



UNIVERSITÀ  
DI SIENA  
1240

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

**Academic Year 2023/2024**



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## **COLLECTING SUGGESTIONS, REPORTS, COMPLAINTS AND POSITIVE EVALUATIONS**

From the start of academic year 2023/2024 it is possible to provide suggestions, reports, complaints and positive evaluations to the University of Siena through a new service that values the feedback of students enrolled at the University of Siena.

Users can exercise their right to be heard, and the collected feedback is important to the university because it:

- allows the quality of services provided to be monitored
- allows for improvement through the planning of corrective and preventive actions;
- gives value to positive feedback.

On the website of the URP - International Place < <https://www.unisi.it/ateneo/adempimenti/urp-e-international-place/reclami-e-suggerimenti-solo-studenti-iscritti> > users will find an online form for this purpose.

Users are guaranteed a response within the terms provided for by law.

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

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

A **report** is any communication expressed to the University to point out a disservice, an irregularity or failure;

A **positive evaluation** is any demonstration of appreciation in relation to a service provided, a fact and/or a positive experience.

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

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# **SECTION 1**

## **EDUCATIONAL OFFER AND ADMISSION TO FIRST AND SECOND LEVEL PROGRAMMES**

### **First cycle and single-cycle degree programmes**

Those who wish to register for first cycle and single-cycle degree programmes **with no cap on enrolment** at the local or national level must:

- have an upper secondary school diploma or another academic qualification awarded abroad, recognised as suitable;
- take part in a mandatory admission test which does not preclude registration. This test aims to assess basic student preparation so as to identify any additional learning obligations that may need fulfilling during the first year of the programme. It is possible to take the admission test for more than one degree programme.

Test registration procedures, as well as test methods, dates and venues, will be defined and published on the University website at [www.unisi.it](http://www.unisi.it) under the section reserved for registration.

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

- hold an upper secondary school diploma or equivalent academic qualification awarded abroad, recognized as suitable
- take special entrance examinations, positioning themselves suitably in the ranking
- respect the specific deadlines indicated in each call for applications. The exams will take place on the dates stated in each call for applications, with registration through procedures defined by the same calls and published on the University website at [www.unisi.it](http://www.unisi.it), under the section online noticeboard and Programmes with a cap on enrolment (<https://www.unisi.it/corsi-numero-programmato>).

### **For the following capped first and single cycle degree programmes**

Agribusiness

Biological Sciences

Pharmacy

Pharmaceutical chemistry and technology

registration will be allowed **until available places are filled**, following the chronological order of receipt of applications submitted in accordance with the procedures and deadlines set out in the specific notices published on the University website [www.unisi.it](http://www.unisi.it), under the section online noticeboard.

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

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

### **First cycle vocational degree programme in Agribusiness**

For academic year 2023/2024 the first cycle vocational degree programme in Agribusiness (L-P02 Agricultural, food and forestry technical professions) is activated by the Department of Life Sciences. As of academic year 2022/2023, it is an intercollegiate programme involving the University of Pisa.



## First cycle degree programmes

Degree programme	Degree class	Reference department	Study campus	Cap on enrolment
<b>Agribusiness</b>	L-P02 agricultural, food and forestry technical professions	Life sciences	Siena	Yes - see specific notice
<b>Biotechnology</b>	L-2 Biotechnology	Molecular and developmental medicine	Siena	Yes - see specific notice
<b>Dietetics (qualifying as a professional Dietician)</b>	L/SNT3 Technical healthcare professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
<b>Economics and business</b>	L-18 Economics and corporate management science	Business and law	Siena	No
<b>Economics and management</b>	L-18 & L-33 Economics and corporate management science & Economic science	Political and statistical economics	Siena	No
<b>Physics and advanced technologies *</b>	L-30 Physical science and technology	Physical sciences, Earth and environment	Siena	No
<b>Physiotherapy (qualifying as a Physiotherapist)</b>	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery and neuroscience	Siena	Yes - see specific notice
<b>Dental hygiene (qualifying as a Dental hygienist)</b>	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice
<b>Nursing (qualifying as a Nurse)</b>	L/SNT1 Healthcare and nursing professions and midwifery	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
<b>Engineering management *</b>	L-8 Information engineering	Information engineering and mathematics	Siena	No
<b>Computer and information engineering*</b>	L-8 Information engineering	Information engineering and mathematics	Siena	No
<b>Language for intercultural and business communication</b>	L-11 Modern languages and cultures	Philology and literary criticism	Arezzo	No
<b>Speech and language therapy (qualifying as a professional speech therapist)</b>	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
<b>Mathematics *</b>	L-35 Mathematics	Information engineering and mathematics	Siena	No
<b>Orthoptics and ophthalmological assistance (qualifying as an orthoptic practitioner and ophthalmic assistant)</b>	L/SNT2 Healthcare rehabilitation professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
<b>Midwifery (qualifying as a professional midwife)</b>	L/SNT1 Healthcare and nursing professions and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
<b>Natural and Environmental sciences</b>	L-32 Environmental and natural science and technologies	Physical sciences, Earth, and environment	Siena	No
<b>Biology</b>	L-13 Biology	Life sciences	Siena	No, but see the specific call
<b>Chemical sciences *</b>	L-27 Chemical science and technology	Biotechnology, chemistry, and pharmacy	Siena	No
<b>Social work</b>	L-39 Social services	Social, political, and cognitive sciences	Siena	No
<b>Education</b>	L-19 Education and training	Social, political, and cognitive sciences	Arezzo	No
<b>Communication sciences</b>	L-20 Communication science	Social, political, and cognitive sciences	Siena	No

<b>Economics and banking</b>	L-33 Economic science	Political and statistical economics	Siena	No
<b>Geological sciences*</b>	L-34 Geology	Physical sciences, Earth, and environment	Siena	No
<b>Political science</b>	L-36 Political science and international relations	Political and international science	Siena	No
<b>History and cultural heritage</b>	L-1 Cultural heritage	History and cultural heritage	Siena	No
<b>Legal services</b>	L-14 Legal services science	Law	Siena Arezzo	No
<b>Studies in literature and philosophy</b>	L-10 Literature	Philology and literary criticism	Siena	No
<b>Audioprosthesis techniques (qualifying for the healthcare profession of Audioprosthesis technician)</b>	L/SNT3 Technical healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
<b>Environment and workplace safety (qualifying for the healthcare profession of Environmental and workplace safety technician)</b>	L/SNT4 Preventive Healthcare professions	Molecular and developmental medicine	Siena	Yes - see specific notice
<b>Cardiovascular physiopathology and cardiovascular perfusion techniques (qualifying for the healthcare profession of Cardiovascular and cardiovascular perfusion technician)</b>	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice
<b>Biomedical laboratory techniques (qualifying for the healthcare profession of Biomedical laboratory technician)</b>	L/SNT3 Technical healthcare professions	Medical biotechnology	Siena	Yes - see specific notice
<b>Imaging and radiotherapy techniques (qualifying for the healthcare profession of Medical radiology technician)</b>	L/SNT3 Technical healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice

## Single-cycle degree programmes

Programme	Degree class	Reference Department	Study campus	Cap on enrolment
<b>Pharmaceutical chemistry and technology</b> (single-cycle degree programme in accordance with European legislation – 300 University credits - 5-year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
<b>Dentistry and Dental Prosthodontics</b>	LM-46 Dentistry and Dental Prosthodontics	Medical biotechnology	Siena	Yes - see specific notice
<b>Pharmacy</b> (single-cycle degree programme in accordance with European legislation – 300 University credits - 5-year duration)	LM-13 Pharmacy and Industrial Pharmacy	Biotechnology, chemistry and pharmacy	Siena	Yes - see specific notice
<b>Law</b> (single-cycle degree programme – 300 University credits - 5-year duration)	LMG/01 Law	Law	Siena	No
<b>Medicine and surgery</b> (single-cycle degree programme in accordance with European legislation – 360 University credits - 6-year duration)	LM-41 Medicine	Medicine, surgery and neuroscience	Siena	Yes - see specific notice

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

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

The following first cycle degree programmes will be provided online in academic year 2023-2024:

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

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

Physiotherapy - Arezzo;

Nursing - Arezzo e Grosseto;

Biomedical laboratory techniques - Arezzo;

History and cultural heritage - Grosseto;

Political science - Grosseto;

Law (single-cycle degree programme) – Grosseto

Legal services - Grosseto

Education – Grosseto e San Giovanni Valdarno

Geological sciences - San Giovanni Valdarno

Geological sciences and technologies (second cycle degree programme) - San Giovanni Valdarno

### Admission to two-year second-cycle degree programmes

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

- a first cycle degree or a three-year university diploma, or another suitable equivalent academic qualification awarded abroad;

- the specific curricular requirements and have an adequate personal preparation, as verified in accordance with the academic regulations of each individual second-cycle degree programme, which also indicate the specific **admission criteria**.

The academic regulations of degree programmes are available on the university website at [www.unisi.it](http://www.unisi.it) and on the webpages of individual departments.

