



unIMC
UNIVERSITY OF MACERATA

INTERNATIONAL STUDENT GUIDE

2014/2015



Exchange Programmes

LLP/Erasmus and Bilateral agreements

Master's Degree

International Politics and Economic Relations

International Doctorates



Erasmus +

Edited by the International Relations Office of the University of Macerata,
with the contribution of the European Commission.

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Last modified July 2014

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1. THE UNIVERSITY OF MACERATA

One of the oldest institutions of higher education in Italy

1.1 A LONG TRADITION

The University of Macerata, founded in 1290, is one of the oldest in Italy. Almost eight centuries of history which have seen thousands of our students go on to become professional men and women, executives, entrepreneurs, and educators. It would be true to say that we owe part of Italian, European and international history to past Maceratesi graduates.

1.2 MACERATA AND ITS TERRITORY

Studying in Italy offers a unique cultural experience to students not only those from Italy, but for students from all over the world and Macerata, on the Eastern side of Central Italy, has much to offer. It is a medium-sized town (45,000 inhabitants) standing in the Province of Macerata which lies in the centre of the Marche region between the sea and mountains, surrounded by soft rolling hills. The area is characterised by an excellent quality of life, due to the province's clean air and parks, and to its peaceful yet lovely atmosphere which seems to be present in all the towns and cities which dot the landscape. The Adriatic Sea Coast, ski resorts, and the National Park of The Sibillini Mountains are all relatively near to the city.

The Province of Macerata is notable for its high employment rate and the great number of small and medium-sized businesses. Many companies in the Province are international leaders in various fields including footwear, electronics, lighting technology, food products, furniture, toys and leather goods. The Province is also of great interest from an artistic and architectural point of view. It is rich in churches, abbeys, historic palaces and museums which remind us of tales of different historical periods and the important people linked to our land. Moreover, the theatre and outdoor opera house (the Sferisterio) welcomes tourists each year with a rich theatre and opera season featuring internationally famous artists and shows. The city of Macerata offers plenty of in the way of enjoyment with bars, restaurants and pubs throughout the historic centre. These are popular gathering spots for university students and young people.

1.3 THE CURTAIN RISES

All year round there are lots of enjoyable things to do in Macerata, including cultural events, sporting activities and competitions, theatrical and musical shows. Two big events in particular have drawn

the attention to Macerata, not only from other parts of Italy but also from other countries around the world: the opera season Macerata Opera and the singer-songwriter festival Musicultura, both of which take place in the unique and spectacular setting of the Sferisterio Arena.

The University of Macerata is an active partner of the Musicultura festival. This music contest gives students the chance to be members of the editorial staff and jury. If you prefer athletic events, the University of Macerata has also been for years one of the official sponsors of “Lube Volley”, the Italian male volleyball champions. Through a combination of sport, young people and education Macerata is home to a winning team.

City of Macerata

www.comune.macerata.it

Province of Macerata

www.provincia.mc.it

Le Marche Region

www.regione.marche.it

Tourist and cultural information

www.le-marche.com

www.turismo.provinciamc.it

Hyperlink

www.turismomacerata.it/en

1.4 LARGE AND SMALL

The various Departments and Offices of the University are in the historic centre within the medieval walls. A real “open air” campus. In 5 minutes you can walk from your class to your Residence, from your lab to the canteen, from the library to the gym.

The University of Macerata has five Departments to choose from:

- Economics and Law
- Law
- Humanities (language, mediation, history, literature, philosophy)
- Education, Cultural Heritage (partly held in the Fermo seat) and Tourism
- Political Sciences, Communication, International Relations.

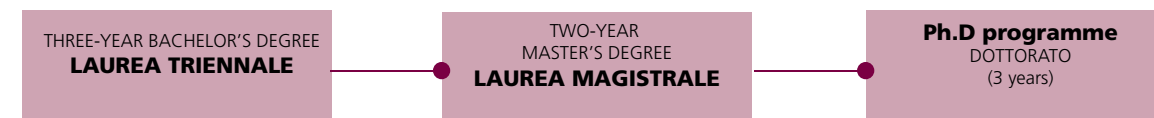
Some offer courses entirely in English. All, as well as normal lessons, organize study conferences and special meetings with scholars, managers and professional men and women of international standing. Macerata is truly a “made to measure” University.

1.5 ORGANIZATION OF THE UNIVERSITY SYSTEM

THREE-YEAR BACHELOR'S DEGREES AND TWO-YEAR MASTER'S DEGREES

With the Ministerial Decree no. 270 of October 2004 the Ministry of Education brought in extensive reforms of the Italian University system so that there now exist two levels of degree (laurea).

- The first-level degree is the Laurea Triennale, obtained at the end of a three-year programme. It prepares students for intermediate job positions in the labour market.
- The second-level degree is the Laurea Magistrale, a postgraduate degree obtained after a two-year programme. It prepares students for higher, managerial and professional positions.



WHAT ARE CREDITS?

The University credit system (CFU), which is based on the ECTS system, is represented by numerical values allocated to course units to describe the student workload. Each credit is equivalent to 25 hours of work including: lessons, hands-on practice, laboratories, internships and self-study. The total workload of an Italian student is calculated as 60 credits which correspond to 1500 hours per year. A course unit will be allocated with credits when the relevant examination is passed by the student with a minimum grade of 18/30.

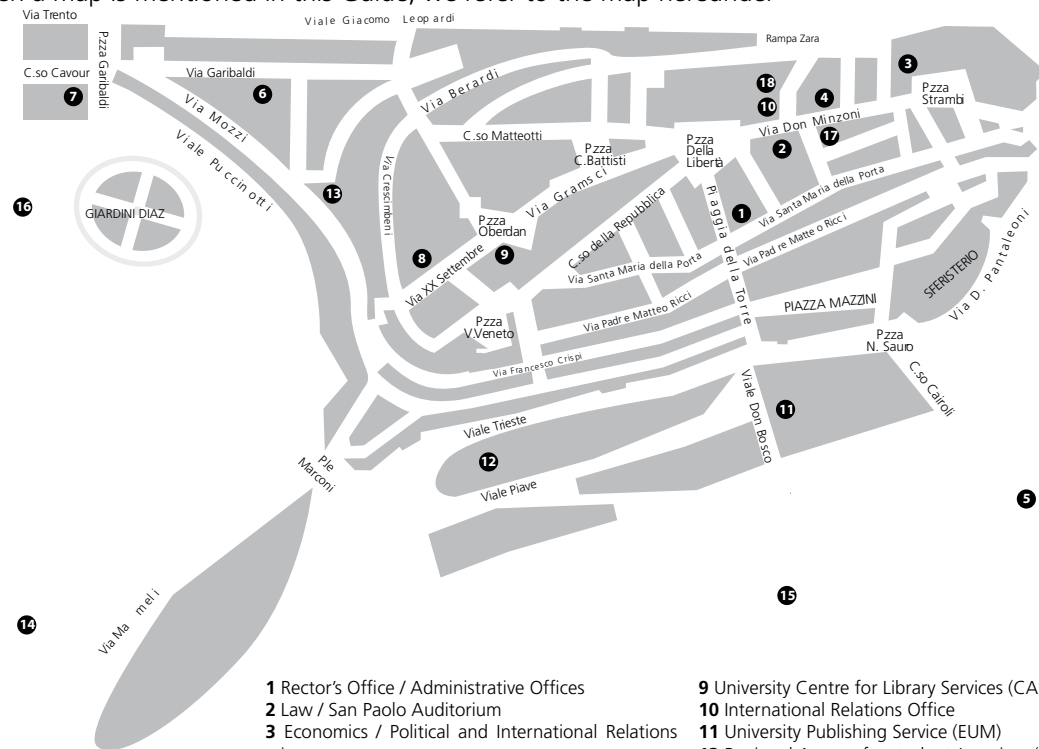
For further information on the ECTS (European Credit Transfer System) the reference website is: http://ec.europa.eu/education/tools/ects_en.htm

WHAT ARE CLASSES? (classi)

Under the Bologna process, following the reform, all degree programmes are grouped into classes (classi) which relate to a specific field of study. Programmes belonging to one class all have the same legal value.

