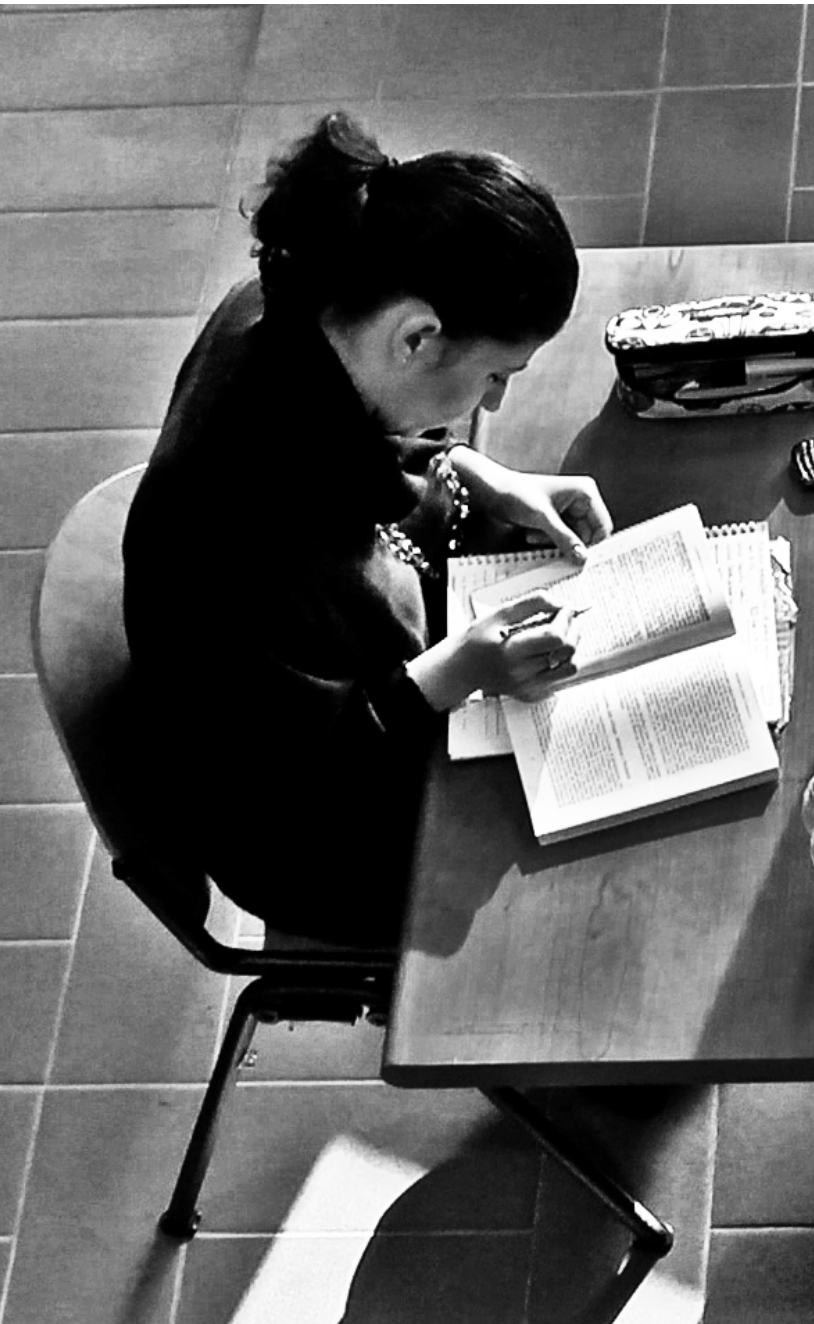


www.unisi.it



Student Services



University of Siena

Student Services

University of Siena

University library system

Students at University of Siena can take advantage of a number of services offered by the University Library System, in support of their study activities. The Library system spans 5 major areas of interest (humanities-technological; law-politology; economics; scientific, medical-biological-pharmaceutical), each articulated in numerous sections, distributed in various University hubs, with study areas and dedicated facilities, and offers the following services:

- lending: 1.173.000 documents on loan, to be chosen from the online catalogue
- inter-library loan: books made available from libraries all round the world
- e-reader loans: more than 24.500 e-books, to be read on a student's own e-reader, or on one loaned by the library
- open-shelf reference: more than 943.000 documents available for direct consultation
- archive access: University of Siena hosts more than 50 archive collections including the Franco Fortini Archive, the Fabrizio De Andrè Archive and the Sandro Pertini Archive
- electronic and digital collections reference: University of Siena sub-

scribes to more than 19.600 digital resources (magazines, papers, data-bases)

- bibliographical information and reference: more than 100 library staff are available 7 days a week

- e-mail alerts: personal email notifications of publishing news and areas of personal interest

- training and development courses: bibliographical research tuition, and specialist digital resources training

Furthermore, during your period of study at the University the library can provide internships, up to 150 hours of paid work, or facilitate individual Social Civil Service activities.

