

# Incoming Students: deadlines and information

## Deadlines and information for incoming students at the Engineering Department

The attendance is compulsory. The lessons are held in Italian so the students are encouraged to attend an Italian language course before to arrive. Once arrived, the students can also attend a course for foreign students organized by the University ([http://www.unife.it/centri/centro/linguistico-en?set\\_language=en](http://www.unife.it/centri/centro/linguistico-en?set_language=en)). Another interesting activity organized by the University is the Tandem Project ([http://www.unife.it/centri/centro/linguistico/tandem-learning/tandem-project?set\\_language=en](http://www.unife.it/centri/centro/linguistico/tandem-learning/tandem-project?set_language=en)).

### A.A. 2016-17

#### First year:

- 1st semester (Winter Semester): 21th September 2016 – 20th December 2016
- 2nd semester (Summer Semester): 27th February 2017 –6th June 2017

All the students should be attending their courses within one week after the beginning of lectures.

#### Other years:

- 1st semester (Winter Semester): 26th September 2016 - 22nd December 2016
- 2nd semester (Summer Semester): 27th February 2017 –6th June 2017

All the students should be attending their courses within one week after the beginning of lectures.

#### Exams

First year and other years:

- 9th January 2017 - 24th February 2017
- 6th June 2017 - 31st July 2017
- 1st September 2017 - 22nd September 2017

**The exams can be held in English language, but only if the Lecturer of the course is willing.**

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**Before you arrive** (<http://www.unife.it/studenti/en/incoming-mobility/before-arriving>)  
(<http://www.unife.it/studenti/en/incoming-mobility/double-degree-incoming-students>)

## Nomination

Every partner institution has to send to the International Mobility and Relation Office the main information on selected candidates, exclusively by filling out the **E-nomination form**.

Any nomination received in a different way will not be considered.

**Attention:** the E-nomination form must be exclusively filled in by the partner university staff, not by the students themselves.

### Free movers' registration (Not required for Double Degree Incoming Students and Erasmus Students)

The free movers willing to study or train at the University of Ferrara have to:

1. be accepted by a professor of the department of interest or a Departmental coordinator for international mobility (see below in the section: AFTER YOU ARRIVE)
2. fill out and send the **Registration form**;
3. follow the procedure for incoming mobility.

### Acceptance email

The International Mobility and Education Office, after receiving the "Nomination" from the partner universities, will send an acceptance email to all the incoming students. The email basically includes information useful to organize the study mobility in Ferrara (e.g. Academic Calendar, Italian language course, ...) along with the details to access the **online Application form**.

### Invitation letter

Upon specific request, an official invitation letter will be issued only to the non-EU citizens who have to apply for a VISA for Italy.

### Online application

The regularly nominated students or the regularly accepted free-movers in the acceptance email will receive the access data to enter the online application form, available in this **webpage**. Further details on the application procedure are visible on the **Guide to the Application**.

It's possible to access application strictly in these terms:

- (I semester and whole academic year students) from **May to August 31st**;  
from **August 1st to September 13<sup>th</sup> (Double Degree Students)**
- (II semester students) from **May to January 15<sup>th</sup>**  
from **November 3rd to January 31st (Double Degree Students)**

### Learning Agreement (Not required for Double Degree Students)

Before their arrival in Ferrara, students should have a Learning Agreement duly signed by their Home Institution Coordinator. In order to have it signed by the Coordinator of the University of Ferrara, it will be necessary to get in direct contact with the **Departmental Coordinator for Mobility** during business hours.

The deadline for sending the Learning agreement is:

- (I semester and whole academic year students) **July 15th**;
- (II semester students) **December 1st**

After the deadline there will be no guarantee that the chosen courses will still be available.

Before to arrive the incoming students have to check the most updated educational plan of the engineering area of interest to identify the active courses and evaluate possible changes in the learning agreement.

After you arrive (<http://www.unife.it/studenti/en/incoming-mobility/along-the-stay>)

### Orientation week

Incoming students **must** take part in the orientation week that is normally held during the third week of September (third week of February for the second semester). An official communication will be sent via email to all students with specific details and schedule. During the orientation week, important information will be given to all the incoming students concerning both the procedures to follow during the stay and also the services offered by the University and the Municipality of Ferrara. During this week students who have also applied for the Italian language course have to pay the registration fee and take an entrance language test.

