulations, students are **not allowed to enrol simultaneously on two degree courses at this or any other university**. Students who wish to matriculate in another university degree course must therefore request the interruption of studies or withdrawal from the present programme. The interruption of the first degree course will remain valid for the entire duration of the second degree course selected.

This incompatibility **does not apply in the case of simultaneous enrolment in university degree courses and courses at Music conservatories, state-authorized Music Institutes and the National Academy of Dance** (Ministerial Decree 28 September 2011, in application of art. 29, par. 21, of Law no. 240 dated 30 December 2010). Pursuant to the abovementioned Ministerial Decree of 28 September 2011, any student who wishes to enrol both at the University and at Higher institutes for musical and choreographic studies **must request permission to do so and present his/her study plan to both institutions**. The plans of study will be shown to the appropriate bodies within the institutions which will have to assess their compatibility with the attendance and workload required of the student in each year of the programme. The training programme completed by the student at the two institutions in each academic year and the credits earned cannot exceed **the overall limit of 90 university credits per year**, except those earned for courses common to the two programmes. The student must pay fees and dues to both institutions, as prescribed by their internal regulations.

Enrolment in second cycle degree courses

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

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

Who can request evaluation, how and when

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

This request for evaluation, which aims to **verify that the student meets the requirements** for admission to the course (curricular requisites and suitable personal preparation), **may be submitted from 15 May 2019 to 20 December 2019**, by filling in the form for evaluation of qualifications, available at www.unisi.it. The form, duly filled out and reporting exams passed and training activities completed during the first cycle degree course, must be attached during the online procedure for requesting evaluation.

Students about to graduate can also submit a request for evaluation as long as they have already acquired at least 120 University credits out of the total 180 required for completion of the degree course and, among these, all the ones relating to the specific scientific sector or discipline (SSD) requested as curricular requirements. These students can enrol as long as they complete the qualification required by 31 December 2019.

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

Once the request for evaluation has been submitted, the appointed lecturer or the Teaching Committee evaluates the curriculum submitted, and decides on whether the student:

- is **eligible for admission** to the second cycle degree course;
- must sit and pass the **admission test** for the second cycle degree course before proceeding with enrolment;
- is assigned **additional learning obligations** to meet the curricular requirements for admission: he/she must pass certain *single courses* to be awarded the credits and make up for the learning gap.

After fulfilling the additional learning obligations, the student must resubmit a request for evaluation to the administrative offices of the reference Department to find out whether he/she meets the curricular requirements for admission to the second cycle degree course.

Curriculum evaluation is required to verify whether:

a) **the student meets the curricular requirements for admission to a second cycle degree course**. Curricular requirements are defined with reference to the degree class and the number of university credits (CFU) awarded in specific scientific-disciplinary sectors (SSD). The educational requirements are reported on the web site of each department in the sections dedicated to second cycle degree courses with no enrolment quota. Based on the regulations of each second cycle degree

course, the requirements may also include proficiency in English which, for the second cycle degrees taught in English, must correspond to at least level B2.

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

The Teaching Committee assesses the educational credentials for admission and deliberates in accordance with the following procedure:

- **satisfactory credentials and direct admission:** in this case the student can, within deadlines, matriculate in the selected second cycle degree course;

- **satisfactory credentials and obligation to take and pass the admission test:** in this case the student must go to the administration office to receive information about the admission test and register for it by submitting the registration form downloadable from www.unisi.it. Those who fail to pass the test of personal preparation cannot enrol on the second cycle degree course.

- **unsatisfactory credentials:** in this case the student cannot complete matriculation.

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

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

- the form for requesting assessment of one's curriculum;

- front-and-back photocopy of a valid identity document;

- official certificate attesting to their knowledge of English, if required by the regulations of the selected degree course.

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

In the same time frame foreseen for enrolment (23 July 2019 – 20 December 2019), **the student must finalize the application based on the outcome of the curriculum evaluation:**

a) in the case of **direct admission**, he/she can enrol prior to the deadline for second-cycle degree courses (20 December 2019);

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

How, where and when to enrol

Applications for enrolment on second cycle degree courses with no cap on enrolment may be submitted **from 23 July to 20 December 2019**.

After the 20 December 2019 deadline, any additional applications for enrolment will be evaluated and, if approved, a 30 Euro charge will be applied.

Payment for the first instalment of the all-inclusive contribution made after the deadline of 20 December 2019 will be subject to a late-payment charge, as set out in the Regulations for calculation and payment of fees and dues for enrolment on courses at the University of Siena.

Those who wish to enrol in second cycle degree courses with no cap on enrolment must, instead, observe the specific deadlines indicated in the call for applications of individual courses.

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

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

At the end of the procedure the system generates a **MAV bank form** for paying the first instalment of university fees. The student can print out the MAV form and use it to pay the first instalment at any bank in Italy. He/she can also pay fees online using the "home banking" function, by credit card or using the Pago PA system. The student **must authorize the University to access his/her ISEU data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEU data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment**.