## Second-cycle degree programmes

Programme	Degree class	Reference Department	Study campus	Cap on enrolment
<b>Anthropology and visual studies</b>	LM-1 Cultural anthropology and ethnology	Social, political, and cognitive sciences	Siena	No
<b>Applied Mathematics</b>	LM-40 Mathematics	Information engineering and mathematics	Siena	No
<b>Archaeology</b>	LM-2 Archaeology	History and cultural heritage	Siena	No
<b>Artificial intelligence and automation engineering</b>	LM-32 Computer engineering	Information engineering and mathematics	Siena	No
<b>Biodiversity, conservation and environmental quality</b>	LM-6 Biology	Life sciences	Siena	No
<b>Biology</b>	LM-6 Biology	Life sciences	Siena	No
<b>Health Biology</b>	LM-6 Biology	Molecular and developmental medicine	Siena	No
<b>Biotechnologies of human reproduction</b>	LM-9 Medical, veterinary, and pharmaceutical biotechnologies	Molecular and developmental medicine	Siena	No
<b>Chemistry</b>	LM-54 Chemistry	Biotechnologies, chemistry and pharmacy	Siena	No
<b>Economics and Management of Financial Institutions</b>	LM-77 Economic science	Business and law	Siena	No
<b>Economics for the environment and sustainability</b>	LM-56 Economics	Economics and statistics	Siena	No
<b>Economics</b>	LM-56 Economic sciences	Political and statistical economics	Siena	No
<b>Ecotoxicology and environmental sustainability</b>	LM-75 Environmental and territorial science and technologies	Physical sciences, Earth, and environment	Siena	No
<b>Electronics and communications engineering</b>	LM-27 Telecommunications engineering	Information engineering and mathematics	Siena	No
<b>Engineering management</b>	LM-31 Management engineering	Information engineering and mathematics	Siena	No
<b>Finance</b>	LM-16 Finance	Political and statistical economics	Siena	No
<b>Genetic Counsellors</b>	LM-9 Medical, veterinary, and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
<b>International accounting and management</b>	LM-77 Economics and business	Business and law	Siena	No
<b>Language and mind: linguistics and cognitive studies</b>	LM-39 Linguistics	Social, political, and cognitive sciences	Siena	No

<b>Programme</b>	<b>Degree class</b>	<b>Reference Department</b>	<b>Study campus</b>	<b>Cap on enrolment</b>
<b>Classics</b>	LM-15 Philology, literature, and ancient history	Philology and literary criticism	Siena	No
<b>Modern Literatures</b>	LM-14 Modern philology	Philology and literary criticism	Siena	No
<b>Languages for business and development</b>	LM- 38 Modern languages for international communication and cooperation	Philology and literary criticism	Arezzo	No
<b>Management e governance</b>	LM-77 Economics and business	Business and law	Siena	No
<b>Medical biotechnologies</b>	LM-9 Medical, veterinary and pharmaceutical biotechnologies	Medical biotechnology	Siena	No
<b>Statistical methods and data analytics</b>	LM-82 Statistical science	Economics and statistics	Siena	No
<b>Public and cultural diplomacy</b>	LM-81 Development Cooperation Science	Social, political, and cognitive sciences	Siena	No
<b>Science of Administrations</b>	LM-63 Public administration science	Political and international science	Siena	No
<b>Geosciences and applied geology *</b>	LM-74 Geological science and technology	Physical sciences, Earth, and environment	Siena	No
<b>Nursing and midwifery</b>	LM/SNT1 Nursing and midwifery	Molecular and developmental medicine	Siena	Yes - see specific notice
<b>International Studies</b>	LM-52 International relations	Political science and international studies	Siena	No
<b>Education sciences and educational consulting for organizations</b>	LM-85 Pedagogical science	Social, political, and cognitive sciences	Arezzo	No
<b>Health professions of rehabilitation sciences</b>	LM/SNT2 Rehabilitation science for healthcare professions	Medicine, surgery, and neuroscience	Siena	Yes - see specific notice
<b>Social sustainability and welfare management</b>	LM-87 Social services and policies	Political and international sciences	Siena	No
<b>Art history</b>	LM-89 History of Art	History and cultural heritage	Siena	No
<b>History and philosophy</b>	LM-78 Philosophical science & LM-84 Historical science	History and cultural heritage	Siena Arezzo	No
<b>Communication strategies and techniques</b>	LM-92 Communication Theories	Social, political, and cognitive sciences	Siena	No
<b>Sustainable Industrial Pharmaceutical Biotechnology</b>	LM-8 Industrial biotechnology	Biotechnology, chemistry, and pharmacy	Siena	No

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

## Second-cycle double degree programmes

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

For academic year 2023/2024, there are 10 second-cycle degree programmes at the University of Siena which offer the possibility of obtaining a double degree at the institutions indicated alongside each programme:

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

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

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

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

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

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

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

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

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

**History and philosophy** (class LM-78 Philosophy & LM-84 History): Université Grenoble Alpes (France).

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

## First cycle degree programmes delivered in English

The following interclass degree programme is activated for academic year 2023/2024

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

## Second-cycle degree programmes delivered in English and second-cycle degree programmes delivered in Italian with a curriculum delivered in English

For AY 2023/2024 the following second cycle degree programmes will be delivered entirely or in part (one curriculum) in English:

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

## 1.1. Completion of schooling for access to first cycle and single cycle degree programmes (Foundation Course)

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

In accordance with art. 6 par. 1 of Ministerial Decree 270/2004 regarding universities and art. 7 par. 2 of Presidential Decree 212/2005 for AFAM (Higher Education Institutes in the Arts and Music), higher education institutes can organize propaedeutic courses for admission to degree programmes, offering Foundation Courses of even less than a year, for the purpose of bridging any educational gaps and meeting the requirements for enrolment in Italian institutes for higher education.

**The University of Siena offers a Foundation Course (FC)** delivered in English tailored for international students who:

- have to make up for a year of schooling to reach the minimum number of years (12 years) required to enrol in a first cycle degree programme;
- have completed the minimum number of years of schooling but have not passed the admission test for Degree programme in Economics and management;
- have completed the minimum number of years of schooling, but do not have the grades required by the ministerial circular.

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

For further information see the dedicated University web pages

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

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

### **Entry visa for study purposes, authorization and registration**

Once they have obtained their STUDY VISA **non-EU students** resident abroad must email the document required for provisional registration to the URP – International Place at [SIENAIternational@unisi.it](mailto:SIENAIternational@unisi.it) so as to be granted FINAL authorization for enrolling/registering online.

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

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



aforementioned qualifications - the programme of studies can be attested by the Diploma Supplement;

- the qualification required for access to the degree programme (first cycle degree);
- the original degree (or certified copy) in the case of a degree awarded abroad, or the substitute certificate for all legal purposes, accompanied by a Declaration of Value or a certificate – Statement of Comparability and Statement of Verification – issued by the Italian ENIC-NARIC center (CIMEA), or a Diploma Supplement issued according to the standard scheme developed by initiative of the European Commission, the Council of Europe and UNESCO.

Any Declarations of Value issued by the competent diplomatic Representations or any other certification useful for verifying the elements of the foreign qualification may be taken into consideration provided that they are accompanied by a CIMEA Statement of Verification

- if available, applicants should also send the required language certification.

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

Upon arrival in Siena, students must have:

- completed the registration/enrolment on *segreteria online*;
- paid the first instalment of university fees;
- received the FINAL authorization.

With this documentation they can use the Ufirst app (page/section USD list) to book an appointment with the Students and Course Administration Office of the degree programme

## SECTION 2

# PERIODS, DATES, DEADLINES AND REQUIREMENTS

<b>29 May 2023</b>	Opening of online procedures for assessing whether applicants <b>meet the curricular requirements for admission to second cycle degree programmes</b> with no cap on enrolment.
<b>4 July 2023</b>	<p>Start of online procedures for <b>registering on first cycle and single-cycle degree programmes</b> with no cap on enrolment;</p> <p>Start of online procedures <b>for enrolling on the first year</b> of a <b>second cycle degree programme</b> with no cap on enrolment (procedure reserved for applicants who have been granted direct admission to the course);</p> <p>Start of delivery of necessary documents to the <b>administration offices</b> for the <b>abbreviation of courses for students who enrol with retrieval of previous academic studies</b>, even those not completed;</p> <p>Start of submission of <b>requests to transfer to another university or degree programme</b>. (for programmes requiring provisional authorization, students must refer to the appropriate administration office).</p>
<b>4 July 2023</b>	<p>Start of online procedures for <b>renewing enrolment</b> in years subsequent to the first for first and second cycle courses with <b>payment of the first instalment</b>.</p> <p>Beginning of online submission, for <b>graduands</b> only, of the request for <b>suspension</b> of enrolment for AY. 2023/2024</p>
<b>2 October 2023</b>	Start of <b>first semester classes</b> . For the start date of individual classes, consult the teaching facility websites.
<b>2 November 2023</b>	<p><b>Deadline for registration</b> and consequent closure of online registration procedures for: a) first cycle degree programmes with no cap on enrolment, b) single-cycle degree programmes with no cap on enrolment.</p> <p><b>Deadline</b> for submitting an application to <b>enrol</b> with retrieval of previous academic studies;</p> <p><b>Deadline for enrolling</b> in years subsequent to the first for first and second cycle degree programmes with <b>payment of the first instalment of fees</b></p> <p><b>Deadline for submitting requests to suspend</b> enrolment in academic year 2023/2024</p>
<b>15 December 2023</b>	<b>Deadline for completing the online procedure for assessment of academic requirements for admission to second cycle degree programmes with no cap on enrolment.</b>
<b>22 December 2023</b>	<p><b>Deadline for payment of the second instalment.</b></p> <p><b>Deadline for enrolment in the first year of second cycle degree programmes with no cap on enrolment.</b></p>
<b>31 December 2023</b>	<b>Deadline</b> for delivery of requests to <b>transfer to another university or degree programme for degree programmes with no cap on enrolment</b>
<b>31 January 2024</b>	Deadline for <b>delivering</b> requests to <b>transfer from another University</b> (provided the student requested the transfer by 31 December 2023) <b>for degree programmes with no cap on enrolment.</b>

<b>1 March 2024</b>	<b>Deadline for payment of the third instalment of fees.</b> <b>Second semester classes</b> begin. For the start date of individual classes, consult the teaching facility websites.
<b>2 May 2024</b>	<b>Deadline for payment of the fourth instalment of fees.</b>
<b>10 May 2024</b>	<b>Deadline</b> for renewing <b>enrolment</b> with simultaneous payment of the <b>first instalment</b> of fees for <b>graduands</b> who have requested <b>suspension</b> 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 7 of this Study Prospectus).  <b>Deadline for payment of the recognition fee by graduands.</b>
<b>3 June 2024</b>	<b>Deadline</b> for payment of missing instalments of the <b>all-inclusive fee</b> for <b>graduands</b> who requested suspension but did not complete their degree by the last graduation session.