1.6 UNIVERSITY MAP

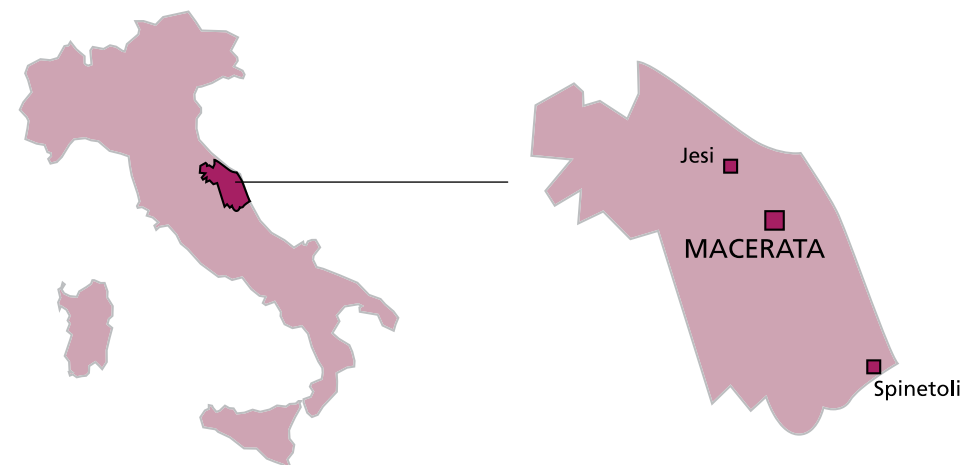
When a map is mentioned in this Guide, we refer to the map hereunder



- | | |
|--|--|
| 1 Rector's Office / Administrative Offices | 9 University Centre for Library Services (CASB) |
| 2 Law / San Paolo Auditorium | 10 International Relations Office |
| 3 Economics / Political and International Relations sciences | 11 University Publishing Service (EUM) |
| 4 University Orientation and Counselling Services and Communication / Doctoral School Office | 12 Regional Agency for students' services (ERSU) |
| 5 Department of Education, Cultural Heritage and Tourism | 13 University canteen / University Innovation Centre (CSIA) |
| 6 University Choir / Philosophy | 14 University Sports Centre (CUS) |
| 7 Department of Humanities – Languages, Media-tion, History, Literature, Philosophy | 15 Train station |
| 8 Palazzo Ciccolini (University Centre for IT and Mul-timedia) / University Language Centre (CLA) | 16 Bus terminal |
| | 17 Student Registrar's Office / Placement and Career Centre |

1.7 UNIVERSITY CAMPUSES

Some of the University's degree programmes are based in different University towns: Jesi and Spinetoli. If you choose one of these programmes you will live and attend classes in the corresponding campus. If you are interested in the following programmes, then here is some information on the corresponding cities in which the lectures take place.



CAMPUSES AND DEGREE PROGRAMMES

APPLIED LEGAL STUDIES

Via Angeloni, 3 - 60035 Jesi (AN)

Tel. +39 0733 2582494

Fax +39 0733 2588817-8819

serviziuridici@fondazionecolocci.it

www.fondazionecolocci.it/

Jesi

Jesi was an important city during the Middle Ages and the Renaissance. It is the birthplace of Frederick II and illustrious humanists and musicians (Angelo Colocci, Giovan Battista Pergolesi). The local industrial network is among the most highly developed in the region and includes companies that are world leaders in their fields. The University is housed in the historic Palazzo Ghislieri, a few steps from the Town Hall. For further information, please see www.comune.jesi.an.it

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

(via videoconference)

Palazzo Belvedere, Largo Michelessi, 7

63036 Spinetoli (AP)

Tel. +39 0736 893056;

Numero Verde 800 711323

spinetoli.sp@unimc.it

EDUCATION AND TRAINING SCIENCE

(only some activities)

Casa S. Maria, Via Roccabrignola

63036 Spinetoli (AP)

Tel. +39 0736 893514

a.macellari@unimc.it

Spinetoli

Spinetoli is a flourishing small town standing in the province of Ascoli Piceno. For further information, please see www.comune.spinetoli.ap.it



2. UNIVERSITY PROGRAMMES

2.1 2014-2015 DEGREE PROGRAMMES

List of courses

ClassDMcode DM270/04	Name	Type of course	Held in
/ DIPARTIMENTO DI SCIENZE DELLA FORMAZIONE, DEI BENI CULTURALI E DEL TURISMO / DEPARTMENT OF EDUCATION, CULTURAL HERITAGE AND TOURISM			
L-1 & L-15	Beni culturali e turismo ^(1 a)	Bachelor	Macerata
L-19	Scienze dell'Educazione e della formazione ^{(1) (3)}	Bachelor	Macerata
LM-49	Progettazione e gestione dei sistemi turistici Laurea internazionale con l'Università di Oviedo (Spagna) e con l'Università Taras Shevchenko di Kiev (Ucraina)	Master	Macerata / Oviedo (E) e Macerata / Kiev (UKR)
LM-85	Scienze pedagogiche ⁽¹⁾	Master	Macerata
LM-85 bis	Scienze della formazione primaria ⁽¹⁾ *(Formazione insegnanti - Interateneo con l'Università di Camerino)	One-tier (5 years)	Macerata
LM-89	Management dei beni culturali ⁽¹⁾	Master	Fermo
Per ulteriori informazioni http://sfbct.unimc.it			
/ DIPARTIMENTO DI STUDI UMANISTICI / lingue, mediazione, storia, lettere, filosofia / DEPARTMENT OF HUMANITIES / languages, mediation, history, arts, philosophy			
L-5	Filosofia	Bachelor	Macerata
L-10	Lettere	Bachelor	Macerata
L-11	Lingue e culture straniere occidentali e orientali	Bachelor	Macerata
L-12	Discipline della mediazione linguistica	Bachelor	Macerata
LM-14 & LM-15	Filologia classica e moderna	Master	Macerata
LM-37	Lingue, culture e traduzione letteraria	Master	Macerata
LM-37	Lingue e culture comparate	Master	Macerata

LM-38	Lingue moderne per la comunicazione e la cooperazione internazionale - Laurea internazionale con l'Università <i>Blaise Pascal di Clermont Ferrand</i> (Francia)	Master	Macerata / Clermont-Ferrand (F)
LM-78	Scienze filosofiche	Master	Macerata
LM-84	Ricerca storica e risorse della memoria ⁽¹⁾	Master	Macerata

Per ulteriori informazioni
studiumanistici.unimc.it/it

/ DIPARTIMENTO DI ECONOMIA E DIRITTO / DEPARTMENT OF ECONOMICS AND LAW

L-18	Economia: banche, aziende e mercati	Bachelor	Macerata
LM-77	Consulenza e direzione aziendale	Master	Macerata
LM-77	Mercati e intermediari finanziari	Master	Macerata

Per ulteriori informazioni
economiaediritto.unimc.it/it

/ DIPARTIMENTO DI GIURISPRUDENZA / DEPARTMENT OF LAW

L-14	Scienze giuridiche applicate ⁽¹⁾	Bachelor	Jesi
L-39	Teorie, culture e tecniche per il servizio sociale	Bachelor	Macerata
LMG/01	Giurisprudenza (ciclo unico) ⁽¹⁾ Laurea internazionale con l'Università di <i>Orleans</i> (Francia)	One-tier (5 years)	Macerata / Orléans (F)
LM-63	Scienze dell'amministrazione pubblica e privata ⁽¹⁾	Master	Jesi
LM-87	Politiche e programmazione dei servizi alla persona	Master	Macerata

Per ulteriori informazioni
giurisprudenza.unimc.it

/ DIPARTIMENTO DI SCIENZE POLITICHE, DELLA COMUNICAZIONE E DELLE RELAZIONI INTERNAZIONALI / DEPARTMENT OF POLITICAL SCIENCES, COMMUNICATION AND INTERNATIONAL RELATIONS

L-20	Scienze della comunicazione ^{(1)(1b)}	Bachelor	Macerata
L-36	Scienze politiche e relazioni internazionali ⁽¹⁾⁽²⁾	Bachelor	Macerata

LM-59	Scienze della comunicazione pubblica, d'impresa e pubblicità ⁽¹⁾	Master	Macerata
LM-52	International politics and economic relations (corso tenuto interamente in lingua inglese) ⁽¹⁾ - Laurea internazionale con l'Università <i>Taras Shevchenko</i> di Kiev (Ucraina) e con l'Università <i>Moscow State Institute of International Relations</i> (Russia)	Master	Macerata / Kiev (UKR) e Moscow (RUS)
LM-62	Studi politici e internazionali	Master	Macerata

Per ulteriori informazioni
<http://spocri.unimc.it/it>

LEGENDA

* Corso a numero programmato, l'accesso al quale è regolato da apposito bando. L'abilitazione all'insegnamento si consegue secondo quanto previsto dal D.M. 249/2010. Il corso nella classe LM-14 è in attesa di autorizzazione ministeriale.

(1) Corso che prevede anche servizi e attività didattiche on line (<http://www.unimc.it/online>).

(1a) Corso che prevede anche servizi e attività didattiche on line (www.unimc.it/online) solo per gli studenti che nell'a.a. 2014/15 si iscrivono al 1° anno di corso.

(1b) Corso che prevede anche servizi di didattica online solo per gli studenti che nell'a.a. 2014/15 si iscrivono al 2° e 3° anno di corso e che attualmente già ne usufruiscono.

(2) Corso in presenza ed aula remota collegata in videoconferenza con la sede di Spinetoli (AP).

(3) Alcune attività didattiche sono offerte nella sede di Spinetoli (AP).