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

Students transferring from another university or degree course or those who have received the assessment of educational credentials for admission to a second cycle degree course after 20 December 2019, and enrolling after said date data can hand in the authorization for the University to access his/her ISEU data from the INPS database by going to the appropriate administration office, without having to pay the 30 Euro fee.

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE MATRICULATION PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEU DATA FROM THE INPS DATABASE, EVEN IF IT IS NOT YET AVAILABLE BECAUSE IT HAS NOT YET BEEN REQUESTED. SHOULD ISEU DATA NOT BE AVAILABLE AT THE TIME OF MATRICULATION, STUDENTS SHOULD GO TO THE STUDENTS AND ACADEMIC OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD. SHOULD THIS OCCUR AFTER 20 DECEMBER 2019, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO CONTRIBUTION.

Those who wish to enrol on a **second cycle degree course with limited enrolment** must position themselves suitably in the ranking and respect the deadlines indicated in the calls for applications. Before enrolling online, **EU citizens, equivalent non-EU citizens and Italian citizens with foreign qualifications** must receive **authorization from** the appropriate staff at the URP – International Place, who will check academic certifications and permits of stay. Further information is available at <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place in Via Banchi di Sotto no. 55, Siena.

Before enrolling online, **foreign citizens resident abroad** must receive **authorization from** the appropriate staff at the URP – International Place, who will check academic certifications and permits of stay. Further information is available at <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place in Via Banchi di Sotto no. 55, Siena..

Useful documents for completing the online enrolment procedure

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

A) ISEU data

B) a secondary school diploma:

Students with foreign qualifications must have appropriate **authorization** to enrol before carrying out the online procedure. Information for obtaining said authorization can be found on the following web page <https://www.unisi.it/internazionale/prospective-and-enrolled-international-students/prospective-student/studente-ue> or at the URP – International Place in Via Banchi di Sotto no. 55, Siena;

C) details of the degree;

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 of the student's full face;

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

F) copy of the Italian tax code (*codice fiscale*).

The student must complete the enrolment procedure by the deadlines indicated in section 2 of this Study Prospectus;

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

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

The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 20 December 2019:

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

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

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

Registering for the English language test

The University of Siena requires that all students enrolled in second cycle degree courses pass a **level B2 English language test** according to the Common European Framework of Reference for Languages (CEFR). Level B2 proficiency is certified by the university language centre (CLA), after attending its level B2 course and passing the exam.

Students already holding level B1 international certification recognized by the university or B1 level certified by the Language Centre 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 proficiency must take a **test that can be booked** following the procedures prescribed by the University Language Centre (CLA) and published on the centre's web pages.

If the test result indicates suitable proficiency in the English language, the student can access the B2 test directly without attending courses. The test sessions are held at the start of each semester and before the exam sessions.

Incompatibility due to simultaneous enrolment

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

Part-time students

Who part-time students are

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

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

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

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

The student who has been granted part-time status can, when enrolling in the academic year subsequent to that of the request for part time, **give up his status and become a full-time student. The decision to renounce his/her part-time status must be made known to the appropriate administrative office where the student must complete enrolment.**

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

Who can apply for part-time study

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

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

When and how to apply for part-time status

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

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

Working students

Working students are those who work in any way and can demonstrate it by submitting appropriate documentation to the competent administration office at the time of enrolment or subsequently.

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

SECTION 4

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

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

The quotas for enrolment in **first cycle and single cycle degree courses** at Siena University in academic year 2019/2020 are available at <http://www.studiare-in-italia.it/studentistranieri/>.

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

Requesting prior authorization to pre-enrol

To be admitted to a first cycle degree course, before applying for pre-enrolment through the appropriate Italian diplomatic mission, applicants must receive authorization to pre-enrol from the relevant Teaching Committee, to which they must submit their academic curriculum; said authorization must then be attached to the application for pre-enrolment

To this end, students must submit a request for evaluation online through the University website at <https://apply.unisi.it>, which is automatically forwarded to the above-said Teaching Committee.

Students must attach the following documents to their request:

- curriculum vitae, in English;
- certification of exams passed to obtain the first level qualification, with marks; alternatively the Diploma Supplement can be submitted;
- for candidates who are not native English speakers and wish to enrol in a course delivered in English, a certificate declaring their proficiency in English (TOEFL, Cambridge, IELTS, etc.) or other language skills certificate;
- for candidates who wish to enrol in a course delivered in Italian, a certificate declaring their proficiency in Italian;
- photocopy of passport;
- receipt of the 30 euro fee to be paid for each request submitted.

Once the Teaching Committee receives the request for evaluation, on the basis of the documentation delivered and the applicant's curriculum, it decides on:

a) the candidate's **eligibility** for admission to the second cycle degree course, issuing authorization, where appropriate.

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

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

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

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

Schooling of less than 12 years can also be integrated by a post-secondary qualification in a tertiary, non-university institute, duly recognized by the abovementioned Italian Diplomatic mission.