### **Admission to degree programmes with national caps on enrolment**

The procedures for applying for a place on degree programmes with national caps on enrolment and the dates of any entrance exams will be announced through the published calls for applications and specific detailed notices. Students must consult these announcements and calls for applications in the section *albo online* (online noticeboard) of the University website at [www.unisi.it](http://www.unisi.it) and on the web pages for students registering in AY 2022/2023 and on the section Programmes with a cap on enrolment (<https://www.unisi.it/corsi-numero-programmato>).

## **SECTION 3**

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

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

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

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

- Political refugees and holders of auxiliary protection;
  - Staff from overseas diplomatic services and in international organizations based in Italy (accredited by the Italian State or the Holy See) and dependent relatives, limited to spouses and children;
  - Non-EU citizens with lawful residence in Italy (*pursuant to art. 26 of Law no. 189 of 30 July 2002*), holders of a residence permit or an EC long-term residence permit for:
    - a) employment;
    - b) self-employment;
    - c) family reasons;
    - d) political asylum;
    - e) humanitarian asylum;
    - f) religious reasons;
- and:*
- Non-EU citizens who have been residing regularly in Italy for at least a year and hold a secondary school qualification awarded in Italy or by an Italian secondary school abroad, or else an international secondary school in Italy or abroad with which there is a bilateral agreement or for which there are special norms allowing the recognition of academic qualifications.

## **SECTION 4**

# **REGISTRATION FOR FIRST-CYCLE AND SINGLE-CYCLE DEGREE PROGRAMMES AND ENROLMENT IN TWO YEAR SECOND-CYCLE DEGREE PROGRAMMES WITH NO CAP ON ENROLMENT**

### **4.1. Registration for first cycle and single-cycle degree programmes with no cap on enrolment**

#### **When to register**

From **4 July 2023** to **2 November 2023** registration is open for **first cycle and single-cycle degree programmes with no cap on enrolment** for academic year, as set out in Section 1 of this Study Prospectus.

After the 2 November 2023 deadline, any additional applications for registration will be evaluated and, if approved, a 30 Euro fee will be charged.

Payment for the first instalment of the all-inclusive contribution made after the deadline of 2 November 2023 will be subject to a late-payment fee, henceforth referred to as arrears, as set out in the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena.

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

#### **Who can submit an application**

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

#### **How and where to register**

Those who wish to complete **registration** must follow the **online procedure**, available from **4 July 2023** to **2 November 2023** at <https://segreteriaonline.unisi.it/> .

Students must first **register** on the portal. Once completed, they can use the access credentials provided to start the registration procedure by entering the requested data, including the type of secondary school diploma, the selected degree 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 and 3 of law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170/2010.

After completing the required fields correctly, the system allows payment of the first instalment of the all-inclusive fee.

**Payment of the above amount must be made by 2 November 2023** via PagoPA, the new system created by the Agency for a Digital Italy (AgID) to facilitate and simplify payments to public administrations. Further information is available on the University web pages at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>.

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

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

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

- **Siena Public Relations Office (URP)** (+39) 0577 235555; toll-free number 800 22 16 44 (Italian landline only); [urp@unisi.it](mailto:urp@unisi.it) - <https://www.unisi.it/urp>

Palazzo del Rettorato, via Banchi di Sotto no. 55; to schedule an appointment with the office you must use the Ufirst app for booking appointments online (<https://www.unisi.it/ufirst>);

- **Students and Course Administration Office in Grosseto** (+ 39) 0577 235241 0577 235242, Via Aurelio Saffi 17/c, Grosseto; [segreteria.grosseto@unisi.it](mailto:segreteria.grosseto@unisi.it) ; to schedule an appointment with the office you must use the Ufirst app for booking appointments online (<https://www.unisi.it/ufirst>).

To register for **capped degree programmes**, specific information is provided in the calls for applications for said programmes and on the university website [www.unisi.it](http://www.unisi.it), under the sections *albo online* and Programmes with a cap on enrolment (<https://www.unisi.it/corsi-numero-programmato>).

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

For registration to the degree programmes in **Agribusiness, Pharmaceutical Chemistry and Technology, Pharmacy and Biology**, further information is provided in the notices published on the University website [www.unisi.it](http://www.unisi.it)

When registration is completed with payment of the amount due:

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

## Useful documents for completing the online registration procedure

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

**A) ISEE data:** the **ISEE, with a 31 December 2023 expiration date, requested for DSU (Right to University Study) benefits and referred to the student's Italian fiscal code**, is required to request any reductions when calculating the all-inclusive fee for the academic year of enrolment.

During the procedure, the student must authorize the University to view the ISEE in the INPS database. **In the case of non-self-employed foreign students or in all cases in which the ISEE cannot be drawn up**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, students must submit **the Equivalent ISEU (ISEU Parificato) by 31 December 2023**. The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

**B) details of the secondary school diploma:** students with foreign qualifications must have appropriate authorization to register before carrying out the online procedure. Information for obtaining said authorization can be found on the following web page <https://www.unisi.it/internazionale/international-degree-seeking-students> or by emailing [internationalplace@unisi.it](mailto:internationalplace@unisi.it)

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

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

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

**IMPORTANT:**

**On the first page of the online registration procedure students must authorize the university to access their ISEE data from the INPS database.**

**Should ISEE data not be available at the time of registration, students must go to the students and course administration office of the appropriate department to request that said consent be placed on record.**

**Should this occur after 22 December 2023, students will be required to pay a 30 Euro fee.**

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

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

**The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by 2 November 2023:**

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

Those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are only required to pay stamp duty by 2 November 2023.**

Students who are *non idonei* (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena. **Students must make this payment even if they have since withdrawn from university studies.**

### **Admission tests**

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

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

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

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

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

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

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

**Students must present for the test with a valid identity document. Any further information will be posted on the university website [www.unisi.it](http://www.unisi.it) under the section dedicated to admission tests.**

**The following individuals are exempt from taking the test:**

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

### **Registering for the English language test**

The University of Siena requires that all students pass a MANDATORY ENGLISH LANGUAGE EXAM to demonstrate at least level B1 proficiency (first-cycle degree programmes) or level B2 proficiency (second-cycle degree programmes) in English. This is also REQUIRED for ERASMUS exchanges with English-speaking universities. The qualification must be obtained by means of a test administered by the [University Language Centre \(CLA\)](#).

To this end, once enrolled, students must immediately take a test to assess their level of proficiency in the English language ([test di livello](#)) for placement in a suitable preparation course, unless they already hold one of the [international certificates approved by the University](#) and awarded no more than 4 years ago or a certificate issued by an Italian University Language Centre (awarded before enrolling at the University of Siena). In this case, the student does not have to take the test, but must present the original certificate to the CLA in order to obtain recognition of the compulsory CFUs required by their course of study or to enrol in the course at a higher level.

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



## Simultaneous enrolment

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

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

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

Further information is available on the University's webpage at

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

### **4.2. Registering for first- and single-cycle degree programmes with no cap on enrolment: EU citizens, equivalent non-EU citizens and Italian citizens with a foreign academic qualification**

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 residence permits.

**EU citizens, equivalent non-EU citizens and Italian citizens with foreign qualifications** must email to the URP - the International Place ([SIENAINternational@unisi.it](mailto:SIENAINternational@unisi.it)) a copy of useful documents for registration in order to receive the FINAL authorization required for enrolment online.

To obtain FINAL authorization, the student must send an e-mail enclosing the following documents with the request:

1. the original qualification awarded by the foreign university or a certificate replacing it for all legal purposes and a certificate of studies with details of exams and marks (should the documents be drawn up in a foreign language, an official translation into Italian and legalization of the qualification is required), accompanied by certificates from the Italian ENIC-NARIC Centre (CIMEA) - a "Statement of Comparability" and "Statement of Verification" - or by a Diploma Supplement issued in accordance with the standard format developed at the initiative of the European Commission, the Council of Europe and UNESCO.

Any Declarations of Value issued by the competent diplomatic Representations or any other certificate useful for verifying the elements of the foreign qualification may be taken into consideration provided that they are accompanied by a CIMEA Statement of Verification.