SCUOLA DI STUDI SUPERIORI "GIACOMO LEOPARDI" E CORSI DI ECCELLENZA

I neo-diplomati delle scuole superiori potranno essere ammessi, a domanda e sulla sola base del merito, alla Scuola di Studi Superiori "Giacomo Leopardi" (www.scuolastudisuperiori.unimc.it).

Gli iscritti a tempo pieno particolarmente meritevoli potranno frequentare, senza alcun esborso aggiuntivo, "corsi di eccellenza" che prevedono attività didattiche e seminari, anche in lingua straniera.

CORSI AD ESAURIMENTO E TOTALMENTE DISATTIVATI

Gli studenti regolarmente iscritti ai corsi di studio post riforma ad esaurimento o disattivati per tutte le annualità potranno portare a conclusione il loro percorso fino al conseguimento del titolo ovvero chiedere di essere ammessi ad altro corso dello stesso livello attualmente presente nell'offerta didattica, con riconoscimento totale o parziale degli esami sostenuti e contestuale attribuzione di crediti ai fini di una abbreviazione della nuova carriera.

CORSI PER LA FORMAZIONE INIZIALE DEGLI INSEGNANTI EX D.M. 139/2011

Non appena concluse le procedure per l'istituzione e l'attivazione, sul sito dell'Ateneo e sui siti dei Dipartimenti sarà pubblicato l'elenco completo dei corsi per la formazione iniziale degli insegnanti ex D.M. 249/2010 che saranno attivati nell'a.a. 2014/2015.

Per le procedure di iscrizione a questi corsi, tutti a numero programmato, si rimanda agli appositi bandi.

CORSI POST LAUREAM

Per quanto riguarda i Dottorati di Ricerca, le Scuole di Specializzazione, i Master universitari di primo e secondo livello e gli altri corsi che prevedono l'accesso a numero programmato è necessario consultare gli appositi bandi, reperibili sul sito internet dell'Ateneo, dove sono precisati i posti disponibili, le modalità di accesso e iscrizione e l'entità delle tasse.

2.2 STAFF CONTACTS AND WEB PAGES

Macerata's professors have a personal web page with their contact details, course information and office hours. To find the personal pages of each professor, just go on the university main webpage and write the surname of the professor in the search string on the right hand side, then click the button "CERCA" or "SEARCH" (depending on which language you set).

2.3 COURSE SYLLABI

The 2014 / 2015 programmes of single courses will be available from June 2014 on the web page: www.unimc.it/it/didattica/corsi-di-laurea

2.4 ACADEMIC CALENDAR

KEYS 1st sem.: First semester/Winter semester; 2nd sem.: Second semester/Spring semester

Department of LAW			Department of ECONOMICS AND LAW		
1st sem.	22 Sept 2014	to 05 Dec 2014	1st sem.	29 Sept 2014	to 20 Dec 2014
exams	Jan 2015 (2 nd week)	to Feb 2015 (1 st week)	exams	Jan 2015 (2 nd week)	to Feb 2015 (2 nd week)
2nd sem.	09 Feb 2015	to 30 Apr 2015	2nd sem.	16 Feb 2015	to 16 May 2015
exams	May 2015 (2 nd week)	to July 2015 (4 th week)	exams	May 2015 (3 rd week)	to July 2015 (3 rd week)
Department of Political Sciences, Communication and International Relations			Department of HUMANITIES – Languages, Mediation, History, Arts, Philosophy		
1st sem.	29 Sept 2014	to 16 Jan 2015	1st sem.	01 Oct 2014	to 19 Dec 2014
exams	Jan 2015 (2 nd week)	to Feb 2015 (2 nd week)	exams	Jan 2015 (2 nd week)	to Feb 2015 (1 st week)
2nd sem.	16 Feb 2015	to 29 May 2015	2nd sem.	09 Feb 2015	to 08 May 2015
exams	25 May 2015	to 17 July 2015	exams	May 2015 (2 nd week)	to July 2015 (4 th week)
Department of Education, Cultural Heritage and Tourism			CHRISTMAS HOLIDAYS		
1st sem.	06 Oct 2014	to 09 Jan 2015	from December (4 th week) to January (1 st week)		
exams	Jan 2015 (3 rd week)	to Feb 2015 (4 th week)			
2nd sem.	02 Feb 2015	to 22 May 2015	EASTER HOLIDAYS		
exams	June 2015 (1 st week)	to July 2015 (2 nd week)	Easter week		

For further information and printable calendars please visit:

Dipartimento di **ECONOMIA E DIRITTO**

economiaediritto.unimc.it/it/didattica/offerta-didattica/calendario-esami-lezioni

Dipartimento di **GIURISPRUDENZA**

<http://giurisprudenza.unimc.it/it/didattica/offerta-didattica/calendario-didattico>

Dipartimento di **SCIENZE DELLA FORMAZIONE, DEI BENI CULTURALI E DEL TURISMO**

sfbct.unimc.it/it/didattica/organizzazione-della-didattica/copy_of_calendario-didattico

Dipartimento di **SCIENZE POLITICHE, DELLA COMUNICAZIONE E DELLE RELAZIONI INTERNAZIONALI**

spocri.unimc.it/it/didattica/offerta-didattica/calendario-lezioni-esami

Dipartimento di **STUDI UMANISTICI - lingue, mediazione, storia, lettere, filosofia**

studiumanistici.unimc.it/it/didattica/organizzazione-della-didattica/calendario-didattico

3. INTERNATIONAL RELATIONS

3.1 OVERVIEW

The University of Macerata has a network of 150 international Erasmus partners, runs about 40 international bilateral agreements and has special programmes with Universities in Albania, Australia, Belarus, Brasil, Canada, China, the Russian Federation and the U.S.A. Macerata also hosts a prestigious Confucius Institute, which renews and enhances the long-standing tradition of relationships between China and Italy started in the 16th century by Padre Matteo Ricci, who was originally from Macerata.

3.2 THE INTERNATIONAL RELATIONS OFFICE

UNIVERSITY OF MACERATA

Erasmus ID code

I MACERATA 01

Official web page

www.unimc.it (Italian)

www.unimc.it/en (English)