Students arriving to Ferrara after the orientation week must urgently go to the International mobility and Educational Office with all required documents (learning agreement, not required for Double Degree students, valid ID/Passport) to finalize the registration.

After being at the International Mobility and Relations Office, students are requested to arrange an appointment with the Departmental Coordinator for international mobility, i.e. the Erasmus Coordinator of the engineering area of interest:

<b>Prof. Alessandra Aprile</b> ; Civil and Environmental Engineering	<a href="mailto:alessandra.aprile@unife.it">alessandra.aprile@unife.it</a> ;
<b>Prof. Davide Bertozzi</b> , Electronic and Computer Science Engineering	<a href="mailto:davide.bertozzi@unife.it">davide.bertozzi@unife.it</a> ;
<b>Prof. Raffaella Rizzoni</b> ; Mechanical Engineering	<a href="mailto:raffaella.rizzoni@unife.it">raffaella.rizzoni@unife.it</a> ;

This meeting also represents the opportunity to:

- Ask any kind of information related to the specific contents of study plan, the course selection and the timetables.
- Verify the agreement between your study plan and learning agreement.
- Discuss possible changes in the study plan (these potential changes must be reported also in the learning agreement, with the authorization of the University of origin)
- Hand over all the documents, which require Departmental Coordinator Signature (learning agreement)

Successively, students are requested to arrange an appointment with the Didactic Manager of the course together with the International Tutor:

Didactic Manager (Mechanical Engineering and Civil and Environment Engineering): <b>Simona Malucelli</b>	<b>email: <a href="mailto:simona.malucelli@unife.it">simona.malucelli@unife.it</a></b>
Didactic Manager (Electronic and Computer Science Engineering): <b>Elisa Gulmini</b>	<b>email: <a href="mailto:elisa.gulmini@unife.it">elisa.gulmini@unife.it</a></b>
International Tutor (Engineering Department): <b>Enrico Munari</b>	<b>email: <a href="mailto:enrico.munari@unife.it">enrico.munari@unife.it</a></b>

This meeting represents the opportunity to:

- Revise your document before to be submitted
- Ask any kind of Information related to the specific contents of study plan, the course selection and the timetables

The international tutor can also give assistance with the use of your personal area of the UNFE website

**IMPORTANT:**

The study plan and the learning agreement, once agreed with the Departmental Coordinator and Your University of origin, have to be handed/sent to the Careers Office (**ufficio Carriera Area Bio-Chimica, Scientifico-Tecnologica, Economia**, Via Cairoli, 32; tel. +39 0532 293303) and to the International Mobility and Relations Office

All the incoming students will receive a **Certificate of Arrival** stating clearly the date of the beginning of their stay. This document will be essential to enroll. At the end of the stay, students are provided with a **Certificate of Attendance**.

## Enrolment

The enrolment is formalized at the **Student registrar's office (ufficio Carriera Area Bio-Chimica, Scientifico-Tecnologica, Economia, Via Cairoli, 32; tel. +39 0532 293303)**. Incoming student must hand in the following documents:

- Copy of the ID/Passport (*it is possible to enclose a PDF copy of the document during the online application procedure*)
- Enrolment form (*it is possible to print this document at the end of the online application procedure*)
- Payment receipt (28 € - insurance, *only in case the student paid at the Bank. The alternative is to accomplish the payment in the personal area of the UNIFE web site*)
- Study plan duly filled out and signed, including all the subjects the student would like to attend during his/her stay. (This document is required for doubled degree students as well)

## Modifications of the study plan

If during the stay the student needs to update (add or delete courses) on the study plan, it will be necessary to fill in the changes to the study plan and hand it again to the **Student registrar's office (ufficio Carriera Area Bio-Chimica, Scientifico-Tecnologica, Economia, Via Cairoli, 32, tel. +39 0532 293303)** and to the International Mobility and Relations Office

Remember that the study plan has to be in concordance with the learning agreement. Therefore, each change has to be made in both the documents

An useful service is offered by UNIFE for students. It is the SOS – supporto online studenti (<http://www.unife.it/studenti/sos>) and can be used to ask any kind of information by selecting the proper topic/office.

This service is available 24h but the answers are provided only:

From Monday to Tuesday	8.00 am - 5.30 pm
Friday	8.00 – 2 pm

**IMPORTANT:**

Before returning home, at the end of their stay students need to ask the Coordinator of the University of origin if some additional documents and/or signature are required.