If the total duration of pre-university schooling is less than twelve years, the student must provide the following:

- a. academic certification of successful completion of all the examinations required for the first year of university studies in the case of an 11-year local school system, or academic certification of successful completion of all the examinations required for the first two academic years in the case of a 10-year local school system;
- b. an official Italian or foreign post-secondary qualification from a non-university higher education institute in a subject related to the chosen course, lasting one year in the case of an 11-year local school system, or two years in the case of a 10-year local school system;

c. certification from Italian universities of successful completion of foundation courses, which make up for the fewer years of schooling and provide the appropriate knowledge, skills and abilities to attend the chosen degree programme;

2. certification that the student has passed any academic proficiency test required for admission to university in the country of origin;

3. an International English Language Certificate approved by the University and awarded no more than 4 years prior to enrolling at the University

(<https://www.cla.unisi.it/it/corsi/corsi-di-lingua-inglese/certificati-riconosciuti>)

4. a photocopy of a valid identity document.

In the case of non-EU nationals considered equivalent, a photocopy of the residence permit. The certifications listed in points a) b) c) above, which are additional and complementary to secondary school qualifications obtained with less than 12 years of schooling, allow enrolment only in the first academic year in Italy and cannot be evaluated further for enrolment in a shortened course, in order to avoid double evaluation of the same qualification.

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

Once the online registration has been completed, foreign nationals resident abroad must contact the administrative offices for the subsequent procedures.

To schedule an appointment with the office, use the online booking service that can be accessed via the Ufirst app: <https://www.unisi.it/ufirst>.

### 4.3. Registering for two year second-cycle degree programmes

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

In particular, following a specific request for evaluation, the Academic Board of the second-cycle degree programme (or a member of the teaching staff appointed by the Board) assesses the adequacy of the student's academic credentials and personal preparation based on exams passed to obtain his/her qualification and on his/her personal preparation. Pursuant to applicable laws and regulations, those who have been deemed to have an **educational gap** for admission **cannot** enrol in second-cycle degree programmes. 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 programme** must submit a **request for evaluation** through the online procedure. The service can be accessed from the following page: <https://segreteriaonline.unisi.it/>. Click on "test di valutazione" ("Evaluation test").

This request for evaluation, which aims to **verify that the student meets the requirements** for admission to the programme (curricular requisites and suitable personal preparation), **may be submitted from 29 May 2023 to 15 December 2023** by filling in the form for evaluation of qualifications available at [www.unisi.it](http://www.unisi.it). The form, duly filled in and reporting exams passed, and training activities completed during the first cycle degree programme, must be uploaded during the online procedure for requesting evaluation.

**Graduands** can also submit a request for evaluation as long as they have already **acquired at least 120 University credits out of the total 180 required** for completion of the degree programme 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 2023**.

Before official evaluation by the appointed member of the teaching staff or the Academic Board, the applicant can obtain information and clarifications regarding admission requirements directly from the reference professor of the second cycle degree programme, as indicated in the webpages of the relevant department. The application for evaluation for EU and 'equivalent' students with a foreign qualification can be made, for a fee, also through the Dream Apply platform, with the methods and timing set annually for the operation of this platform. In the case of a positive evaluation, a letter of eligibility and admission to the chosen programme will be issued.

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

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

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

Curriculum evaluation is required to verify whether:

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

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

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

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

Students can view the **result of the evaluation** by logging into the *segreteria online* portal (<https://segreteriaonline.unisi.it/>).

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

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

**Students can view the result of the evaluation by logging into the *segreteria online* portal (<https://segreteriaonline.unisi.it/>).**

In the same time frame foreseen for enrolment (4 July – 22 December 2023), **students must finalize the application based on the outcome of the curriculum evaluation:**

- a) in the case of **direct admission**, they can enrol by the deadline for second-cycle degree programmes (22 December 2023);
- b) Students who are required to pass an **admission test** must register for said test at least seven days prior to the exam (see the next section).

### **How, where and when to enrol**

Applications for enrolment on second cycle degree programmes with no cap on enrolment may be submitted from **4 July to 22 December 2023**.

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

Payments of the first instalment of the all-inclusive fee made after the 22 December 2023 deadline will be subject to a late-payment charge, as set out in the Regulations for calculation and payment of fees and dues for enrolment on programmes at the University of Siena.

Those who wish to enrol in second cycle degree programmes with a cap on enrolment, instead, must observe the specific deadlines indicated in the call for applications of individual programmes. The online procedure is accessed via the university website [www.unisi.it](http://www.unisi.it), on the "segreteria online" (online administration) page.

Students must first of all **register**. Once they have completed registration, they can use the login credentials provided to start the enrolment procedure by entering the requested data, including the type of secondary school diploma, academic qualification awarded, the selected degree 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 and 3 of Law 104/1992. Students with disabilities, or invalidity, even temporary, or with specific learning disorders may, on request to the lecturer, take advantage of reserved exam sessions in addition to the regular sessions.

At the end of the procedure students must pay the university fees via PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>. The student **must authorize the University to access his/her ISEE data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEE data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment. The ISEE with a 31 December 2023 expiration date, requested for DSU (Right to University Study) benefits and referring to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is impossible to draw up an ISEE, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, an Equivalent ISEU (ISEU Parificato) must be submitted by 31 December 2023.** The Equivalent ISEU will only be accepted if it is issued by an

authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

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

**Students transferring from another university or degree programme or those who have received the assessment of educational credentials for admission to a second cycle degree programme after 22 December 2022 and enrolling after said date can hand in the authorization for the University to access their ISEE data from the INPS database or to enter the Equivalent ISEU, where submitted to the appropriate administration office, without having to pay the 30 Euro fee.**

The **Equivalent ISEU will only be accepted if it is issued by** an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

**IMPORTANT:**

**On the first page of the online enrolment procedure students must authorize the university to access their ISEE data from the INPS database.**

**Should ISEE data not be available at the time of enrolment, students must go to the students and course administration office of the appropriate department to request that said consent be placed on record.**

**Should this take place after 22 December 2023, students will be required to pay a 30 Euro fee.**

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

**Useful documents for completing the online registration procedure**

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

**A) ISEE data:** the ISEE, with a 31 December 2023 expiration date, requested for DSU (*Right to University Study*) benefits and referred to the student's Italian fiscal code, is required **to request any reductions when calculating the all-inclusive fee for the academic year of enrolment.**

During the procedure, the student must authorize the University to view the ISEE in the INPS database. **In the case of non-self-employed foreign students or in all cases in which the ISEE cannot be drawn up**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, students must submit an **Equivalent ISEU (ISEU Parificato) by 31 December 2023**. The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

**B) details of the secondary school diploma:** students with foreign qualifications must have appropriate authorization to register before carrying out the online procedure. Information for obtaining said authorization can be found on the following web page <https://www.unisi.it/internazionale/international-degree-seeking-students> or by contacting the Public Relations office (URP) – International Place in Via Banchi di Sotto, 55 Siena [internationaplace@unisi.it](mailto:internationaplace@unisi.it) ;

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

The student must complete the registration procedures by the deadlines set and indicated in section 2 of this Study Prospectus.

The amount of the all-inclusive fee is indicated in the Regulations for the calculation and payment of fees and due for enrolment on programmes at the University of Siena, which **provide for a benefit for students enrolling in the first year of a second cycle degree programme that is not a single-cycle programme and who were awarded a three-year degree at the University of Siena with a mark of 106/110 or higher by 30 November 2023 of the current third year.** For students enrolled in class L/SNT1, L/SNT2, L/SNT3 and L/SNT4 degree programmes in the health professions only, the deadline for the enjoyment of benefits is set at 15 December.

**There is also an exemption for students enrolling in the first year of a second-cycle degree programme who have been enrolled in individual courses in academic year 2022/2023. The amount of the exemption is equal to the amount paid for enrolment in individual courses.**

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

**The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 22 December 2023:**

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

Those who have applied for grants from the **Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are required to pay stamp duty only by 22 December 2023**

Students who prove to be **non idonei (ineligible)** in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena. **Enrolled students must make this payment even if they have since withdrawn from university studies.**

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

- students can access their university email account (name.surname@student.unisi.it) from the university website <https://www.unisi.it/mail>, entering the username and password assigned during online registration procedure. Students who have been assigned an email account are automatically included in the student mailing list.

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

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

### **Registering for the English language test**

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

To this end, once enrolled, students must immediately take a [test](#) to assess their level of proficiency in the English language for placement in a suitable preparation course, unless they already hold

one of the [international certificates accepted by the University](#) or a certificate issued by an Italian University Language Centre (awarded before enrolling at the University of Siena). In this case, the student does not have to take the test, but must present the original certificate to the Language Centre (infocla@unisi.it) in order to obtain recognition of the compulsory CFUs required by their degree programme or to enrol in the course at a higher level.

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

### Simultaneous enrolment

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

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

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

Further information is available on the University's webpage at

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

## 4.4. Registering for two-year second-cycle degree programmes: EU and equivalent non-EU citizens and Italian citizens with foreign academic qualifications

Before registering online, **EU citizens and equivalent non-EU citizens with foreign qualifications** must receive **FINAL authorization** from the appropriate staff at the URP – International Place, who will check academic certifications and residence permits.

Once they have obtained their study visa, non-EU students resident abroad must email the document required for registration to the URP – International Place at [SIENAIternational@unisi.it](mailto:SIENAIternational@unisi.it) so as to be granted **FINAL authorization** for registering conditionally online.