Legal Representative of the Institution

Prof. Luigi LACCHÈ – Rector

Piaggia della Torre 8, Palazzo Conventati

62100 MACERATA, ITALIA

T. + 39 0733 258.2410

F. + 39 0733 258.2689

rettorato@unimc.it

INTERNATIONAL RELATIONS OFFICE

Ufficio Rapporti Internazionali

Via Della Pescheria Vecchia, snc - 62100 MACERATA

Home page www.unimc.it/cri

Incoming Erasmus www.unimc.it/incoming-erasmus

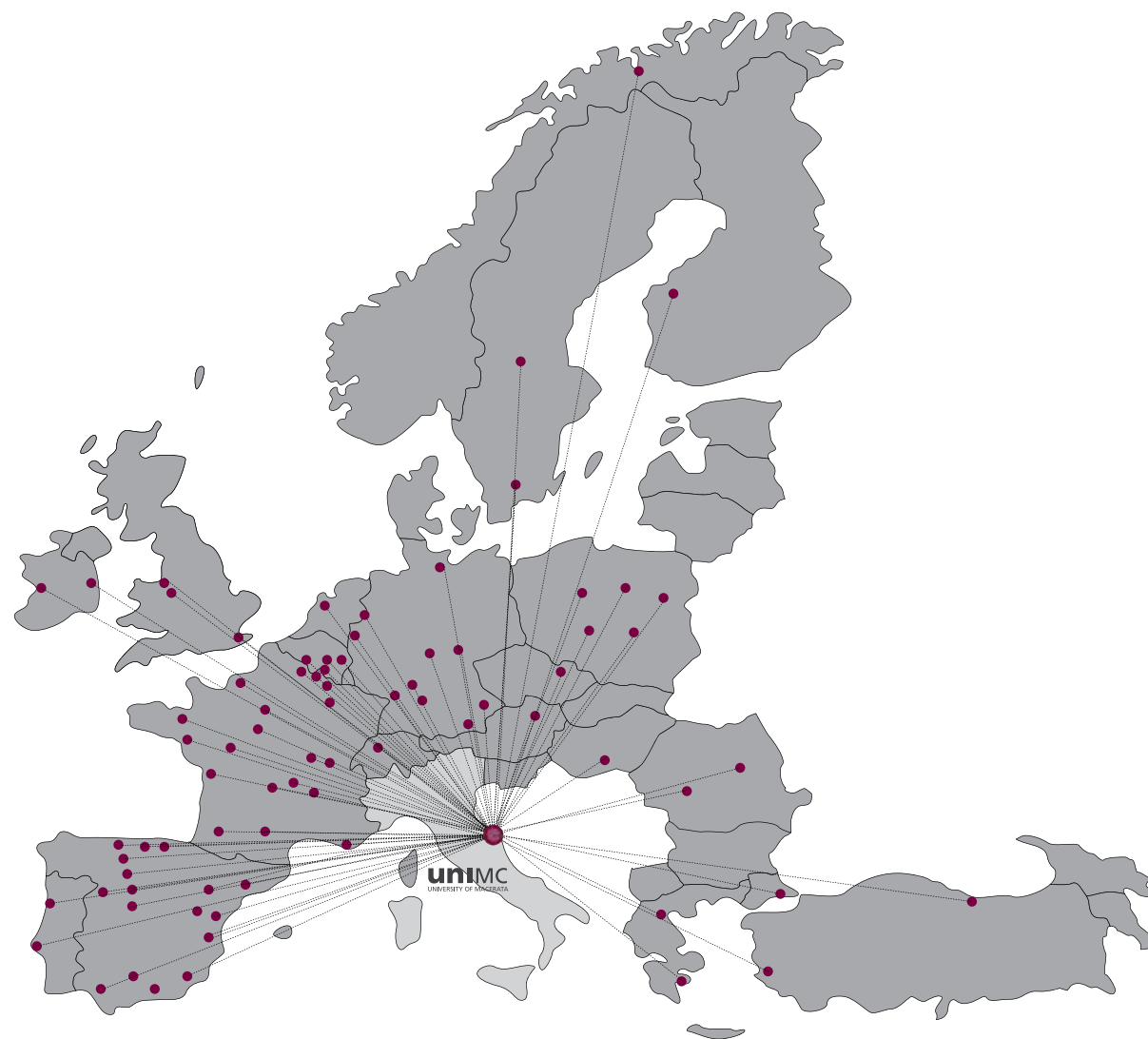
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Prof. Federico NICCOLINI	Economics	T. +39 0733 258.3247 F. +39 0733 258.3205	fniccolini@unimc.it
Prof. Fabrizio MARONGIU BUONAIUTI	Law	T. +39 0733 258.3218 F. +39 0733 258.3215	f1.marongiubonaiuti@unimc.it
Prof.ssa Anna LUKIANOWICZ	Humanities - Foreign Languages and Literature	T. +39 0733 258.4054 F. +39 0733 258.4117	lukianowicz@unimc.it
Prof. Antonella NARDI	Humanities - Business Studies with Language	T. +39 0733 258.8708 F. +39 0733 258.8715	antonella.nardi@unimc.it
Prof. Daniela FABIANI	Humanities - Business Studies with Language	T. +39 0733 258.4065- -8789 F. +39 0733 258.4117	daniela.fabiani@unimc.it
Prof. Gennaro CAROTENUTO	Humanities - Italian philology, History, Philosophy	T. +39 0733 258.4014 F. +39 0733 258.4117	gennaro.carotenuto@unimc.it
Prof. Hans Georg GRÜNING	Communication studies	T. +39 0733 258.2525 - 2536 F. +39 0733 258.2560	gruning@unimc.it
Prof. Simone BETTI	Education	T. +39 0733 258.5958 - 5837 F. +39 0733 258.5915	simone.betti@unimc.it
Prof. Alessio CAVICCHI	Tourism	T. +39 0733 258.3919	a.cavicchi@unimc.it
Prof. Paola PERSANO	Political Sciences	T. +39 0733 258.2724 F. +39 0733 258.2755	p.persano@unimc.it
BOLOGNA PROCESS			
Prof. Benedetta GIOVANOLA	Political Sciences	T. +39 0733 258.4319 F. +39 0733 258.4333	giovanola@unimc.it

Who we are / We are a reference point for all international students who decide to study at Macerata University and for Macerata students and graduates who would like to study abroad.

What we do / We keep in touch with foreign universities and follow programmes for research and international cooperation also to obtain recognized qualifications. In particular, we run European programmes such as Erasmus+, plus numerous non-European Exchange programmes outside of Europe with Albania, Australia, Belarus, Canada, the Russian Federation, the Ukraine and the U.S.A.. We also organize two **Summer Programmes** with the University of Princeton (USA) and Murdoch Univer-

sity (Australia).

When to contact the the International Relations Office / If you intend to study at our University we can assist you during your stay here:

- We will put you in touch with the office that is responsible for your enrolment:
 - Student Registrar's Office: If you are a non-exchange international student or if you wish to attend an International Masters Degree
 - Doctoral School Office: If you are an international Ph.D. applicant
 - International Relations Office: If you are an Exchange/Erasmus student within an international agreement between universities.
- We can help you get integrated into Macerata's University and social life, through brochures, maps and various information documents. We will also put you in touch with MacErasmus, the European network ESN (Erasmus Student Network) that organizes tours, cinema forums and ad hoc cultural activities for international students. Check out their web page at www.esnmacerasmus.it



4. GENERAL UNIVERSITY SERVICES

4.1 UNIVERSITY SERVICES

UNIVERSITY LANGUAGE CENTRE / CLA

The centre offers language courses at all levels promoting alphabetization, innovation, integration and evaluation in learning foreign languages. It also provides free exam preparation courses for Cambridge ESOL, Instituto Cervantes, Alliance Française, and Goethe Institut's language assessment tests. www.unimc.it/cla (point n. 8 of the University Map)

PLACEMENT AND CAREER SERVICE

This is organized in two sections:

a. University Orientation and Counselling Services it is your reference point for obtaining information about degree courses and department guide books. It also offers a free Internet access area and counselling services held by young graduate students. adoss.unimc.it/it/orientamento (point n. 17 of the University Map).

b. University Job Training and Orientation Services it is a direct link with the job market. It arranges internships and job training experiences in the best companies of the region, both for students and for recent university graduates. adoss.unimc.it/it/stage-e-placement (point n. 17 of the University Map).

UNIVERSITY INNOVATION CENTRE / CSIA

The University Innovation Centre is responsible for the I.C.T. of the University, including e-learning and online courses.

www2.unimc.it/ateneo/centri-di-ateneo/csia (point n. 13 of the University Map).

CENTRE FOR LIBRARY SERVICES / CASB

In its large renovated reading room the centre offers you a digital library, a didactic library, an interlibrary loan service and two IT laboratories with WI-FI connection. It is an indispensable tool for your research activities. sba.unimc.it (point n. 9 of the University Map) In addition to CASB, every department provides libraries and reading rooms. For a complete list please visit: <http://sba.unimc.it/biblioteche-dateneo>

UNIVERSITY PUBLISHING SERVICE / CEUM

The centre provides publishing and distribution services. Its attention is focused on publications supporting the main activities and research of the University of Macerata through the EUM, the publishing house of the University. www.ceum.unimc.it (point n. 11 of the University Map).

4.2 UNIVERSITY CANTEEN

There are two university canteens in Macerata: one is in the historic town centre and the other in the Department of Education, Human Heritage and Tourism. Both are run by ERSU (the Regional Agency for students' services). You will need a rechargeable card ("tessera ricaricabile") which you use to enter the canteen and pay for their meals. You can apply for this card online by completing the free form available at: http://domanda.ersumc.it/d_online.php Start by clicking on "new user registration" and create your Username and Password. Please note: you will be asked for your 'codice fiscale' (Tax code) if you do not already have one refer to section 9.2.4 of this guide on how to obtain one. After around three days from your online request you can go to the ERSU office (Via Piave, 35 - basement) to obtain your card and recharge it.

CANTEEN 1			CANTEEN 2		
Town centre (n. 13 – University Map) Vicolo Tornabuoni, 58/64 T. +39 0733 5620950			Department of Education, Human Heritage and Tourism (n. 5 – University Map) Contrada Vallebona – Macerata		
Opening hours			Opening hours		
	Monday to Friday	Saturday and Sunday		Monday to Friday	Saturday and Sunday
Lunch	12 AM to 2.30 PM	12.30 AM to 2.00 PM	Lunch	12 AM to 2.30 PM	closed
Dinner	7 to 9 PM	7.30 to 8.30 PM	Dinner	closed	closed
PRICES					
EURO 3,00 for a light meal			EURO 5,00 for a complete meal		
<ul style="list-style-type: none">• first course (pasta) or second course (meat or fish)• one side dish (vegetables, cheese or potatoes)• a drink• bread• fruit			<ul style="list-style-type: none">• first course (pasta)• second course (meat or fish)• two side dishes (vegetables, cheese or potatoes)• bread• fruit or dessert• a drink		

4.3 COMPUTING SERVICES

The main computing service area of the University is at Palazzo Ciccolini (point n. 8 of the University Map) where you will find computers, printers and scanners. Keep in mind that upon entry your ID or your libretto universitario (student academic record of Macerata University) will be requested. You will find many others in the **IT Laboratories of each Department**.

CSIA

Palazzo Ciccolini (point n.8 of the University Map)
 Via XX Settembre, 5 – 62100 Macerata
 Tel: 0733 2583940; Fax: 0733 2583923
www2.unimc.it/ateneo/centri-di-ateneo/csia

Opening Hours

Monday to Friday 8.00 a.m. / 7.30 p.m.