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

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 **Italian embassy or consular office** in the last country of residence, observing the deadlines set each year by the relevant ministries.

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

- **original copy of the final secondary school qualification** or equivalent legal certification;
- **certification** that **any university entrance examinations** in the country of origin have been passed;
- **certification** of any **partial academic studies** undertaken if secondary schooling lasted less than 12 years or if shortening of a course is requested (if so, enclose official documentation of the courses attended);
- **post-secondary qualification** from a tertiary non-university institute, if the secondary school qualification was issued after less than 12 years of schooling.

The Italian diplomatic mission will return the pre-enrolment application to the interested party with authenticated signature and photograph, together with the above original documents, translated, authenticated and with declaration of value.

The Italian diplomatic offices forward the **list of candidates** to the university, providing all the required information for each interested person.

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, subject to receipt of the required study documents;
- it states which **candidates cannot be admitted** because they do not meet the academic requirements.

The representation offices are also sent an information sheet about entrance examination procedures, criteria and contents, so that they can provide suitable information to the students involved. This sheet is also published on the noticeboard of each university.

When arriving in Siena, **non-EU students resident abroad must submit** their passport with study/university entry visa to the **URP – International Place** as well as documents received from the Italian diplomatic mission 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 in the chosen course.

Italian language test

The **Italian language test** for admission to first cycle and single cycle degree courses in academic year 2019/2020 consists in an interview that will take place on 2 September 2019. The time and place of the test will be posted on the university website www.unisi.it.

Students should present for the Italian language test with the following documents:

- **passport** with specific entry visa for study/university purposes;
- if they have it, a copy of the **receipt of application for a residence permit** issued by the post-office (*Poste Italiane*) or a copy of a **valid residence permit** issued by the police headquarters (*Questura*).

Students exempt from the Italian language test

- a) students with a four or five-year **secondary school diploma obtained at an Italian school abroad** (exempt from the quota restrictions);
- b) students with **final secondary school qualifications** listed on the MIUR website: <http://www.studiare-in-italia.it/studentistranieri/moduli/allegato2.pdf> (also exempt from the quota restrictions);
- c) Students with **Council of Europe level C1 and C2** Italian language skills certified by Rome University III, Universities for Foreigners of Perugia and Siena or by the Dante Alighieri Society, also under agreement with Italian Institutes of Culture abroad (also exempt from the quota restrictions);
- d) Students with **Council of Europe level B2 or higher** Italian language proficiency certified by Rome University III, the universities for foreigners of Perugia and Siena or by the Dante Alighieri Society, also under convention with Italian Institutes of Culture abroad;

e) Students who intend to enrol in study courses that are exclusively in English are also **exempt** from the Italian language test.

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

Matriculation in first cycle and single cycle degree courses

How, where and when to request matriculation

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

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

Once all fields have been filled out correctly, the system allows the student to **print the MAV bank form** for the first instalment of the all-inclusive contribution.

Payment of the above amount must be made by the end of September 2019 at a bank in Italy, via internet banking (credit card holders only) or through PagoPA.

The amount of the all-inclusive contribution is stated in the Regulations for calculating and paying fees and dues for enrolment on courses at the University of Siena.

Those who intend to matriculate in study courses with a cap on enrolment must instead observe the specific terms and deadlines of the corresponding calls for applications.

Documents to deliver when requesting matriculation

The authorization for online matriculation can only be obtained from the **URP – International Place** after delivering the **study documents** produced by the Italian diplomatic mission 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 residence permit** issued by the post office (*Poste Italiane*) or a copy of a valid residence permit issued by the police headquarters (*Questura*). If the student only submits a copy of the receipt of the application for a residence permit, he/she must submit a copy of the valid residence permit 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 residence permit must be considered conditional.

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

The following individuals are not obliged to pay the all-inclusive fee but only the stamp duty to be paid by the end of September 2019:

- those who have applied for a grant to the Regional Agency for the Right to University Education;
- foreigners in receipt of study grants from the Italian government.

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

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

Admission tests

Those who wish to enrol on single cycle degree courses without a cap on enrolment must take a **mandatory, non-selective admission test** to verify that their initial preparation is adequate.

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

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

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

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

IMPORTANT: Only those who wish to matriculate in the **Law** or in **Physics and Advanced Technologies** degree courses must register for the admission tests from the *segreteria online* personal page and click on "Evaluation test". At the end of the enrolment procedure, **30 Euros** must be paid using a **MAV** bank form. Payment of the above amount must be made at a bank in Italy or via internet banking (credit cards holders only) or using the PagoPA system before taking the test. **Students must arrive for the test with a valid identity document. Any further information will be posted on the university website www.unisi.it in the section reserved for admission tests.**

Students who wish to register for courses with a **cap on enrolment** must take the **entrance examination** for the course, as well as the Italian language test, in accordance with the terms and timing specified in the relevant call for applications.

Those who have not passed the Italian language test cannot take any other admission test or entrance examination.

Reallocation of places

For information on the **reallocation of any places** still available to fill the relative quotas, the student must contact the URP – International Place.