Wireless

Each University building is covered by the University-wide free wireless network.

University of Siena is a member of the Eduroam consortium: incoming foreign students can log on the network using the same account details they use in their own University, able to access the institutions in Eduroam worldwide.

www.qit.unisi.it

Pre-enrolment academic support

University of Siena offers a number of services to High Schools and Undergraduate students, to introduce them to the opportunities offered by Higher Education studies, and to support students to experience the range of study opportunities. These include:

- tutorial and information support in the choice of study programmes: High School students are invited to attend various activities (master-classes, stages, drafting of research documents) specifically designed for skills development and to enable a prospective student to have all the relevant information for their academic career choice
- placements and internships in teaching or administrative facilities: High School students can spend brief periods working in laboratories, offices or academic offices of the University to become familiar with the activities associated with the subject they wish to study
- guided tours of the academic premises: school classes can visit the various University facilities, buildings, classrooms, laboratories, and libraries, guided by senior students or University staff

■ online chat and personal tutorials with teaching staff and student mentors: High School students can personally meet teaching staff and student mentors, to obtain accurate information, clarify any questions on the academic course they may choose, and on student life in general

Dates for these tutorials are usually published in January, while academic support interviews are usually scheduled in February and from July until September. Online chats are usually scheduled during the student enrolment period, especially in September and October.

www.unisi.it/didattica/orientamento

Academic support and curriculum counselling

All University of Siena students who wish to improve their learning skills can access the Academic Support services. Older students, belonging to Doctorate or Secondary level courses, will mentor and support, with their experience, younger students. The services provided include:

- help in defining the academic curriculum: each student must state the exams and activities he wishes to take, and to fully understand the available choices, peer mentor students are on hand to guide their colleagues to an informed and effective choice
- assistance in bibliographical research and drafting essays and tests: many exams require, besides an oral assessment, a written essay, and tutor students can help junior students to learn how to research subjects and employ appropriate academic language
- individual meetings with teachers and tutors: information regarding academic careers, exam subjects, and opportunities offered by the University, can be obtained via email, telephone or with students and teaching staff during office hours

■ monitoring of progression and learning support: during a student's lifecycle there may be times when students can experience difficulties in attending a course, managing study time, or preparing an exam. Tutor students are on hand to give direct mentoring support to such students, and help them complete their academic career.

Facilities for special needs students

University of Siena offers assistance to all students with special needs or disabilities, to help them with access and equal opportunities in daily academic life. Specifically:

- welcoming and professional academic support: besides travel assistance, from a student's residence to class, disabled students can take part in vocational activities, organized jointly with local Public Sector enterprises
- processing of academic progression forms: a helping hand in dealing with the required administrative procedures, and an easy path to access all student services
- volunteering and peer mentoring involvement: disabled students can work, if they wish, to support Disabled Students Services activities, mentoring other disabled students, and are encouraged to become tutor students themselves
- provision of technical equipment and teaching aids, in Braille or digital format: digital books retrieval, large print photocopies, Braille printed documents, in collaboration with the University Library System, and direct production of teaching aids

- information and assistance in practising sports, aided by specially trained staff, in collaboration with the Informhabile desk, where a disabled student can obtain all relevant information concerning access arrangements for sports and disability policies

Dyslexia support is also available, as a joint collaboration between the Disability Service and the University Language Centre, which provides assessments, training and aids to remove any obstacles in a student's progression.

Catering

University of Siena students can access the Local Authority for the Right to Education (DSU Toscana) dining halls, where a full meal is available, at lunch or supper, at very accessible prices. The halls are located next to all major university buildings, and offer varied and balanced menus, with organic choices, local products or gluten-free options. In some halls a take-away and pizzeria service is also available.

www.dsu.toscana.it/it/ristorazione

Student housing

Students residing outside Siena can apply for a place in student residences, in one of the 11 student DSU Toscana housing complexes.

Organized in single and double rooms, one-, two-room or miniapartments, they provide common study, reading and free time areas. Some of the accommodations are reserved to disabled students. The grant announcement is usually published in July, expiring in September. The places are on a competitive basis according to specific criteria and means testing, as stated in the announcement.