4.3.1 WI-FI CONNECTION

In the city of Macerata, university buildings, other public buildings and in the town centre a unique login account will open your free of charge Wifi connection. The HotSpots are located in many piazzas and buildings all around the town and all of them are marked by a signpost: more information at www.maceratadigitale.it

This is a free Wifi map. The HotSpots are countersigned with the asterisk*:

WI-FI MAP Macerata city centre

md
macerata digitale macerata / centro storico



macerata
comune di macerata

To get your Username and Password, you need to have a mobile phone.

When you are close to one of the hotspots listed above, enter the internet through any browser, either through your laptop or a smartphone. You will be connected automatically to the registration web page of the WiFi Connection system "MACERATADIGITALE"; click on the button "Register" and input your mobile phone number. After a few minutes you will receive a text message on your mobile phone with the Username and Password you have been assigned.

4.4 CITTATENEEO

This is the official magazine of the University of Macerata where you can read more about university life and the city as well as forthcoming events, business, sport, performances and much more. You will find the magazine at **www.unimc.it/cittateneo** or in the a paper edition for October, December, March and May. If you wish to actively take part in the magazine, you may send your comments or articles to cittateneo@unimc.it.

4.5 UNIVERSITY SPORTS CENTRE / CUS

If you feel like practising sports you can contact CUS, the University Sports Centre which offers a wide range of sports courses at competitive prices. You will find volleyball, football, tennis, aerobics, aikido, karate, modern dance courses and many more.

CUS - University Sports Centre
Via Salvatore Valerio, 69 - 62100 Macerata
T. +39 0733 239450
www.cusmacerata.it

4.6 UNIVERSITY CHORUS

Would you like to learn how to sing and at the same time have fun, make new friends and have the chance to travel around Italy and abroad? Then come and enrol in the University chorus!!! You will surely remember this as one of the best experiences of your life! It doesn't matter if you are not a perfect singer: Maestro Aldo Cicconofri will teach you how to master your voice. Your contribution is important! The University choir will welcome you every **Monday and Thursday from 6 to 8 p.m.**, in 'AULA A' of the **Department of Philosophy** in Via Garibaldi 20 (point n.6 of the University Map).

coro@unimc.it
www.unimc.it/corounimc

4.7 RADIO RUM

RUM is Macerata's University Radio. It fosters independent music and free information for university students. If you want to participate in its activities or propose a music programme, send an e-mail to info.rum@unimc.it or visit **www.unimc.it/rum**.

RUM Radio Università di Macerata
Via Don Minzoni, 2
(point n.4 of the University Map).
www.unimc.it/rum

4.8 MacERASMUS

The International Relations Office will put you in touch with MacErasmus, the European network ESN (Erasmus Student Network) that organizes outings, cinema forums and ad hoc cultural activities for international students. Visit the MacErasmus webpage to discover all the scheduled activities: **www.esnmacerasmus.it** or send an e-mail to macerata@esn.it

4.9 CULTURAL EVENTS AND LEISURE

Entertainments, cultural events, sport, shows and other activities occur all tear round and are open to everyone in Macerata. You can check the schedule of events for Macerata University, the city of Macerata, the Province of Macerata and the Marche Region on the following website:

Events in the University of Macerata

www.unimc.it/it/unimc-comunica/events

Events in the Municipality of Macerata

www.comune.macerata.it

Events in the Province of Macerata

www.turismo.provinciamc.it

Events in the Region Le Marche

www.laprimaweb.it



5. ENROLMENT PROCESS FOR INTERNATIONAL STUDENTS

Your enrolment at the University of Macerata will be taken care of by one of these offices:

- **Student Registrar's Office (Area per la Didattica, l'orientamento e i servizi agli studenti)**: if you are a non-exchange international student and you wish to obtain an Italian degree. This office will be responsible for your enrolment if you wish to enrol in an International Masters Degree.
- **Doctoral School Office**: if you are an international Ph.D. applicant.
- **International Relations Office**: if you are an Exchange/Erasmus student.

5.1 NON-EXCHANGE INTERNATIONAL STUDENTS

If your home institution does not have a bilateral agreement with the University of Macerata and you wish to obtain an Italian degree or to enrol only in a few modules, your enrolment process will be managed by: A.D.O.S.S. - Area per la Didattica, l'Orientamento e i Servizi agli Studenti (point n.17 of the University Map)

Via Don Minzoni, 17 - 62100 Macerata
ss.foreignstudent@unimc.it

5.2 INTERNATIONAL MASTER'S PROGRAMMES

If you wish to attend a two-year International Master's Programmes taught in English, French or Spanish, the Student Registrar's Office (Area per la Didattica, l'orientamento e i servizi agli studenti) will be responsible for your enrolment

5.3 INTERNATIONAL POLITICS AND ECONOMIC RELATIONS

Non-EU citizens residing outside Italy

ENROLMENT STEP 1 – PRE-ADMISSION THROUGH THE MASTER'S DEGREE COMMITTEE

Applicants to the postgraduate degree program in International Politics and Economic Relations must hold at least a three-year (BA level) degree and a B2 level CEFR of English knowledge.

Applicants who want to check if they meet the admission requirements should fill out the PREADMISSION APPLICATION FORM available at <http://ietr.unimc.it/Admission/pre-admission-application>

The following is a list of documents that **MUST** be submitted in order to process the preadmission application:

- Curriculum vitae (preferably a European format one available at www.europass.ie/europass/euro_cv.html)
- Scanned copy of the degree certificate including final grade, date, list of courses attended and the exams passed with the corresponding grades
- Cover letter;
- A certificate of advanced English knowledge (this certificate is not required for those who obtained a degree from a university whose classes, not including language classes, were taught in English.)
- Copy of a currently valid official ID document (passport or identity card).

A Committee will evaluate the documentation sent by candidates. Each candidate will be informed by e-mail about the result of his/her application.

ENROLMENT STEP 2 – PRE-ENROLLMENT THROUGH THE ITALIAN EMBASSY/CONSULATE NON-EUROPEAN UNION STUDENTS RESIDING ABROAD

Non-EU students must submit a pre-enrollment application for Italian universities to the local Italian diplomatic authorities in their own countries or residence before the prescribed deadline - **from 24 March to 30 June 2014** - along with the following supporting documents:

- Form A (Please specify “LM-52-Relazioni internazionali “International Politics and Economic Relations” if you wish to enroll in our Master’s degree.);
- degree certificate;
- final school leaving qualification, achieved on completion of minimum of 12 years of global schooling;
- transcript of records attesting examinations and relevant scores (including credit hours, if available);
- syllabus, i.e. an outline of topics covered in the courses.

Each Consulate/Embassy can ask the student to provide further documents according to their specific rules.

Note *Student syllabi and transcripts will be accepted in English or in Italian (go to “Studenti stranieri” official website (www.studiare-in-italia.it/studentistranieri), select the University of Macerata and the course “LM-62-Scienze della politica – Studi politici e Internazionali”, then click on “dettaglio”). All other documents issued in a foreign language must be translated into Italian by an official translator.* Italian Diplomatic Authorities send the names of those candidates who completed all requirements directly to the Didactic Central Office of the University of Macerata and return the pre-enrollment application to approved students.

More information about documents and procedure is available on the “Study in Italy” website.

ENROLMENT STEP 3 - ENROLMENT AT THE UNIVERSITY OF MACERATA

From August 1st to October 31st 2014, on the basis of the University students regulations, applicants MUST fill out the online application form, print it out, sign it and take it to the University Registrar’s office along with the following supporting documents:

- School leaving qualification (the original diploma, certificate, etc., or the certified photocopy) or an equivalent legal document;
- “Dichiarazione di Valore in loco” (declaration of value) related to your school leaving qualification and 1st cycle H.Ed. qualification;
- 2 passport-sized photos, one of which is certified;
- Certified photocopy of your 1st cycle university/university-level qualification (degree, diploma, title) which allows access to 2nd cycle degree programs in the awarding country;
- Transcript, issued by the competent academic authority, which records all the subject courses/exams included in the curriculum of your 1st cycle H.Ed. qualification and syllabi of the individual subject courses covered by your 1st cycle H.Ed. qualification; they should provide details on the number of credits allotted to each discipline and the credits needed for the awarding of the final qualification, or on the weekly/yearly hours for all teaching-learning activities (theory and practice).
- Copy of your Permesso di soggiorno (Residence permit) issued by the competent Italian police office (this concerns only non-Eu citizens legally living in Italy). This permit is to be applied for within 8 days from your arrival in Macerata. For further information, visit the Italian Immigration website.
- receipt of payment of the first instalment.

Degree/diploma –as well as all related documents that are issued by a foreign authority or that are in a foreign language different from Italian - must be submitted along with a legal translation into Italian. The translation must be certified by the relevant Italian diplomatic representation abroad. Translations of the transcripts and “programs of the university exams” passed are not required, if these are written in English.

The documentation handed in by the applicant does not allow for direct access/admission to Laurea Magistrale (Second cycle degree/Two-year Master), as the University must also assess if the degree/diploma/certificate owned by the applicant is sufficient for the application.