Enrolment in second cycle degree courses

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

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

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

Students wishing to enrol in second cycle degree courses **with a cap on enrolment** must pass the admission exams for the programme, as specified in the corresponding calls for application.

Request for prior authorization

To be admitted to a second cycle degree course, before applying for pre-enrolment through the appropriate Italian diplomatic mission, applicants must receive authorization to pre-enrol from the

relevant Teaching Committee, to which they must submit their academic curriculum; said authorization must then be attached to the application for pre-enrolment.

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 Teaching Committee. Students must attach the following documents to their request:

- curriculum vitae (CV), in English;
- certification of exams passed to obtain the first level qualification, with marks; alternatively the Diploma Supplement can be submitted;
- for candidates who are not native English speakers that wish to enrol in a course delivered in English, a certificate declaring their proficiency in English (TOEFL, Cambridge, IELTS, etc.) or other language skills certificate;
- for candidates who wish to enrol in a course delivered in Italian, a certificate declaring their proficiency in Italian;
- photocopy of passport.
- payment receipt for the 30 Euro fee for each evaluation request submitted.

Once the Teaching Committee receives the request for evaluation, on the basis of the documentation delivered and the applicant's curriculum, it decides on: :

a) the candidate's **eligibility** for admission to the second cycle degree course, issuing authorization, where appropriate;

b) **recognition of an "educational gap"** in relation to the curricular requirements for admission, which by law **does not allow** the candidate to enrol in a second cycle degree course.

The evaluation result (and authorization, 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.

Procedure for requesting pre-enrolment through the appropriate Italian diplomatic mission

The application (Mod. A), available for download from the MIUR website: http://www.studiare-in-italia.it/studentistranieri/testo_delle_norme.html in Italian or English, must be presented to the Italian diplomatic mission in the country of last residence in the period established each year by the relevant Ministries.

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

- Authorization issued by the competent Teaching Committee, as stated above;
- original academic qualification awarded by the foreign university recognised as suitable for admission to second cycle degree courses by the Teaching Committee or a legally valid substitute certificate; the degree must have been awarded after the secondary school qualification (obtained after at least 12 years of schooling) and must consent university studies at a higher level in the country in which it was awarded;
- original certificate awarded by the foreign university, confirmed by the Italian diplomatic mission, indicating the exams passed with a description of the courses taken and the hours of theory and practical activities required for graduation (if in English, translation is not required).
Alternatively, a Diploma Supplement can be presented instead of the certificate.

All qualifications must be officially translated into Italian and authenticated by the Italian diplomatic mission in the country of origin that awards the qualifications (except where exempted by international agreements) and accompanied by the **declaration of value** issued by the Italian diplomatic mission in the country where the qualification was awarded.

The Italian diplomatic mission will return the pre-enrolment application to the interested party with authenticated signature and photograph, together with the above original documents, translated, authenticated and with declaration of value.

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 or refuses** admission to the selected second cycle degree course.

The diplomatic offices are also sent an information sheet about entrance examination procedures, criteria and contents, so that they can inform interested students. This sheet is also published on the noticeboard of each university.

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

The office will provide students with full details on any exams to be taken and how to complete enrolment in the chosen course.

Italian language test

The Italian language test for admission to first cycle and single cycle degree courses in academic year 2019/2020 consists in an interview that will take place on 2 September 2019. The time and place of the test will be posted on the university website www.unisi.it.

Students should present for the Italian language test with the following documents:

- **passport** with specific entry visa for study/university purposes;
- if they have it, a copy of the **receipt of application for a residence permit** issued by the post-office (*Poste Italiane*) or a copy of a **valid residence permit** issued by the police headquarters (*Questura*).

Students exempt from the Italian language test

- a) students with a four or five-year **secondary school diploma awarded by an Italian school abroad** (exempt from the quota restrictions);
- b) students with **final secondary school qualifications** listed on the MIUR website: <http://www.studiare-in-italia.it/studentistranieri/moduli/allegato2.pdf> (also exempt from the quota restrictions);
- c) Students with Council of Europe level **C1 and C2** Italian language skills certified by Rome University III, Universities for Foreigners of Perugia and Siena or by the Dante Alighieri Society, also under agreement with Italian Institutes of Culture abroad (also exempt from the quota restrictions);
- d) Students with **Council of Europe** level **B2 or higher** Italian language proficiency certified by Rome University III, the universities for foreigners of Perugia and Siena or by the Dante Alighieri Society, also under convention with Italian Institutes of Culture abroad;
- e) Students who intend to enrol in study courses that are exclusively in English are also **exempt** from the Italian language test.

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

Students who wish to register for courses with **a cap on enrolment** must take the **entrance examination** for the course, as well as the Italian language test, in accordance with the terms and timing specified in the relevant call for applications.

Those who have not passed the Italian language test cannot take any other admission test or entrance examination.