To obtain authorization, students must send an e-mail enclosing the following documents with the request:

1. the original qualification awarded by the foreign university or a certificate replacing it for all legal purposes. This qualification must allow the continuation of university studies at the next level of education in the country where it was awarded.
2. original certificate issued by the foreign university, duly verified by the Italian diplomatic representation, certifying the examinations passed with a description, for each subject, of the programme and the hours of theoretical and practical teaching activity required to obtain the qualification (no translation is required if the programmes are described in English). The Diploma Supplement may be submitted instead of the certificate.
3. those who wish to enrol on a course taught in English but are not native speakers of English must have a certificate of proficiency in English (TOEFL, Cambridge, IELTS, etc.) or other proof of English language proficiency;
4. a photocopy of a valid identity document.

5. equivalent non-EU nationals must provide a photocopy of their residence permit.

All qualifications must be officially translated into Italian and legalized by the authorities of the country issuing the qualification (except in the case of exemption under international agreements and conventions) and be accompanied by certificates issued by the Italian ENIC-NARIC Centre (CIMEA) - "Statement of Comparability" and "Statement of Verification" - or by a Diploma Supplement issued in accordance with the standard format developed at the initiative of the European Commission, the Council of Europe and UNESCO.

Any Declarations of Value issued by the competent diplomatic representations or any other certificate useful for verifying the elements of the foreign qualification may be taken into consideration provided that they are accompanied by a CIMEA Statement of Verification.

## 4.5. Part-time students

### Definition of part-time students

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

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

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

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

### Who can apply for part-time study

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

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

### When and how to apply for part-time status

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

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

### Working students

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



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

## **SECTION 5**

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

Information on procedures for non-EU students resident abroad can be obtained from the **URP – International Place:**

- by sending an email to [internationalplace@unisi.it](mailto:internationalplace@unisi.it);
- consulting the dedicated University web pages.

### **5.1. First-cycle and single-cycle degree programmes**

#### **Requesting the letter of eligibility/provisional approval**

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

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

Once the Academic Board receives the request for evaluation, it decides on the applicant's **eligibility** based on the documentation delivered and the applicant's curriculum; the student must use the letter of eligibility issued by the University to pre-register through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the instructions reported in the ministerial provisions at <https://www.studiare-in-italia.it/studentistranieri/>.

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

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

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

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

Schooling of less than 12 years can also be integrated by:

- a. a post-secondary qualification in a tertiary, non-university institute, duly recognized by the abovementioned Italian Diplomatic mission.
- b. Students can also present a certificate from an Italian university certifying that they passed a Foundation course to make up for the missing years of schooling. These certificates may also be accepted if they are issued by foreign higher education institutes recognised and/or accredited in the foreign reference system and are official qualifications in the foreign reference system.
- c. Personal certifications of successful completion of preparatory courses (foundation courses), even of less than one academic year's duration, which confer the appropriate knowledge, skills and abilities for the purpose of attending the chosen degree programme within the same institute.

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

### **Entry visa for study purposes, authorization and registration**

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

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

- a VISA issued by the local Italian diplomatic mission;
- a copy of the application submitted through the Universitaly platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- copy of your passport with a study VISA;
- documentation issued by the Italian diplomatic mission pertaining to your academic qualification (secondary school leaving diploma);
- the certificate attesting to the passing grade of any special academic assessment exam required for admission to university in the country of origin;
- the qualification required for admission to the degree programme (secondary school leaving diploma).
- the original qualification (or a certified copy) in the case of degrees awarded abroad, or a certificate replacing it for all legal purposes, accompanied by certificates from the Italian ENIC-NARIC Centre (CIMEA), "**Statement of Comparability**" and "**Statement of Verification**" or by a Diploma Supplement issued in accordance with the standard format developed at the initiative of the European Commission, the Council of Europe and UNESCO. Any declarations of value issued by the competent diplomatic representations or any other certificate useful for verifying the elements of the foreign qualification may be taken into consideration provided that they are accompanied by a CIMEA Statement of Verification;
- if available, applicants are advised to send the required language certification.

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

Upon arrival in Siena, students must have:

- completed the registration/enrolment on *segreteria online*;
- paid the first instalment of university fees;

- received the FINAL authorization

With this documentation they must contact the Students and Course Administration Office of the degree programme by booking a Ufirst appointment (page/section USD list).

To schedule an appointment with the office they must use the Ufirst app for booking appointments online <https://www.unisi.it/ufirst>.

Those who wish to register for degree programmes with a cap on enrolment must instead respect the deadlines and procedures set out in the individual calls for applications (<https://www.unisi.it/corsi-numero-programmato>).

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

**The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by the end of September 2023:**

- foreigners in receipt of study grants from the Italian government.
- those who have applied for a **grant from the Regional Agency for the Right to University Education (ARDSU)**, are provisionally exempt from payment of fees indicated in the Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena until the final list of those awarded said grant is published. Students who are **non idonei** (ineligible) in the ranking published by the same Agency shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena. **Registered students must make this payment even if they have since withdrawn from university studies.**

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

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

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

### **Admission tests**

International students are invited to check on the Dream Apply platform whether the programme's Academic Board requires applicants to sit a selective admission test and the date on which it will be held.

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

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

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

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

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

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

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

**Students must present for the test with a valid identity document. Any further information will be posted on the university website [www.unisi.it](http://www.unisi.it) in the section dedicated to admission tests.**

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

Further information on **admission to First cycle and Single-cycle degree programmes with a cap on enrolment at the local or national level** is available at the following web page: <https://www.unisi.it/corsi-numero-programmato> .

The Le Scotte Student Services may be contacted at the following email addresses:

[sanitarie.biomediche@unisi.it](mailto:sanitarie.biomediche@unisi.it) (Healthcare professions and second cycle Healthcare professions)

[medicina@unisi.it](mailto:medicina@unisi.it) (Medicine and surgery)

[dentistry@unisi.it](mailto:dentistry@unisi.it) (Dentistry and Dental Prosthodontics)

[concorsi-areasanitaria@unisi.it](mailto:concorsi-areasanitaria@unisi.it)

**For admission to the first-cycle degree programmes in Agribusiness, Pharmaceutical Chemistry and Technology, Pharmacy and Biology**, further information is provided in the notices published on the University website [www.unisi.it](http://www.unisi.it) .

The Students and course administration offices can provide further information: for Agribusiness and Biology email [didattica.sdv@unisi.it](mailto:didattica.sdv@unisi.it), for Chemistry and Pharmaceutical chemistry and technology and for Pharmacy email [didattica.dbcf@unisi.it](mailto:didattica.dbcf@unisi.it)

## 5.2. Two-year second-cycle degree programmes

Those who wish to apply for a **two-year second-cycle degree programme** must hold a first cycle degree or a three-year university diploma, or another suitable equivalent academic qualification awarded abroad, which allows the continuation of university studies at the next level in the country where it was awarded and meets specific curricular requirements. They must also have an adequate personal preparation, as verified in accordance with the academic regulations of each individual second cycle degree programme, which also indicate the specific admission criteria.

The Academic Board of the second-cycle degree programme assesses whether they meet the **curricular requirements** and the suitability of the foreign academic qualification, as well as the personal preparation of applicants, based on exams passed to obtain their qualification and on validation of their personal preparation.

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

Those who wish to register for second-cycle degree programmes **with a cap on enrolment** must also take any **admission tests**, respecting the deadlines and procedures set out in the individual calls for applications.

## Requesting the letter of eligibility/provisional approval

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

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

Once the Academic Board receives the request for evaluation, it decides on the applicant's eligibility based on the documentation delivered and the applicant's curriculum; the student must use the letter of eligibility issued by the University to pre-register through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the instructions reported in the ministerial provisions at <https://www.studiare-in-italia.it/studentistranieri/>.

## Entry visa for study purposes, authorization and registration

Once they have obtained their study visa from the Italian diplomatic mission, non-EU students resident abroad must email a copy of the documents required for registration to the URP - International Place at [SIENAINternational@unisi.it](mailto:SIENAINternational@unisi.it) to be granted FINAL authorization, necessary to enrol/register online.

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

- a VISA issued by the local Italian diplomatic mission;
- a copy of the application submitted through the Universitaly platform;
- a copy of the eligibility letter received following Dream Apply pre-assessment;
- copy of your passport with a study VISA;
- documentation issued by the Italian diplomatic mission pertaining to your academic qualification (secondary school leaving diploma/degree);
- certificate issued by the awarding University containing the details of university exams passed (transcript with translation) and the contents of each course: the Diploma Supplement can serve this purpose;
- the qualification required for admission to the degree programme (degree);
- the original qualification (or a certified copy) in the case of a diploma and degree awarded abroad, or certificates replacing them for all legal purposes, accompanied by certificates from the Italian ENIC-NARIC Centre (CIMEA), "Statement of Comparability" and "Statement of Verification" or by a Diploma Supplement issued in accordance with the standard format developed at the initiative of the European Commission, the Council of Europe and UNESCO.

Any Declarations of Value issued by the competent diplomatic representations or any other certificate useful for verifying the elements of the foreign qualification may be taken into consideration.

- if available, applicants are advised to send the required language certification.