As required by current Italian law, in order to enroll in a second cycle degree program the applicant must have completed a total of 12 years of schooling prior to attending a college or university and hold a bachelor degree from a three-year long (or longer) program granted by a foreign university. You are

required to prove that you have completed the 12+3 years of schooling before pre-enrolling.

For additional details visit:

- Study in Italy MIUR website: www.study-in-italy.it
- Studiare in Italia MIUR website: www.studiare-in-italia.it

EU students

European Union and Non-European Union citizens with equivalent rights are admitted under the same conditions as Italian students, with no limitations of quota.

JANUARY TO SEPTEMBER

Applicants to the postgraduate degree program in *International Politics and Economic Relations*

- MUST hold at least a three-year (BA level) degree and a B2 level CEFR English knowledge.

Applicants who want to check if they meet the admission requirements, should fill out the PREADMISSION APPLICATION FORM available at <http://ietr.unimc.it/Admission/pre-admission-application>

The following is a list of documents that MUST be submitted in order to process the preadmission application:

- Curriculum vitae (preferably European format one available at www.europass.ie/europass/euro_cv.html);
- Scanned copy of the degree certificate including final grade, date, list of courses attended and the exams passed with the corresponding grades;
- Cover letter;
- A certificate of advanced English knowledge (this certificate is not required for those who obtained a degree from a university whose classes, not including language classes, were taught in English.);
- Copy of a currently valid official ID document (passport or identity card).

A Committee will evaluate the documentation sent by candidates. Each candidate will be informed by e-mail about the result of his/her application.

AUGUST TO OCTOBER

From August 1st to October 31st 2014, on the basis of the University students regulations (adoss.unimc.it/it/servizi-di-segreterie/guide), applicants MUST fill out the online application form (<http://goo.gl/9RYTAQ>), print it out, sign it and take it to the University Registrar's office along with the following supporting documents:

- 2 passport-sized photos;

- copy of the receipt of payment of the first instalment;
- Dichiarazione di valore in loco (declaration of value) of the school leaving certificate, i.e. an official document issued by the Italian Embassy or Consulate in the awarding country providing information about your qualification;
- degree certificate and dichiarazione di valore in loco (declaration of value) thereof;
- transcript of records attesting examinations and relevant scores (including credit hours)
- syllabus, i.e. an outline of topics covered in the courses.

Degree/diploma – as well as all related documents that are issued by a foreign authority and that result in a foreign language different from Italian – must be submitted along with a legal translation in Italian. The translation produced by the candidate must be certified by the relevant Italian diplomatic representation abroad. Translations of the transcript and “programs of the university exams” passed are not required if these are written in English.

As required by current Italian law, in order to enroll in a second cycle degree program the applicant must have completed a total of 12 years of schooling prior to attending a college or university and hold a three-year bachelor degree granted by a foreign university. You are required to prove you have completed the 12+3 years of schooling before pre-enrolling.

More information on procedures is available on Easy Unimc (adoss.unimc.it/it/easy-unimc).

5.4 INTERNATIONAL STUDENTS ATTENDING A PHD / DOCTORATE

The office that will take care of your enrolment is the Doctoral School Office:

SCUOLA DOTTORATO DI RICERCA – Doctoral School Office (point n.1 of the University Map).

Università di Macerata

Piaggia della Torre, 8 - 62100 MACERATA

Opening Hours

Monday to Friday, from 9 AM to 1 PM.

COORDINATOR

Dott.ssa CINZIA RAFFAELLI

T. +39 0733.258.2843 - F. +39 0733.258.2660

cinzia.raffaelli@unimc.it

Dott.ssa LAURA BETTUCCI
T. +39 0733.258.2870 - F. +39 0733.258.2660
laura.bettucci@unimc.it
scuola.dottorato@unimc.it

Dott.ssa VERONICA CICCARELLI
T. +39 0733.258.2880 - F. +39 0733.258.2660
veronica.cicarelli@unimc.it
scuola.dottorato@unimc.it

5.5 EXCHANGE STUDENTS: ERASMUS+ AND BILATERAL AGREEMENTS

If you are an exchange student (within the framework of Erasmus+ or bilateral agreements) your admission will be managed by the:

INTERNATIONAL RELATIONS OFFICE

UFFICIO RAPPORTI INTERNAZIONALI
Via della Pescheria Vecchia, snc – 62100 Macerata
T. +39 0733 2586040; +39 0733 2586041; F. +39 0733 2586039
@: cri@unimc.it; web: www.unimc.it/cri
Office Hours Monday to Friday: from 10.30 AM to 1 PM

Please follow this procedure to enroll:

5.5.1 BEFORE ARRIVAL

Have you just been selected to study in Macerata as an Erasmus Student? Please, follow these directions to enroll.

The following procedure is for prospective incoming students within the **Erasmus for Study Program** (Erasmus+ Mobility for Study).

If you just wish to come to Macerata for **an internship**, you should refer to the Erasmus for Traineeship Program (Erasmus+ Mobility for Traineeship, Erasmus para prácticas, Praktikumsbescheinigung, etc...). In this case, please contact:

- 1) your home University, to check whether they have specific agreements for placements/internships abroad (schools, public offices; companies, etc...)
- 2) the University of Macerata (laura.concetti@unimc.it) if you wish to do a work experience at our International Relations Office.

STEP 1

If you wish to study in Macerata as an Incoming Erasmus+ student (Erasmus+ for Study Program), **your home University will have to send your nomination as an Erasmus+ incoming student by email to the address:** veronique.grumel@unimc.it (with the student's first and family name, e-mail, area of studies and semester of Erasmus scholarship). The UNIMC will send its decision within 4 weeks of the nominations. The students accepted will receive a Welcome e-mail and useful information for their future stay at the University of Macerata. You will then be able to apply (STEP 2).

STEP 2

You should access the following web page to start our new On-Line Application Process (Erasmus+ 2014-2015)

Before you start this registration, please verify with your Erasmus/International Relations Office:

- the **Erasmus ID** of your home university (i.e. E SEVILLA 01)
 - the **Area** or **ISCED** code of our bilateral agreement (i.e. Languages and Philological Sciences, code 222)
- Please also make sure you fill in all **mandatory** fields and attach all **required documents** (indicated by a red square) before you click on "Conferma".
- You will be asked to attach the following, which are mandatory:

- your .jpg photo;
- a scanned copy of your **ID** or **passport**;
- a scanned copy of your **European Health Insurance Card** (for European students);
- a scanned copy of your **private health insurance** (for non European students). You should demon-

strate that you are fully covered by a health insurance policy against illness and accidents which may occur during your stay in Italy.

Then, if you have them (not mandatory), you should also attach:

- Official certificate of knowledge of the Italian Language;
- Official certificate of knowledge of the English Language.

DEADLINE TO SUBMIT THE ON-LINE APPLICATION FORM:

30th June if you are arriving in the 1st semester/Winter term

30th October if you are arriving in the 2nd semester/Spring term

STEP 3

You should mail to the International Relations Office a **printed copy** of the **confirmation email** you received after submitting the on-line application form. Please, make sure it is duly signed and stamped by the Erasmus coordinator of your home university.

Mail your confirmation email to:

International Relations Office / Ufficio Rapporti Internazionali

Via della Pescheria Vecchia snc – 62100 Macerata

T. +39 0733 2586040; +39 0733 2586040 F. +39 0733 2586039

DEADLINE TO MAIL THE PRINTED CONFIRMATION EMAIL:

5th July if you are starting in the first semester/winter term;

5th November if you are starting in the second semester/spring term.

NB Due to the uncertainty or possible unreliability of some postal services we recommend that you send the documents within plenty of time to spare before the deadline.

ACCOMMODATION

If you have requested an accommodation on your application form, please note that first semester students will be contacted **during the month of JULY** and second semester students **during the month of DECEMBER**.

ERASMUS BUDDY

If you have requested a Buddy on your application form, please note that first semester students will be contacted **during the month of AUGUST** and second semester students **during the month of JANUARY** with the name & contact details of their student buddy.

5.5.2 UPON ARRIVAL

REGISTRATION WITH THE INTERNATIONAL RELATIONS OFFICE

Upon your arrival in Macerata, you must go first to the International Relations Office during office hours (Monday to Friday 10.30 a.m. – 1.00 p.m.) and register as an Erasmus/Exchange student. If you arrive outside office hours, you will register on the following weekday.

International Relations Office / Centro Rapporti Internazionali (CRI)

Via della Pescheria Vecchia snc – 62100 Macerata

T. +39 0733 2586041; F. +39 0733 2586039

Contact personnel: Veronique Grumel (1st floor).

@: veronique.grumel@unimc.it; cri@unimc.it

Office hours Monday to Friday 10.30 a.m./1.00 p.m.

The International Relations Office is in Via della Pescheria Vecchia, 15 minutes away on foot from the Railway station (Piazza XXV Aprile 10) and from the Bus Terminal (Piazza Pizzarello): [CLICK HERE TO FIND US ON THE MAP](#).