How, where and when to request enrolment

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

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

Once all fields have been filled out correctly, the system allows the student to **print the MAV bank form** for the first instalment of the all-inclusive contribution. **Payment of the above amount must be made by 20 December 2019** at a bank in Italy, via internet banking (credit card holders only) or through PagoPA.

The amount of the all-inclusive contribution is stated in the Regulations for calculating and paying fees and dues for enrolment on courses at the University of Siena.

Those who intend to matriculate in study courses with a cap on enrolment must instead observe the specific terms and deadlines of the corresponding calls for applications.

Documents to deliver when requesting enrolment

The authorization for online matriculation can only be obtained from the **URP – International Place** after delivering the **study documents** produced by the Italian diplomatic mission 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 residence permit** issued by the post office (*Poste Italiane*) or a copy of a valid residence permit issued by the police headquarters (*Questura*). If the student only submits a copy of the receipt of the application for a residence permit, he/she must submit a copy of the valid residence permit 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 residence permit must be considered conditional.

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

The following individuals are not obliged to pay the all-inclusive fee but only the stamp duty to be paid by 20 December 2019:

- those who have applied for a grant to the Regional Agency for the Right to University Education;
- foreigners in receipt of study grants from the Italian government.

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

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

Incompatibility due to simultaneous enrolment

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

SECTION 5

ENROLMENT IN YEARS SUBSEQUENT TO THE FIRST

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

Online Enrolment

To **renew enrolment online for years subsequent to the first** the student must access the online administration office page <https://segreteriaonline.unisi.it/> **from 27 August 2019 to 31 October 2019.**

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

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

Applications for renewal of enrolment can be accepted after the 31 October 2019 deadline, on payment of a 30 Euro fee.

IMPORTANT:

ON THE FIRST PAGE OF THE ONLINE MATRICULATION PROCEDURE STUDENTS MUST AUTHORIZE THE UNIVERSITY TO ACCESS THEIR ISEU DATA FROM THE INPS DATABASE, EVEN IF IT IS NOT YET AVAILABLE BECAUSE IT HAS NOT YET BEEN REQUESTED.

SHOULD ISEU DATA NOT BE AVAILABLE AT THE TIME OF MATRICULATION, STUDENTS SHOULD GO TO THE STUDENTS AND ACADEMIC OFFICE OF THE APPROPRIATE DEPARTMENT TO REQUEST THAT SAID CONSENT BE PLACED ON RECORD.

SHOULD THIS OCCUR AFTER 20 DECEMBER 2019, STUDENTS WILL BE REQUIRED TO PAY A 30 EURO FEE.

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 2019.** 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.

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

After the deadline of 31 October 2019, the online enrolment renewal procedure will be deactivated. After 31 October 2019, 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 30 Euro fee 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 2019/2020 academic year is suspended until the student has paid the debt to the university. Any student in this situation, pursuant to current legislation in force, cannot take any exams and cannot book exams online.

Students about to graduate - Request to suspend enrolment

Students **about to graduate** are those who aim to graduate by the last **graduation session in academic year 2019/2020 (at the latest by April 2020)** and meet the following requirements by **31 October 2019**:

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

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

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

The **request to suspend enrolment** must be made using the specific form published on the University web pages at www.unisi.it and **handed in to the appropriate administration office by 31 October 2019**.

STUDENTS WHO ARE ABLE TO GRADUATE BY 30 APRIL 2020 DO NOT NEED TO RENEW ENROLMENT BY SAID DEADLINES.

Students who manage to take all the exams or acquire all the credits, except those awarded for the final examination by 30 April 2020, 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 13 May 2020. After this deadline, students must pay arrears.

N.B.:

Students who, having presented the request for suspension of enrolment in academic year 2019/2020, found it impossible to complete all exams or acquire all the credits required by the deadline, must promptly **complete enrolment (with payment of the first instalment of fees) by 13 May 2020**. At this time students must authorize the university to access their ISEU data from the INPS database.

Students must **pay the remaining amount** of university fees by **3 June 2020**, after which time they will have to pay arrears.

SECTION 6

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

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

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

When, how and where to apply

Application for re-enrolment may be submitted from **23 July 2019 to 31 October 2019**. Applications will not be accepted after this deadline.

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

The **self-certification** must accurately indicate all the exams taken, the exact name of the courses and the date on which they were passed (and the scientific sector that courses belong to) and the title of any thesis defended; interested parties must also fill out **an application for exam validation**. The above documents must be submitted to the appropriate administration office by the deadlines stated. The re-enrolment application will be assessed by the competent Teaching Committee for the purpose of shortening the programme. The outcome of the validation request is notified to the student via email from the administration office.

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

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

Applications for re-enrolment can be accepted after the 31 October 2019 deadline, on payment of a 30 Euro fee.

If a student withdraws from a **limited enrolment** 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 academic body declares that the procedures and contents of the entrance examination taken are equivalent to the ones delivered at the time of reactivation. The Department that manages the limited enrolment course sets the period of the year when applications for re-enrolment can be made by those students who have previously withdrawn from studies and wish to re-enrol in the same course.