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

Upon arrival in Siena, students must:

- have completed registration/enrolment on the *segreteria online* platform;
- have paid the first instalment of tuition fees;
- have the FINAL authorization (*nulla osta*)

With this documentation students must contact the Students and Course Administration Office of the degree programme by booking a Ufirst appointment (page/section USD list). To book an appointment, use the online booking service accessible from the Ufirst App <https://www.unisi.it/ufirst>

### How, where and when to enrol

**Online enrolment**, which is subject to confirmation of admission to the chosen degree programme, is carried out by accessing the website <https://segreteriaonline.unisi.it/>. This procedure allows students to register conditionally, obtain credentials to access the University's information systems, and follow e-learning courses.

Once all the required fields have been filled in correctly, the system allows students to pay the first instalment of the all-inclusive fee via PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University's web page <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>

**Payment of the aforementioned fee must be made in time to attend classes (by the end of September 2023).**

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

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

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

Foreigners in receipt of a **scholarship from the Italian Government** are not required to pay **the all-inclusive fee. They must only pay the stamp duty by the end of September 2023.**

Those who have applied for grants from the **Regional Agency for the Right to University Education** are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are only required to pay stamp duty by the end of September 2023.**

Students who prove to be **non idonei (ineligible)** in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena. **Registered students must make this payment even if they have since withdrawn from university studies.**

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

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

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

## 5.3. Italian language test

The Italian language test for admission to first-cycle and single-cycle degree programmes in academic year 2023/2024 consists in an interview that will take place remotely through an online portal.

The test will be delivered online and on dates yet to be defined but before confirmation of acceptance of pre-enrolment on University. Further information on the subject and appointments can be requested in writing at [internationalplace@unisi.it](mailto:internationalplace@unisi.it). The appointment shall be confirmed through a message from the University containing a Google Meet link for the interview.

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

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

**The following students are not required to take the Italian language test**

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

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

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

- a) have level B2 proficiency in Italian or higher, as indicated in the ministerial circular, as evidenced by one of the following certificates:
  - CELI – University for foreigners in Perugia
  - CILS – University for foreigners in Siena
  - CERT.IT – Roma Tre University
  - CEDILS – University for foreigners in Reggio Calabria
  - any certifications of Italian Cultural Institutes abroad will be evaluated individually;
- b) hold a five-year or four-year secondary education diploma obtained at an Italian state schools or equivalent schools abroad;
- c) hold one of the secondary school leaving diplomas referred to in Annex 2 of the annual ministerial circular on the procedures for admitting international students to university degree programmes.

Possession of one of the documents mentioned in points a), b) or c) above concerning proficiency in Italian for NON-EU students is mandatory before submitting the pre-enrolment and visa application on the University portal.

For those who do not hold one of the aforementioned certifications, the University of Siena provides for **an Italian language test to be delivered on the dates indicated by the University** after emailing the URP Office - International place ([internationalplace@unisi.it](mailto:internationalplace@unisi.it)) to request an online appointment for the interview. Applicants who pass the test receive a letter of eligibility to be uploaded onto the University portal for the purpose of Visa application.

Further information is available on the following web page: <https://www.cla.unisi.it/it>



## **5.4. Students in the "Marco Polo" Project**

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

## **5.5. International students with political refugee status or in particularly grave situations**

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

If students with international protection or in conditions of extreme poverty because they come from conflict theatres cannot produce the required documentation, the University will intervene autonomously for verification. The verification will be carried out by the Just Peace Advanced Desk Service. In this case the International Place will immediately issue partial authorization to enrol with reservation, pending the decisions of the Just Peace Commission. Final authorization depends on the outcome of verification.

## **5.6. CIMEA Diplome**

With the aim of speeding up the procedure for evaluating foreign qualifications and facilitating student retrieval of the necessary documentation for their degree programmes, the University of Siena has stipulated with CIMEA (ENIC-NARIC network) an agreement in which CIMEA itself undertakes to produce Statements of Comparability and Statements of Verification rapidly and at subsidized prices for those applying to our University.

The Statement of Comparability and the Statement of Verification are accepted and preferred by our University as an alternative to the Declaration of Value and/or the Diploma Supplement. To take advantage of this offer, interested candidates can register for free on the CIMEA Diplome platform using the following link dedicated to the University of Siena <https://cimea.diplome.eu/unisi/#/auth/login>

## 5.7. Simultaneous enrolment

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

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

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

Further information is available on the University's webpage at

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

## **SECTION 6**

# **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 programme.**

### **Online enrolment**

To **renew enrolment online for years subsequent to the first** the student can access the online administration office page <https://segreteriaonline.unisi.it/> from **4 July 2023 to 2 November 2023**.

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

**The ISEE with a 31 December 2023 expiration date, requested for DSU (*Right to University Study*) benefits and referring to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is impossible to draw up an ISEE**, as required by art. 8 DPCM 159/2013 and subsequent amendments and additions, **an Equivalent ISEU (ISEU *Parificato*) must be submitted by 31 December 2023**. The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

During the enrolment renewal procedure the student may enter the type of study for which he/she wishes to opt (part-time or full-time) and information regarding any invalidity equal to or greater than 66% or disability with recognition of handicap pursuant to article 3, par 1 and 3 of law 104/1992, or certified diagnosis of SLD (dyslexia, dysgraphia, dysorthographia and dyscalculia) pursuant to Law no. 170/2010. Students with disabilities, or invalidity, even temporary, or with specific learning disorders may, on request to the lecturer, take advantage of reserved exam sessions in addition to the regular sessions.

Requests to renew enrolment received after the 2 November 2023 deadline can be accepted upon payment of a 30 Euro fee.

### **IMPORTANT:**

**On the first page of the online registration procedure students must authorize the university to access their ISEE data from the INPS database.**

**Should ISEE data not be available at the time of registration, students should go to the students and course administration office of the appropriate department to request that said consent be placed on record.**

**Should this occur after 22 December 2023, students will be required to pay a 30 Euro fee.**

At the end of the online procedure for renewing enrolment, after all the required fields have been filled in correctly, the system allows students to pay the first instalment of the all-inclusive fee via PagoPA, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University's web page <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/tasse/come-pagare-le-tasse>

The first instalment of fees must be paid by **2 November 2023**. After this deadline, a **late-payment charge** will apply, as set out in the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena.

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

After the 2 November 2023 deadline, the online enrolment renewal procedure will charge the student a 30 Euro fee payable for applications submitted after the deadline.

After paying the first instalment, students are automatically enrolled in the year subsequent to the one they were last enrolled in. No proof of payment need be delivered to the administrative office. The online enrolment procedure cannot be completed by students who have not paid fees or have arrears from the previous academic year. If this is the case, enrolment for the 2023/2024 academic year is suspended until the student has paid the debt to the university. Any student in this situation, pursuant to current legislation in force, cannot take any exams and cannot book exams online. To remedy this situation, students must contact the administrative office of their degree programme.

**The following individuals are exempt from payment of the all-inclusive fee, but must pay stamp duty by 2 November 2023:**

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

Those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are only required to pay stamp duty by 2 November 2023**. Students who are *non idonei* (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena. **Registered students must make this payment even if they have since withdrawn from university studies.**

### **Graduands – Request to suspend enrolment**

**Graduands** are students who aim to graduate by the last **graduation session in academic year 2022/2023 (by 30 April 2024 at latest)** and meet the following academic requirements by **2 November 2023**:

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

**B) Students enrolled on degree programmes under Ministerial Decree 509/99 and degree programmes under Ministerial Decree 270/04** must have all the **signatures of attendance** and be **no more than 30 credits (CFU) short**, not counting the credits awarded for the final exam. The **request to suspend enrolment** must be made using the specific online procedure <https://segreteriaonline.unisi.it/> no later than **2 November 2023**. **A 30 Euro fee will be applied to requests for suspension submitted after this deadline.**

**STUDENTS WHO MAY GRADUATE BY 30 APRIL 2021 ARE NOT REQUIRED TO RENEW ENROLMENT BY SAID DEADLINES.**

**Students who manage to take all the exams or acquire all the credits, except those awarded for the final examination by 30 April 2024, must go to the administration office to renew enrolment, and are only required to pay the recognition fee in accordance with Regulations for calculating and paying fees and dues for enrolling in courses at the University of Siena in AY 2023/2024.**

Said payment must be made by 10 May 2024. A late payment charge will apply after this deadline.

**N.B.:**

Students who, having presented the request for suspension of enrolment in academic year 2023/2024, found it impossible to complete all exams or acquire all the credits required by the deadline, must promptly contact their administrative office to complete enrolment (with payment of the first instalment of fees) by 11 May 2024. At this time students must authorize the university to access their ISEE (**with 31 December 2023 expiration date**) data in the INPS database. Students must **pay the remaining amount** of university fees by **3 June 2024**, after which time a late-payment charge applies.

## **SECTION 7**

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

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

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

### **When, how and where to apply**

Application for re-enrolment may be submitted from dal **4 July 2023 to 2 November 2023**. After the 2 November 2023 deadline, applications for re-enrolment shall be assessed and, if accepted, a 30 Euro fee will apply.

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

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

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

If a student withdraws from a degree programme with a **cap on enrolment**, re-activation of the academic career is only possible if there are places available - in the event of several applications, according to their order of arrival - and if the relevant academic body declares that the procedures and contents of the entrance examination taken are equivalent to the ones delivered at the time of reactivation. The Department that manages the degree programme with a cap on enrolment 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 programme.

For degree programmes in the Biomedical and Medical Sciences the above provisions may, in whole or in part, not be implemented as a result of specific regulations. Interested persons are therefore invited to contact the Le Scotte Student Services Office directly.