REQUIRED DOCUMENTS

At the International Relations Office the following documents will be requested (please make sure you provide all of them upon your registration):

1. Certificate of student enrolment at your home University

(You should demonstrate that you have regularly enrolled at your home university for the a.y. 2014/2015. Either a valid student card or the receipt of the payment for your tuition fees can be accepted);

2. Certificate of Erasmus+ status issued by your home University indicating the length of your stay

(You should demonstrate that you have been selected by your home university within the Erasmus+ Programme. The length of the Erasmus period stated in your Certificate, must correspond to the one indicated in our Bilateral Agreement. Please also note that your Erasmus period must end before 31st

July 2014);

3. Your Learning Agreement, that is the list of the courses you wish to attend in Macerata. Within the first month after your arrival, you must have it signed by your Departmental Erasmus coordinator at the University of Macerata. Please check the coordinators' list and make contact with the one corresponding to your Department, as soon as you arrive in Macerata;

4. ID card or passport;

5. n. 3 passport size photos;

6. A clean bill of Health Certificate, this is only required if you have been assigned a room in one of the University Residences. Please visit the section "Accommodation" for more information.

5.5.3 EXTENSION OF ERASMUS PERIOD

HOW TO APPLY FOR AN EXTENSION OF YOUR ERASMUS PERIOD

1. Ask your home university for a **Certificate** confirming that you have been allowed to extend your stay. In the form they should specify the number of the extra months granted and the reason why you apply for an extension.

2. Fill in and sign the **Application form for extending your Erasmus study period**. Deliver it to the CRI together with the Certificate issued by your home university, at least 45 days before the end of your grant. We will forward it to your **Erasmus Departmental Coordinator** who will approve and confirm the extension of your stay at the University of Macerata.

All the extension paperwork must be completed by 15th February every year. The International Relations Office will issue an official extension certificate for you.

3. If you are living in a university residence, please check with the residence office (Caravella or Cincinelli) that you are allowed to stay in the same room for the additional period of time. If there are no rooms available, check in the section "how to look for private accommodation in Macerata".

5.5.4 BEFORE LEAVING MACERATA

A few days before your departure, you will be asked to come to the International Relations Office to fill in an **Evaluation Form** related to your Erasmus period. Your comments and suggestions will help us improve our service, so we would appreciate if you would fill in all the sections either in Italian or in English (it will only take 5 - 10 minutes). The last part of the form can also be filled in English, French

or Spanish.

On the very last day of your stay in Macerata, before returning to your home country, **you must report to the International Relations Office with your Libretto degli Studi**. On that day, you will officially end your Erasmus stay and collect the final documents. We will issue:

- **2 copies of your Certificate of Erasmus+ study period** please bear in mind that the day you report to the International Relations Office and collect the final documents will be registered as the end date of your Erasmus stay in your official certificate.

- **Your Italian Language Course Certificate** (if you have attended one and if the document is ready).

A Transcript of Records will be issued by the International Relations Office no later than 5 weeks after the assessment period has finished at the University of Macerata, as long as the transcript form and all relevant course work documents have been submitted by the student. The International Relations Office will not be responsible for any delay in the registration of grades by the professor.

The International Relations Office **will send 2 copies of the Transcript of Records directly to your home University by email and snail mail**. The Transcript of Records will be sent together with the grading scale and the Italian language course certificate (if not previously handed to you) that you can find on this link:

<http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students>, menu 'Didactics', page 'Final exams', point 8.



6. SERVICES FOR ERASMUS / EXCHANGE STUDENTS

6.1 SUPPORT BY THE INTERNATIONAL RELATIONS OFFICE

The International Relations Office offers specific services designed for Exchange/Erasmus students:

- We will take care of your **enrolment** and the **final recognition** of your credits.
- We will help you find **accommodation**.
- We will introduce you to an **Erasmus Buddy** – a student who will help you to make yourself at home in our town.
- We will put you in touch with **MacErasmus**, the European network ESN (Erasmus Student Network) which organizes outings, cinema forums and cultural activities for international students. Check their webpage at www.esnmacerata.it
- We will help you improve by your **Italian** by offering **free courses**. You can enrol in Italian language courses during your first and second semester that will give you ECTS credits.

Useful information for incoming Exchange/Erasmus students can be found on our website: www2.unimc.it/cri/erasmus/in-entrata-incoming-students

6.2 ITALIAN LANGUAGE COURSES

6.2.1 MINIMUM RECOMMENDED LEVEL OF ITALIAN AND ENGLISH LANGUAGES

The official language at the University of Macerata is the **Italian Language**.

As recommended by the European Commission and in order to communicate and succeed in an academic context, from this year **students will be expected to have attained at least a B1 level in the Italian language**. International students who cannot provide a certificate for Italian (B1 of the European Framework) should attend a **50-hour intensive course** which will be free of charge but compulsory.

In order to attend courses taught in English, students will be obliged **to have already obtained at least the level of B1 in the English language** as we will not provide any actual English language courses for them.

6.2.2 FREE ON-SITE ITALIAN LANGUAGE COURSES

The University of Macerata will provide many on-site courses in the Italian language and culture throughout the academic year 2014/2015 which will be **free of charge for the participants**.

All of the courses are organized and managed by the **University Language Centre - Centro Linguistico d'ateneo (CLA)**.

1st ROUND | FIRST SEMESTER 2014/2015 BEGINNERS' COURSE

There is a 50 hour intensive beginners' course for international students with no previous knowledge of the Italian language. From this year, under the new regulations, this course will be compulsory for students who have not already attained a B1 level in Italian.

DATES from 3 September to 7 October 2014 -TO BE HELD BEFORE UNIVERSITY LECTURES START

TYPE OF COURSE This is an intensive course intended to introduce students to the Italian Language and to Italian culture and to prepare them both for faculty lecturers and for life in the local community. The aim of the course is to offer **international students with little or no knowledge of Italian** an intensive training **before** the beginning of their study program. Students will then have the opportunity to enroll in other Italian Language courses offered by CLA throughout the year. All **international students who have some or more knowledge of the Italian language** can enroll in one of the other courses, which will be held later in the first and second semester (see below), at either intermediate and / or advanced level.

TOTAL HOURS 50

CREDITS The International Relations Office recognizes 10 ECTS total credits per academic year for the 50 hour intensive beginners' course for each international student provided that they have attended 75% (i.e. 38 hours) of the classes and have passed the final exam.

Similarly, the International Relations Office will recognize 8 ECTS credits for the 40 hour intermediate / advanced courses for each international student provided that they have attended 75% (i.e. 30 hours) of the classes and have passed the final exam. Please note that the 10 ECTS credits or the 8 ECTS credits for the courses in Italian language and culture can only be awarded **once** each academic year. If a student receives 10 ECTS credits for the first semester course and then chooses to attend the second semester course as well, or any other Italian Language Course, **they will not get any credits for the latter**. A student **may** attend more than one course: but for any subsequent course they will only receive a certificate of attendance and of examination success indicating the level they have attained.

LEVEL beginner - A1

LOCATION A classroom will be appointed by the CLA, Centro Linguistico d'Ateneo, Palazzo Ciccolini, Via XX Settembre N° 5 - 62100 Macerata. Check the CLA website for information.

TIMETABLE 3 hours a day (all in the morning or afternoon), plus individual study.

Contacts

T. +39 0733 258 6065/6066

F. +39 0733 258 6057

E-mail: segreteria.cla@unimc.it

2nd ROUND | FIRST SEMESTER 2014/2015

DATES To be decided, but **AFTER 7 October 2014 -TO BE HELD DURING THE 1ST SEMESTER UNIVERSITY LECTURES**. The CLA will publish the exact calendar ASAP on their website.

TYPE OF COURSE Teacher led classes of Italian language and culture.

TOTAL HOURS: 40

CREDITS The International Relations Office recognizes 10 ECTS total credits per academic year for the 50 hour intensive beginners' course for each international student provided that they have attended 75% (i.e. 38 hours) of the classes and have passed the final exam.

Similarly, the International Relations Office will recognize 8 ECTS credits for the 40 hour intermediate / advanced courses for each international student provided that they have attended 75% (i.e. 30 hours) of the classes and have passed the final exam. Please note that the 10 ECTS credits or the 8 ECTS credits for the courses in Italian language and culture can only be awarded **once** each academic year. If a student receives 10 ECTS credits for the first semester course and then chooses to attend the second semester course as well, or any other Italian Language Course, **they will not get any credits for the latter**. A student **may** attend more than one course: but for any subsequent course they will only receive a certificate of attendance and of examination success indicating the level they have attained.

LEVEL Beginner, intermediate: A1 - A2 - B1

LOCATION: A classroom will be appointed by the CLA, Centro Linguistico d'Ateneo, Palazzo Ciccolini, Via XX Settembre N° 5 - 62100 Macerata. Check the CLA website for information.