For courses in the area of healthcare, students must go to the Student Services Office at the following address: Policlinico Le Scotte – Strada delle Scotte no. 4 – 53100 Siena.

Incompatibility due to simultaneous enrolment

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

SECTION 7

TRANSFERS BETWEEN UNIVERSITIES AND COURSES

Transfers between universities

Incoming transfers

Transfers are permitted towards **study courses** activated in academic year 2019/2020, as indicated in section 1 of this Study Prospectus.

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

For transfers to **study courses ex Ministerial Decree 270/04** without a cap on enrolment, applicants must pass the self-assessment test by the date and following the procedures set out by individual academic bodies or obtain exemption from the appropriate academic body.

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

For transfers to **courses with limited enrolment**, the interested party must request prior **authorization** from the appropriate administration office of this University.

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

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

Transfer sheets may be **delivered** to the administration offices of the study course at the University of Siena where the student intends to transfer from **23 July 2019 to 31 January 2020 (the latter on condition that the student requested to transfer by 31 December 2019); after the 31 January 2020 deadline, transfer sheets from other universities will not be accepted (said transfer sheets will be returned to the university of origin).**

Transfer sheets will be accepted also without enrolment in academic year 2019/2020.

Once the transfer sheets have been checked 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 mail with return receipt:

A) matriculation form for our University, duly filled in, and the receipt for payment of the first instalment of the all-inclusive contribution, the amount of which is indicated in the Regulations for calculating and paying fees and dues for enrolling in courses at the University of Siena.

B) authorization, for transfers to **courses with limited enrolment**;

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

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

students must authorize the university to access their ISEU data from the INPS database, even if it is not yet available because it has not yet been requested.

Should ISEU data not be available at the time of matriculation, students should go to the students and academic office of the appropriate department to request that said consent be placed on record.

The student must pay **the first instalment of the all-inclusive fee in full**, and only the regional tax for university study of €140, in the case of students from universities within the Region of Tuscany, does not have to be paid again. Fees paid at the university of origin for the academic year in which transfer takes place will not be recognized. The transferred student cannot return to his/her original university **before a full 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 on continuing an academic studies, please contact the relevant administration office.

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

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

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

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

Outgoing transfers

Application for transfer to other universities may be made by students of the University of Siena from **23 July 2019 to 31 December 2019** by specific written **application** with duty stamp addressed to the Rector using the form that can be downloaded from the website on the pages of the administration office, to which it must also be returned, duly filled out and with the necessary documents attached and payments completed. This will be the standard procedure until an appropriate online procedure is activated

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

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 fees already paid for academic year 2019/2020 be refunded.

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

Transferring to another course at the University of Siena

Transfer from one study course to another at the University of Siena is permitted only to **study courses in the course years that are active in academic year 2019/2020**. Transfer from courses under the old regulations to under current regulations follow the same rules and have the same deadlines.

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

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

Requests to transfer from one course to another can be submitted from **23 July 2019 to 31 December 2019** by specific written **application** addressed to the Rector using the form that can be downloaded from the webpages of the administration office, to which it must also be returned, duly filled out and with the necessary documents in attachment.

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

Transfer between second cycle degree courses

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

In accordance with applicable laws, students who **do not meet the academic requirements for admission cannot** enrol in second cycle degree courses.

If the Teaching Committee identifies an education gap, the student cannot change course.

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

SECTION 8 INTERRUPTION, SUSPENSION AND RESUMPTION OF STUDIES AND WITHDRAWAL

Interruption of studies

Who can apply for interruption

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

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

During the period of interruption, the student maintains "**suspended**" enrolment status for the academic year with regard to the suspended degree course, while for the same academic year, he enjoys **active** enrolment status with regard to the other degree course that motivated the suspension (which may also be at another university). Interruption enables students to avoid violating the rule prohibiting simultaneous enrolment (*art. 142 of Royal Decree no. 1592 of 31/8/1933*).

What the interruption entails and how long it can last

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

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

The period of interruption:

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

How and where to apply for interruption and resumption

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

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

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

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

Suspension of studies

Who can apply for suspension

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

- military service;
- civil service;
- maternity (interruption for one year, renewable, is allowed from pregnancy until the child is 8 years old);
- admission to hospital for more than three consecutive months.

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

What the suspension of studies entails

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

The period of suspension:

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

How and where to apply to suspend and resume

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

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

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

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

Resumption of studies after effective interruption

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

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

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

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

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

Fees due for the resumption of studies

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

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

Withdrawal from studies

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

Students can withdraw from studies **at any time using the special form available on the University website.** The declaration of withdrawal signed by the student leads to **loss of student status** from the moment it is delivered to the administration office, unless the student has neglected to pay all fees due at the time of submission.

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

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

IMPORTANT:

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

Fees due in the case of withdrawal

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

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

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

If a student enrolled in a degree course or a second cycle degree course for the academic year 2019/2020 wishes to withdraw from his/her studies, he/she must deliver the withdrawal form to the appropriate administration office; the office will check the administrative position of the applicant and will calculate any fees due at the time the withdrawal form is delivered.