[dentistry@unisi.it](mailto:dentistry@unisi.it) (for the degree programme in Dentistry and Dental Prosthodontics)

[medicina@unisi.it](mailto:medicina@unisi.it) (for the degree programme in Medicine and Surgery)

[sanitarie.biomediche@unisi.it](mailto:sanitarie.biomediche@unisi.it) (for Biotechnologies and for the second cycle degree programmes in the healthcare professions)

## Simultaneous enrolment

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

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

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

Further information is available on the University's webpage at

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

# SECTION 8

## TRANSFERRING BETWEEN UNIVERSITIES AND PROGRAMMES

### 8.1. Transferring between universities

#### Incoming transfers

Transfers are permitted towards **study programmes** activated in academic year 2023/2024, as indicated in section 1 of this Study Prospectus.

**Transfers are only permitted between study programmes of the same level.**

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

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

To transfer to **courses with a cap on enrolment**, the interested party must request prior **authorization** from the appropriate administration office of this University.

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

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

**Transfer sheets** may be **delivered** to the administration offices of the degree programme at the University of Siena where the student intends to transfer from **4 July 2023 to 31 January 2024 (the latter on condition that the student requested to transfer by 31 December 2023); after the 31 January 2024 deadline, transfer sheets from other universities will not be accepted (said transfer sheets will be returned to the university of origin).**

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

Transfer sheets will be accepted also without enrolment in academic year 2023/2024.

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

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

**B) authorization**, when transferring to **degree programmes with a cap on enrolment;**

**C) authorization**, when transferring to **second cycle degree programmes;**

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

**Students must authorize the university, through the administrative offices, to access their ISEE data from the INPS database. Should ISEE data not be available at the time of registration, students should go to the students and course administration office of the appropriate department to request that said consent be placed on record.** The ISEE, with a



31 December 2023 expiration date, requested for DSU (*Right to University Study*) benefits and referred to the student's Italian fiscal code, is **required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is impossible to obtain an ISEE**, required under art. 8 DPCM 159/2013 as amended and supplemented, **the Equivalent ISEU (ISEU Parificato) can be submitted by 31 December 2023**. The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

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

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

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

When enrolment is completed with payment of the amount due:

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

**The following persons are exempt from payment of the all-inclusive fee, but must pay stamp duty by 2 November 2023:**

- handicapped persons pursuant to article 3 par. 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%. These conditions must be valid at the time of registration/enrolment;
- foreigners in receipt of study grants from the Italian government.
- those who have applied for **grants from the Regional Agency for the Right to University Education**, are provisionally exempt from payment of Regional fees and university dues until the final list of those awarded said grant is published; **for now, they are only required to pay stamp duty by 2 November 2023**.

Students who are **non idonei** (ineligible) in the ranking published by the same Agency, shall be required to pay the fees set out in the Regulations for the calculation and payment of fees and dues for enrolment on degree programmes at the University of Siena.

### **Outbound transfers**

**Application for transfer** to other universities may be made by students of the University of Siena from **4 July 2023 to 31 December 2023** 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 and payments completed in attachment. This will be the standard procedure until an appropriate online procedure is activated.

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

A non-re-fundable fee of **250 Euros** is payable for a transfer request to another university. The above transfer fee **will not be refunded** for any reason once paid, nor will any fees already paid for academic year 2023/2024 be refunded.

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

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

## **8.2. Transferring to another degree programme at the University of Siena**

Transfer from one degree programme to another at the University of Siena is permitted only to **degree programmes in the course years that are active in academic year 2023/2024**.

Transfer from degree programmes under the old regulations to under current regulations follow the same rules and have the same deadlines.

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

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

**Requests to transfer from one programme to another** can be submitted from **4 July 2023 to 31 December 2023** by specific written **application** with stamp duty 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.

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

For further information about continuing academic studies, students must contact the administration office of the degree programme that they intend to transfer to.

### **Transferring between second-cycle degree programmes**

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

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

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

# SECTION 9

## INTERRUPTION, SUSPENSION AND RESUMPTION OF STUDIES AND WITHDRAWAL FROM STUDIES

### 9.1. Interruption of studies

#### Who can apply for interruption

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

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

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

#### What the interruption entails and how long it can last

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

Once students have completed the degree programme for which they interrupted their previous studies, and resume enrolment in the suspended programme, they can apply to the Academic Board for complete or partial recognition of studies completed during suspension.

#### The period of interruption:

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

#### How and where to apply for interruption and resumption

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

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 programme.

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

## 9.2. Suspension of studies

### Who can apply for suspension

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

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

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

### What the suspension of studies entails

During the period of suspension of studies, students cannot complete any action with regard to the interrupted course (they cannot sit exams, record attendance, transfer from one programme to another, apply for exemptions or economic aid, etc.).

#### The period of suspension:

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

### How and where to apply to suspend or resume studies

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

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

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

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

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

## 9.3. 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 programmes at the University of Siena. The Regional fee for university study is not due for the years of interruption. **Should the number of academic years in which studies were interrupted be greater than five, the student is required to pay the sum for the last five years only.**

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

## **9.4. Withdrawal from studies**

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

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

Students who have withdrawn from studies in any Italian university but wish to begin new studies at the University of Siena can request that any credits acquired be evaluated for partial or total recognition by the Academic Board of the degree programme. Withdrawal is completed by filling in the special form available for download from the Administration office webpages. The form, with a duty stamp, must be delivered to the appropriate administration office together with the necessary accompanying documentation.

**Since activities are currently underway to computerize certain procedures that are currently paper-based, before submitting/delivering the application for withdrawal from studies, as described above, interested parties should consult the appropriate administrative office for any relevant updates.**

### **IMPORTANT:**

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

### **Fees due in the case of withdrawal**

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

The Regulations for the calculation and payment of fees and dues for enrolment on courses at the University of Siena also establish that failure to pay does not constitute tacit withdrawal from studies. Students who do not pay the instalments due cannot therefore undertake any act related

to their studies but do not end their relationship with the university and cannot enrol in any other 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.

## **SECTION 10**

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

### **Purpose of applying for recognition of a foreign academic qualification**

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

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

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

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

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

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

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

- **certified copy of the degree** containing the details of university exams passed at the foreign university or a "diploma supplement", if provided by the foreign university that issued the qualification, in accordance with European Commission directives;
- **official translation** into Italian of the degree certificate with details of university exams, legalized by the Italian diplomatic or consular mission;
- **official study programmes** of all the courses and other activities completed by the student to obtain the foreign academic qualification (on the foreign university's letterhead with stamp and signature of the university authorities);
- **official translation** into Italian of the official study programmes; if the programmes are in English, no official translation is required;
- receipt of payment of the **200 Euros fee**. The fee should be paid via PagoPA following the procedures indicated at <https://unisi.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/>
- in the case of 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**

The application for recognition can be submitted at any time of the year by sending all the necessary documents to the certified mail address [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) .

**Since activities are currently underway to computerize certain procedures that are currently paper-based, before submitting the application for recognition and the related documentation referred to in this section of the Prospectus, interested parties should consult the University's web page <https://www.unisi.it/internazionale/international-degree-seeking-students> for any relevant updates.**

For appointments and further information, please contact the URP-International Palace by writing to [internationalplace@unisi.it](mailto:internationalplace@unisi.it) or see the URP - International Place webpages at: <https://www.unisi.it/internazionale/international-degree-seeking-students>

Exceptions to this are applications for recognition of academic qualifications for degree programmes with a cap on enrolment: all information on the subject is available from **the administrative offices of the relevant departments.**

### **Continuation of studies in the event of partial recognition**

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

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

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

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



# SECTION 11

## ENROLMENT IN SINGLE COURSES

### Who can apply

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

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

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

**Non-EU citizens resident abroad** 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 required authorization from the URP – International Place.

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

### When and where to apply

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

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

Once enrolment has been registered, the administration office will determine the fees to be paid via **PagoPA**, the new system created by the Agency for a Digital Italy (AgiD) to facilitate and simplify payments to public administrations. Further information is available on the University web pages:

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

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

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

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

**Individuals who are not enrolled in any university programme** and have an academic qualification awarded 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 appropriate 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 programmes.

### Enrolment fee

The fees due for the academic year 2023/2024 for enrolment in single course modules is determined as follows:

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

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

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

### Incompatibility due to simultaneous enrolment

Enrolment in individual courses is not for the purpose of obtaining a qualification: students only receive a certificate of exams taken.

Students **enrolled** on a degree programme **at the University of Siena cannot enrol in single courses** at the University of Siena, without prejudice to the right to take extra exams in addition to the ones provided for in their study plan and without paying additional fees, subject to approval by the Academic Board.

Students **enrolled at the University of Siena** on a first or second cycle degree programme who wish to enrol at other universities in order to take individual courses that are not part of their study plan must obtain provisional authorization from the appropriate academic body.  
Single courses for non-EU students

### Single courses for non-EU students

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

Students must use the letter issued by the University to pre-enrol through the **UNIVERSITALY** platform <https://www.universitaly.it/index.php/students/stranieri> in accordance with the

instructions reported in the ministerial provisions at <https://www.studiare-in-italia.it/studentistranieri/> .

Students who are interested in single courses must submit the summary of the pre-enrolment application generated within the **UNIVERSITALY** portal to the Italian diplomatic-consular office in their country of origin.