Some of the halls offer, for a fee, a guest room service, for relatives of students successful in the allocation of a hall of residence room.

www.dsu.toscana.it/it/alloggi

Economic benefits and right to education

University of Siena, together with other public and private institutions, and DSU Toscana, each year issues grants, degree prizes, and scholarships, some of which are dedicated to specific research programmes or subjects. These include:

- **scholarships:** reserved for students with specific financial needs requirements; the allocation permits a full academic fees exemption, free access to dining halls and student accommodations (for non resident students who apply), plus a financial contribution whose amount depends on household income and place of residence. The grant announcement is usually published in July, expiring in September, applications can be submitted even before enrolment
- **extraordinary contributions:** reserved for students who suffer unexpected financial difficulties, and are granted on a one-off, non recurring basis
- **economic benefits:** dining and housing halls free access for students with disabilities equal or greater than 66%
- **student grants for nurses:** Economic benefits are reserved for students studying Nursing degrees, and subject to specific criteria (year-long

photo by Paolo Peri





grant, announcement usually published in September)

- international mobility loans: reserved to students who have won a scholarship and wish to spend some time studying abroad, within an international academic mobility programmes

- personal loans: reserved for students who have specific merit qualifications (as specified in the grant announcement), and provide credit in a banking institution; a Regional Guarantee Fund ensures that banking institutions do not require any further personal guarantee

Furthermore, depending of specific requirements, it is possible to:

- receive academic fees reduction
- be employed in a part-time job (150 hours) working in the University facilities
- take the voluntary Social Civil Service in the University facilities
- apply for financial grants for social and cultural activities (for student groups or associations).

www.unisi.it/didattica/borse

www.dsu.toscana.it/it/benefici

Studying abroad

University of Siena students can spend study, training or research periods abroad in academic, business or research institutions. Applying for the LLP/Erasmus, LPP/Erasmus Placement, or international mobility programmes, students can choose their host Universities among those in Europe, USA, Canada, Australia and Latin America.

www.unisi.it/ateneo/uri

University language centre

University of Siena students have a wide range of services regarding foreign languages learning. These include:

- English, French, Spanish, German, Portuguese, Russian language courses: classroom and on-line lessons
- self-access language laboratories for autonomous language learning: audio, video, PC stations, plus printed and multimedia material are available to students. A language consultant is on hand in every laboratory to provide assistance to students, help them choose study material, and guide them in their independent study plan
- on-line courses: an e-learning platform is available to aid students in the preparation of the PET exam, and other language courses

All University of Siena students are required to take an English Language exam, at least of B1 level (according to the Common European Framework of Reference for Languages - CEF) or B2 for second cycle degrees.

To aid students in taking this exam, all 1st years must take an assessment exam, to correctly evaluate their

language skills, and plan a learning route to lead them to a successful exam.

Remember to enrol for the assessment test on the University Language Centre (CLA) website.

www.cla.unisi.it

Culture and sports

University of Siena students can access a number of cultural and sports activities.

DSU Toscana offers, among others:

- tickets and subscriptions reductions for drama, cinema, dance and music events, city, museums and exhibitions guided tours, discovering Siena's history, traditions, arts and culture
- loans to student groups, supporting them in creating cultural and editorial events of benefit to the student population

During the 2011/2012 season, together with Mens Sana Basket Team, University of Siena has offered Unisi Pick&go: a special season, or single-game, ticketing plan for the Regular Season matches.

DSU Toscana and the University Sports Centre (CUS) organize a vast array of sports activities, addressed specifically to University students: gymnastics, aerobics, athletics, postural relax, back stretching, total tonix, fit-ness, swimming, tennis, volleyball, football, rugby, fencing, yoga, dance, personal defence, judo, basketball, , ju-jitsu, taekwondo, acquagym, female football,

archery, free access to gyms and swimming; they also organize 5-, 7-, 11-aside football tournaments, as well as basketball, volleyball, tennis and table tennis events.

There also are several competitive sports activities; CUS Siena has successful football, rugby, fencing, judo, basketball and volleyball teams.

University of Siena, together with CUS and DSU Toscana, is evaluating various forms of support for students who excel at sports and in their academic career, to ensure the harmonization of a rigorous training regime and cultural development.

www.dsu.toscana.it/it/cultura

www.cussiena.it

www.unisi.it/didattica/vivere-unisi/sport

<http://unisipickandgo.unisi.it>

Counselling and therapy support

University of Siena offers a psychology and brief psychotherapy counselling for students, open to members of other Italian and foreign universities who are taking a university course in Italy.