If the student is enrolled in an academic year prior to 2019/2020 as the last year of enrolment, he/she must have paid all the fee due for that year before being able to withdraw from studies.

SECTION 9

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

Purpose of applying for recognition of a foreign academic qualification

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

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

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

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

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

Documentation required

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

- **application addressed to the Rector** of the University of Siena using the appropriate form, bearing a duty stamp in accordance with current legislation;
- **original foreign school-leaving qualification** (or substitute certificate) valid for admission to university in the country in which the qualification was awarded;
- **official translation** into Italian of the foreign school-leaving qualification (or substitute certificate);
- **declaration of value and authentication** of the foreign school-leaving qualification or substitute certificate issued by the Italian diplomatic or consular mission in the country where it was awarded;
- **original copy of the foreign academic qualification** (or substitute certificate) submitted for recognition;
- **official translation** into Italian of the foreign academic qualification (or substitute certificate) to be recognized;
- **declaration of value and legalization** of the foreign academic qualification by the Italian diplomatic or consular mission in the country where it was awarded or certificate of validity issued by the ENIC-NARIC centre or by the foreign diplomatic representation in Italy;
- **original degree certificate** containing the details of university exams passed at the foreign university or a "diploma supplement", if provided by the foreign university that issued the qualification, in accordance with European Commission directives;
- **official translation** into Italian of the degree certificate with details of university exams, authenticated by the Italian diplomatic or consular mission;

- **official study programmes** of all the courses and other activities completed by the student to obtain the foreign academic qualification (on foreign university letterhead with stamp and signature of the university authorities);
- **official translation** into Italian of the official study programmes; if the programmes are in English, no official translation is necessary;
- where specified, **receipt of payment** of the fee established by the current Regulations. If the qualification was obtained in a non-EU country, a fee of **250 Euros** is due. The fee should be paid by **bank transfer** to the bank account of the University of Siena at Banca Monte dei Paschi di Siena, indicating "Richiesta riconoscimento titolo accademico estero – anno accademico 2019/2020" (Application for recognition of foreign academic qualifications –academic year 2019/2020). The bank coordinates are:
IBAN - IT 16 U 01030 14217 000063269552
BIC/SWIFT CODE - PASCITM1J25
Account no. 6105 632695,52 TES
at Branch 13 - Piazza G. Amendola no. 4 - 53100 SIENA.
- in the case of foreign citizens resident in Italy, **copy of a valid residence permit** and appropriate documentation issued by Police Headquarters (Questura) indicating the reason for permission to stay in Italy;
- **copy of a passport** or other valid identity document.

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

When and where to apply for recognition

Application for recognition must be submitted to the URP -International Place in the period **1 August 2019 – 1 October 2020**. Requests for recognition of academic qualifications for limited enrolment courses are the **exception**: detailed information on 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 the event of partial recognition

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

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

The department's decision for partial recognition of studies completed abroad 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 resubmit the application for recognition in another academic year and the request must be submitted for examination by the competent department structure once more.

SECTION 10

ENROLMENT IN SINGLE COURSE MODULES (SINGLE COURSES)

Who can apply

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

- **University students from universities abroad** as part of international mobility programmes and agreements regulated by conditions of reciprocity and on individual initiative by students;
- **Individuals not enrolled in any university 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 second cycle degrees or, where provided for, to postgraduate schools or public competitions.

The specific nature of study courses with limited enrolment are maintained: for **limited enrolment courses** specific limitations can be set for enrolment in single course modules. Further information 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 first and second semesters respectively; application for pre-enrolment must be delivered to 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 authorization from the URP – International Place.

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

When and where to apply

Applications for 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 identity document, photocopy of the Italian tax code card must be attached to the **enrolment form**. **The courses chosen must be indicated** in the form; these courses can be chosen from the ones activated in the academic year of enrolment; student will be 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 aforementioned offices, which will complete the enrolment procedure and prepare the **student badge**.

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

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

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

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

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

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

Exams

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

Enrolment fee

The fees due for the academic year 2019/2020 for enrolment in single course modules is determined as follows:

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

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

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

Incompatibility due to simultaneous enrolment

The courses in question do not issue a qualification, but only at certification for the exams taken.

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

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

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.

The student **must authorize the University to access his/her ISEU data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEU data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment.**

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 to the next working day.

Payment of the first instalment completes matriculation or enrolment.

The following contributions are added to the first instalment:

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

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

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

Student benefits

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

Disabled students

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

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

Any students who are children of individuals receiving disability pension, in accordance with art. 30 of law 118/71, are exempt from payment of university enrolment fees and dues.

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

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

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

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

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

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

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

Students in receipt of grants from the Italian government

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

Students with political refugee status

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

Detained students

Students detained in prisons that are parties to Agreement Protocols between the University of Siena and the Tuscany Regional Penitentiary Administration Department must pay an annual enrolment fee of 150 Euros, in addition to the regional tax for the right to university education.