## **SECTION 12**

### **UNIVERSITY FEES AND BENEFITS**

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

The student must authorize, through an online procedure, the University to **access his/her ISEE data from the INPS database** to have the right to university fees based on tax bracket. The student must therefore **obtain his/her ISEE data** (Prime Ministerial Decree no. 159 dated 5 December 2013) **before completing online enrolment**. (D.P.C.M. no. 1595 December 2013).

**The ISEE, with a 31 December 2023 expiration date, requested for DSU (*Right to University Study*) benefits and referred to the student's Italian fiscal code, is required to request any reductions when calculating the all-inclusive contribution for the academic year of enrolment. In the case of non-self-employed foreign students or in all cases in which it is impossible to obtain an ISEE, required under art. 8 DPCM 159/2013 as amended and supplemented, the Equivalent ISEU (ISEU Parificato) can be submitted by 31 December 2023.** The Equivalent ISEU will only be accepted if it is issued by an authorized CAF that has entered into an agreement with the University, and the student or the CAF must e-mail it to [parificato@unisi.it](mailto:parificato@unisi.it).

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

- the first at the time of enrolment and no later than 2 November of each year;
- the second each year by 22 December;
- the third each year by 1 March;
- the fourth each year by 2 May.

Payment of the first instalment finalizes registration or enrolment.

The following contributions are added to the first instalment:

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

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

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

### **12.1. Student benefits**

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

#### **Disabled students**

The University of Siena provides students with disabilities and those diagnosed with SLD with a support service throughout their academic studies. These students may contact Disability Services (*Ufficio accoglienza disabili e servizi DSA*) for any needs or information they may require. The aforementioned office is located at the Palazzo del Rettorato in Via Banchi di Sotto, 55 Siena – email: [uffdisabili@unisi.it](mailto:uffdisabili@unisi.it) – [servizidsa@unisi.it](mailto:servizidsa@unisi.it) – tel:0577235518.

Upon specific request to be submitted at the start of the academic year, students with disabilities, recognized at the start of the academic year, with a certified handicap pursuant to art. 3, paragraphs 1 and 3 of Law 104/1992 or with certified invalidity equal to or greater than 66%, and the children of individuals receiving disability pension, in accordance with art. 30 of law 118/71, are fully exempt from payment of university enrolment fees and dues, including the Regional Tax for the Right to University Education, and may take advantage of exam sessions reserved for students not on track with exams (*fuori corso*) in addition to the regular sessions.

Students who meet the requirements referred to in the previous paragraph during the course of the academic year, as well as students with disabilities of less than 66%, may apply for access to the Solidarity Fund referred to in Article 32 of the Regulations for the calculation and payment of fees and dues for enrolment on programmes at the University of Siena.

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

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

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

Students who apply a grant from the Regional Agency for the Right to University Education for an additional semester, over and above the normal duration of the programme, and who have completed the university credits required for their plan of study, except those for the final exam, within the last exam session of the academic year, are exempt from paying the recognition fee. Should a student fail to earn all the university credits required for his/her plan of study by the last exam session of the academic year, he/she shall pay 50% of the all-inclusive fee by the last deadline provided.

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

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

### **Students in receipt of study grants from the Italian government**

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

### **Students with political refugee status**

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

Other international students, even those not yet in possession of refugee or subsidiary protection status, who are in situations of particular gravity, as duly assessed by a dedicated Commission chaired by the Rector's delegate to students and researchers from crisis areas, may also be exempted from the payment of the entire university contribution, with the exclusion of the amount relating to the regional tax for the Right to University Study.

## **Detained students**

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

## **Special categories of students**

All students in receipt of the above-mentioned benefits are subject, in addition to fees due, to payment of the regional tax for the Right to University Studies.

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

Students enrolled in first cycle, second cycle and single-cycle degree programmes who have been fixed-term or permanent employees of the University of Siena for at least six months on the date of registration/enrolment and students employed by the *Azienda Ospedaliera Universitaria Senese* who have been permanent employees for at least six months on the date of registration/enrolment are required to pay an all-inclusive annual enrolment fee of € 531.00. The same amount is payable by civil servants enrolled in study courses under the "PA 110 e lode" project.

The University of Siena, in application of what has been agreed upon with public bodies or public or private institutions, whether Italian or foreign, through the stipulation of special agreements on teaching approved by the University bodies, may apply, within the context of the same agreement, facilitations in favour of certain categories of students.

All students in receipt of the benefits referred to in this article are subject, in addition to the amount due, to payment of the regional tax for the Right to University Studies.

## **Work-study programmes**

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

## **Solidarity fund**

In accordance with budgetary funding, the University of Siena each year establishes a Solidarity Fund in favour of students who suddenly find themselves in adequately documented difficult situations, even if temporary.

The following students may also apply for funding:

- those resident in areas affected by earthquakes and/or natural disasters
- students with disabilities of less than 66%;
- those with disability certification - pursuant to Article 3 paragraphs 1 and 3 of Law 104/1992 - recognised during the course of the academic year;
- those with a record of disability equal to or greater than 66% recognised during the course of the academic year;
- children of recipients of an incapacity pension (pursuant to Art. 30 of Law 118/71) recognised during the course of the academic year.

Solidarity funding, which consists in partial or total exemption from payment of university fees, is provided on request and is deliberated by a special Committee appointed by Rectoral Decree. This committee shall include the Rector or his delegate, the Head of the Student Services Area or his delegate, the student representatives on the Council and the manager of the office responsible for the procedure, who shall act as recording secretary.

The application procedure, required documentation, criteria for assessment and for providing benefits are described in a specific call for applications issued annually through Rectoral

Decree. The call for applications may specify that the Fund be allocated in one or more moments during the academic year, depending on when university fees are due.

### **Prescription of fees due**

The university fees owed by students to the University of Siena for enrolment in any type of programme shall be deemed to be prescribed within five years from the date on which payment was due or from the date of the notice of termination forwarded by the University offices.

The statute of limitations is implemented exclusively upon a written request made by the student. The university fees, including late payment charges where applicable, remain due to the extent established by the University regulations without the application of any interest.

The five-year limitation period referred to above also applies to claims for reimbursement of fees paid but not due. This term is calculated from the date of the student's request for reimbursement.

In particular:

- students who have applied for the application of the statute of limitations on fees overdue for more than five years, as provided for above, cannot resume their studies at the University of Siena, either by a resumption of studies or new enrolment, following withdrawal from studies or lapsed studies, even in a different programme, regardless of whether they can apply for recognition of the examinations already taken and passed. These students, in order to resume their studies at the University of Siena, must "waive the statute of limitations" and pay the amount owed;
- students who have requested application of the statute of limitations on fees overdue for more than five years, as provided for in the above, may withdraw from or forfeit their studies and may resume their studies exclusively at another University.

## SECTION 13

### USEFUL CONTACTS

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

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

**URP – International Place** ( [urp@unisi.it](mailto:urp@unisi.it) - <https://www.unisi.it/urp> ) located in the Public Relations Office (URP) in Via Banchi di Sotto 55, Siena (+39) 0577 235555; tollfree number 800 22 16 44 (Italian landline only).

**Orientation services (Ufficio orientamento)** Palazzo del Rettorato in Via Banchi di Sotto, 55 a Siena – email: [orientamento@unisi.it](mailto:orientamento@unisi.it)

**Scholarships, Education incentives and tutoring office (Ufficio borse, incentivi allo studio e tutorato)** Palazzo del Rettorato in Via Banchi di Sotto 55, Siena – email: [tutorato@unisi.it](mailto:tutorato@unisi.it)

**Disability services (Ufficio accoglienza disabili e DSA)** c/o Palazzo del Rettorato Via Banchi di Sotto 55, Siena – e-mail: [disabilita@unisi.it](mailto:disabilita@unisi.it) – [servizidsa@unisi.it](mailto:servizidsa@unisi.it)

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

#### San Miniato Office:

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

#### San Francesco Office:

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

#### Mattioli Office:

- Students Services – Via Mattioli (degree programmes under the departments of Law, Political Sciences, Physical Sciences, Earth and Environment) - Via P.A. Mattioli, 10 – 53100 Siena; email: [studenti.mattioli@unisi.it](mailto:studenti.mattioli@unisi.it); opening hours can be found at: <https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-servizi-agli-studenti-mattioli>



### **San Niccolò Offices:**

- Student services office for students in the Humanities (degree programmes under the Department of Philology and literary criticism and the Department of History and cultural heritage) - Via Roma 56 - 53100 Siena; mail [studenti.poloumanistico@unisi.it](mailto:studenti.poloumanistico@unisi.it); opening hours can be found at <<https://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-servizi-agli-studenti-polo-umanistico>>

Students and course administration office of the Department of Information engineering and mathematics - Via Roma, 56 - 53100 Siena; email: [didattica.diism@unisi.it](mailto:didattica.diism@unisi.it); opening hours can be found at <<http://www.unisi.it/ufficio-studenti-diism>>

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

### **Le Scotte Office:**

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

### **Arezzo Campus:**

- Students and course administration office of the Arezzo Campus and Teacher Training - Viale Cittadini, 33 - 52100 Arezzo; email: [didattica.campusarezzo@unisi.it](mailto:didattica.campusarezzo@unisi.it); opening hours can be found at: <https://www.unisi.it/didattica/uffici-studenti-e-didattica/ufficio-studenti-e-didattica-del-campus-di-arezzo-e-formazione>

### **Desks around the region:**

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