The service aims to help students deal with psychological distress that can hinder performance during Higher Education studies.

www.unisi.it/didattica/vivere-unisi/benessere-e-salute

Post-degree guidance, placement, internships and job search

The service is dedicated to students and recent graduates to ease their transition into professional activities. It offers:

- support for internships and work experience: thanks to hundreds of agreements with public and private sector enterprises, students can consult the bulletin board and refer to this service for the activation of internships, during their study period or after graduation
- job offers in Italy and abroad: interesting career opportunities throughout Europe are selected and published in a special on line bulletin board
- personalized advice on job search methods: targeted actions in search of employment, according to the characteristics and needs of the student or recent graduate, with one or more guidance interviews, to define a graduate's portfolio of skills and the practical organization of steps for job searching
- post-degree guidance, career academic support and recruitment techniques: support in drafting presentation letter and curriculum vitae, identifying the professional profile and goals

Guidance in the definition of a professional career. Pro-active job search techniques and interview skills tuition

On moreover, DSU Toscana offers a series of activities to facilitate students and recent graduates in seeking employment, as well as improve their knowledge of current professional profiles and job market dynamics, and to teach them how to make an informed choice, based on their own characteristics and aspirations. The material provided includes Europe-wide business information dossiers, updated job opportunities, and post-degree education opportunities in Italy and abroad.

www.unisi.it/placement

www.dsu.toscana.it/it/orientamento

Getting Information

Public Relations Office

The Public Relations Office provides information on University services, courses, facilities, opportunities and the city. It hosts the International Place, a desk especially dedicated to international students.

www.unisi.it/ateneo/adempimenti/urp-e-europe-direct

Ist and IInd Level Courses Division

The Courses Division manages the procedures of registration and enrollment in I and II Level courses and those of pre-enrollment, enrollment/registration of non-EC and EC citizens and of those in possession of foreign qualifications who are admitted to I,II and III Level courses. It also deals with the recognition of foreign academic qualifications and the issue of degrees and administrative papers.

corsi.laurea@unisi.it

Orientation and Student Services Division

This divisions cares for the student population issues. Develops, enhances and promotes, in collaboration

with DSU Toscana, student services, specifically concerning student welcome , pre-enrollment orientation, induction and alumni support; scholarships, prizes and grants, housing policies, mobility, canteen services, health services, cultural activities and sports.

[www.unisi.it/didattica/
immatricolazioni-e-iscrizioni](http://www.unisi.it/didattica/immatricolazioni-e-iscrizioni)

Contacts

International Place

via Banchi di Sotto, 55
+ 39 0577 232293
internationalplace@unisi.it

University Language Centre

www.cla.unisi.it
piazza San Francesco, 7
tel. 0577 232702
e-mail infocla@unisi.it

CUS Siena - University Sports Centre

www.cussiena.it
via Luciano Banchi, 3
tel. 0577 52341
e-mail info@cussiena.it

International Relations Division

www.unisi.it/ateneo/uri
via San Vigilio, 6
tel. 0577 232403
e-mail uri@unisi.it

International Relations Desk

via Banchi di Sotto, 55 - presso l'URP
tel. 0577 232496
e-mail urp@unisi.it

Placement Office

www.unisi.it/placement

via Banchi di Sotto, 59

tel. 0577 232259

e-mail placement@unisi.it; stage@unisi.it

Culture and Sports - Dsu Toscana

www.dsu.toscana.it/it/cultura

via Mascagni, 53

tel. 0577 760839

e-mail cultura.si@dsu.toscana.it

sport.si@dsu.toscana.it

Financial Aids - Dsu Toscana

www.dsu.toscana.it/it/benefici

via Mascagni, 53

tel. 0577 760839

e-mail borse.si@dsu.toscana.it

Orientation - Dsu Toscana

www.dsu.toscana.it/it/cultura

via Mascagni, 53

tel. 0577 760856

e-mail orientamento.si@dsu.toscana.it

Student Housing - Dsu Toscana

www.dsu.toscana.it/it/alloggi

via Mascagni, 53

tel. 0577 760803

e-mail residenze.si@dsu.toscana.it

IT Networks, Systems and Security

www.qit.unisi.it

via Bandini, 25

tel. 0577 232352

e-mail helpdesk@unisi.it

Catering - Dsu Toscana

www.dsu.toscana.it/it/ristorazione

via Bandini, 47

tel. 0577 226207

e-mail ristorazione.si@dsu.toscana.it

University Library System

www.sba.unisi.it

via Banchi di Sotto, 55

tel. 0577 232443

e-mail utenti.ufficio@sba.unisi.it

Disabled Students Office

www.unisi.it/ateneo/accoglienza_disabili

via Banchi di Sotto, 55

tel. 0577 232250

e-mail uffdisabili@unisi.it

Grants and Scholarships Office

www.unisi.it/didattica/borse

via Bandini, 25

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e-mail borse.premi@unisi.it

Orientation and Tutoring Office

www.unisi.it/didattica/orientamento

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Editing and Publishing

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