This amount is also applied in the case of resumption of studies or when the status of student about to graduate is accorded.

Special categories of students

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

Students in first cycle, second cycle and single-cycle degree courses who are employees of the University of Siena with a permanent contract, or a temporary contract of at least six months when enrolling and students who are permanent employees of Siena University Hospital must pay a single, annual, all-inclusive fee of 531 Euros.

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

All students receiving the abovesaid benefits must, in addition to the amounts owed, pay the regional tax for the right to university education.

Student collaborations

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

Solidarity fund

In accordance with budgetary funding, the University of Siena sets up a Solidarity fund each year in favour of students in adequately documented difficult situations, whether temporary or not. Support, which includes part or total exemption from payment of university fees, is provided on request and is deliberated by a specific Committee.

Students resident in areas affected by earthquakes and/or natural disasters may also access the fund, and may be fully or partly exempted from payment of university fees for the academic year in which the event took place, or in the one immediately following it, on condition that the student's home has been declared unsafe for habitation.

USEFUL CONTACTS

International Desk located at the Public Relations Office (URP) in Via Banchi di Sotto 55, Siena (+39) 0577 235253 – 235249 - 235247; freephone 800 22 16 44 (landline in Italy only; no international calls). Opening hours: Mon., Wed. and Fri. 9.20am-13pm; Tues. & Thurs. 2-4pm.

Matriculation Helpdesk telephone n. 0577 235511 is available at the following times: Mon. & Wed. 9am - 1.30pm – Tues. & Thurs. 2-3.30pm– Fri. 9.30-12.30pm; requests for information can also be sent to the following email address: immatricolazioni@unisi.it.

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 offices (Students and course administration offices and Students' healthcare services) and their location:

San Miniato Office:

- Student and course administration office of the Department of Biotechnology, chemistry and pharmacy – at the San Miniato lecture halls - Via Aldo Moro, 2 – 53100 Siena; fax 0577-234229 email: didattica.dbcf@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-biotecnologie-chimica-e>
- Students and course administration office of the Department of Life sciences – San Miniato lecture halls - Via Aldo Moro, 2 – 53100 Siena; fax 0577-234626 mail: didattica.dsv@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della-vita>

San Francesco Office:

- Students and course administration office of the Department of Political economy and statistics - Piazza San Francesco, 8 – 53100 Siena; fax 0577-232880 mail: didattica.deps@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-economia-politica-e>
- Students and course administration office of the Department of Business and law - Piazza San Francesco, 7 – 53100 Siena; fax 0577-232880 mail: didattica.disag@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-studi-aziendali-e>

Offices for Humanities studies:

- Students and course administration office of the Department of Classical and modern philology and literary criticism - Via Roma, 47 – 53100 Siena; fax 0577-232522 mail:

didattica.dfclam@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-filologia-e-critica>

- Students and course administration office of the Department of History and cultural heritage - Via Roma, 47 - 53100 Siena; fax 0577-234601 mail: didattica.stobc@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-storiche-e-dei>

Mattioli Office:

- Students and course administration office of the Department of Law - Via P.A. Mattioli, 10 - 53100 Siena; fax 0577-233598 mail: didattica.giurisprudenza@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-giurisprudenza>
- Students and course administration office of the Department of Political and international sciences - Via P.A. Mattioli, 10 - 53100 Siena; fax 0577-233452 mail: didattica.dispi@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-politiche-e>

San Niccolò Offices:

- Students and course administration office of the Department of Information engineering and mathematics - Via Roma, 56 - 53100 Siena; fax 0577-234857 mail: didattica.diism@unisi.it; opening hours can be found at: <http://www.unisi.it/ufficio-studenti-diism>
- Students and course administration office of the Department of Social, political and cognitive sciences - Via Roma, 56 - 53100 Siena; fax 0577-234283 mail: didattica.dispoc@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-sociali>

Pian dei Mantellini – Porta Laterina Office:

- Students and course administration office of the Department of Physical sciences, Earth and environment - Pian dei Mantellini, 44 - 53100 Siena; fax 0577-233779 mail: didattica.dsfta@unisi.it; opening hours can be found at <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-fisiche-della>

Le Scotte (hospital) Office:

- Students Office - Healthcare at the Policlinico Le Scotte - Strada delle Scotte, 4 - 53100 Siena; fax 0577-233287 mail: medicina@unisi.it e sanitarie.biomediche@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-area-sanitaria>

Arezzo Campus:

- Students and course administration office of the Department of Education, human sciences and intercultural communication - Loc. Il Pionta - Palazzina dell'Orologio - Via Cittadini, 33 - 52100 Arezzo; fax 0575-926222 mail: didattica.dsfuci@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-della>

Desks around the region:

- Students and course administration office in Grosseto - Via Saffi, 17/C - 58100 Grosseto; fax 0564-441239 mail: segreteria.grosseto@unisi.it; opening hours can be found at: <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-sede-distaccata-di>