Contacts

T. +39 0733 258 6065/6066

F. +39 0733 258 6057

E-mail: segreteria.cla@unimc.it

2nd SEMESTER 2014/2015

DATES to be decided (approx February/March 2015) -TO BE HELD DURING THE 2ND SEMESTER UNIVERSITY

LECTURES: The CLA will publish the exact calendar ASAP on their website.

TYPE OF COURSE Teacher led classes of Italian language and culture.

TOTAL HOURS 40

CREDITS The International Relations Office recognizes 10 ECTS total credits per academic year

for the 50 hour intensive beginners' course for each international student provided that they have attended 75% (i.e. 38 hours) of the classes and have passed the final exam.

Similarly, the International Relations Office will recognize 8 ECTS credits for the 40 hour intermediate / advanced courses for each international student provided that they have attended 75% (i.e. 30 hours) of the classes and have passed the final exam. Please note that the 10 ECTS credits or the 8 ECTS credits for the courses in Italian language and culture can only be awarded **once** each academic year. If a student receives 10 ECTS credits for the first semester course and then chooses to attend the second semester course as well, or any other Italian Language Course, **they will not get any credits for the latter.** A student may attend more than one course: but for any subsequent course they will only receive a certificate of attendance and of examination success indicating the level they have attained.

LEVEL Beginner, intermediate, advanced : A1 - A2 - B1 - B2

LOCATION A classroom will be appointed by the CLA, Centro Linguistico d'Ateneo, Palazzo Ciccolini, Via XX Settembre N° 5 - 62100 Macerata. Check the CLA website for information.

Contacts

T. +39 0733 258 6065/6066

F. +39 0733 258 6057

E-mail: segreteria.cla@unimc.it

Application

The **2014/15 Exchange International Students** (as to say the international students managed by the International Relations Office, Erasmus students + bilateral agreements students) will have to simply click 'YES' under "PARTICIPATION TO ITALIAN LANGUAGE COURSES - ON-SITE COURSE IN MACERATA" in their exchange general application form.

Any other international student that is NOT an exchange student can apply by contacting the University's language Centre (CLA): Centro Linguistico d'Ateneo, Palazzo Ciccolini, Via XX Settembre N° 5 - 62100 Macerata

T. +39 0733 258 6065/6066

F. +39 0733 258 6057

E-mail: segreteria.cla@unimc.it

W: www.unimc.it/cla

6.2.3 SELF-STUDY SOFTWARE "TELL ME MORE"

During your stay in Macerata, you can continue to study Italian with the self-study software "Tell me more", a self-study program which is available without charge at Palazzo Ciccolini. The program is a very easy-to-use: you can listen to dialogs, read texts and do exercises and then immediately check your results. We recommend that you make the most this which allows you to improve your knowledge of Italian and of other main European languages. The first time you use the program you may need to ask for the help of a technician but after that you will be able to use the system independently during the buildings' opening hours.

Palazzo Ciccolini (point n.8 of the University Map)

Via XX Settembre, 5 – 62100 Macerata

T. +39 0733 2583940; F. +39 0733 2583923

Opening hours

Monday – Friday 8.00 AM / 7.30 PM

Contact people

SILVIA FORTUNA

STEFANO MORELLI

Aule (rooms)

1.4 and 1.5 (2nd floor)

6.3 ERASMUS BUDDY

The International Relations Office gives all Erasmus/Exchange students the opportunity to apply for an Erasmus Buddy, i.e. a student from the University of Macerata who will help them get integrated into Macerata's University and social life. If you want to take part in the programme, tick the relevant item in the Application Form. You will be contacted during the month of **AUGUST** (first semester students) and during the month of **JANUARY** (second semester students) with the name and contacts of your student buddy. We always try to find Erasmus Buddies for all international students. However, since the programme is on a voluntary basis, there might not be enough Italian students for all the applicants.

6.4 LEARNING AGREEMENT & ACADEMIC COORDINATORS

All exchange students define their Learning Agreement together with the coordinator of their area of study. Upon your arrival in Macerata, we suggest that you check the office hours (ricevimento) of your Erasmus/Exchange coordinator and arrange a meeting with them. To find the professors' personal web pages and check for their office hours, visit this web page: www2.unimc.it/cri/erasmus/in-entrata-incoming menu 'Didactics', page 'Look for Professors' contacts', or simply go on the university main webpage www.unimc.it, just write the surname of the professor in the search string on the upper right-hand side ("Search pages or people...") and click the button "SEARCH".

NAME	AREAS OF STUDY	PHONE + FAX	E-MAIL
Prof. Umberto MOSCATELLI	Cultural Heritage	T. +39 0733 258.8903 F. +39 0733 258.8961	umberto.moscatelli@unimc.it
Prof. Federico NICCOLINI	Economics	T. +39 0733 258.3247 F. +39 0733 258.3205	fniccolini@unimc.it
Prof. Fabrizio MARONGIU BUONAIUTI	Law	T. +39 0733 258.3218 F. +39 0733 258.3215	f1.marongiubonaiuti@unimc.it
Prof.ssa Anna LUKIANOWICZ	Humanities - Foreign Languages and Literature	T. +39 0733 258.4054 F. +39 0733 258.4117	lukianowicz@unimc.it
Prof. Antonella NARDI	Humanities - Business Studies with Languages	T. +39 0733 258.8708 F. +39 0733 258.8715	antonella.nardi@unimc.it
Prof. Daniela FABIANI	Humanities - Business Studies with Language	T. +39 0733 258.4065- -8789 F. +39 0733 258.4117	daniela.fabiani@unimc.it
Prof. Gennaro CAROTENUTO	Humanities - Italian philology, History, Philosophy	T. +39 0733 258.4014 F. +39 0733 258.4117	gennaro.carotenuto@unimc.it
Prof. Hans Georg GRÜNING	Communication studies	T. +39 0733 258.2525 - 2536 F. +39 0733 258.2560	gruning@unimc.it
Prof. Simone BETTI	Education	T. +39 0733 258.5958 - 5837 F. +39 0733 258.5915	simone.betti@unimc.it
Prof. Alessio CAVICCHI	Tourism	T. +39 0733 258.3919	a.cavicchi@unimc.it
Prof. Paola PERSANO	Political Sciences	T. +39 0733 258.2724 F. +39 0733 258.2755	p.persano@unimc.it
BOLOGNA PROCESS			
Prof. Benedetta GIOVANOLA	Political Sciences	T. +39 0733 258.4319 F. +39 0733 258.4333	giovanola@unimc.it

6.5 HOW TO SELECT SINGLE COURSES

In order to facilitate their study period, the University of Macerata allows exchange students to **attend some courses of other areas of study** (even if different from the area provided for their Bilateral Agreement) on the condition that:

1. their Learning Agreement has been approved by the Erasmus/Exchange coordinators of both the home and the hosting institution;
2. **the classes of the course are held in the academic year and in the semester of their stay in Macerata.**

After having selected your courses: you will attend your lectures without having to register in advance – you simply go to the first lesson available. This doesn't apply to the Scuole di Specializzazione, the Ph.D Programmes and the one-year Master courses: Exchange students are not admitted to these courses unless specific arrangements have been made. More details on timetables, rooms and professor's office hours are available on the web page of each Departments (www.unimc.it/en/courses/departments-and-schools). The dates of the **final exams** are available.

Please make sure your **Learning Agreement** - the official list of the courses you are attending - is approved by your Erasmus Departmental Coordinator, within one month of your arrival in Macerata. Visit the following web pages to better organize your didactic activities in Macerata:

- **3-YEAR AND 2-YEAR DEGREES** www.unimc.it/it/didattica/corsi-di-laurea
- **GENERAL LIST OF SUBJECTS** www2.unimc.it/cri/erasmus/in-entrata-incoming-students, menu 'Didactics', page 'Courses'
- **PROFESSORS' CONTACTS** www2.unimc.it/cri/erasmus/in-entrata-incoming-students, menu 'Didactics', page 'Look for Professors' 'contacts'
- **DEPARTMENTS WEB PAGES** (timetables, rooms, final exams...) www.unimc.it/en/courses/departments-and-schools

6.6 INTERNSHIP DURING ERASMUS STUDY PERIOD

If an International Student who is studying at the University of Macerata as a foreign student under the frame of an Erasmus Study Period, wishes to do an internship, we ask them to please observe the following regulations:

- a. The internship must be conducted under the supervision of your host University (i.e. the University of Macerata);
- b. The period of study and the period in which you conduct your internship must be done consecutively in the same academic year; and your study period must last for at least 2 months before you may

begin your internship;

c. The total duration of the combined mobility period must be AT LEAST 3 months, and NO MORE than 12 months. In the case of the former, it is possible for the student to combine a study period of 2 months and an internship period of 1 month;

d. The exams relative to the study period may not be sat during, or after the period of internship, as the two periods must remain separate. If a situation arises in which the period of internship ends AFTER the end date of the originally arranged Erasmus period, the student must ask both of their universities (i.e. home university and host university) if they may extend their Erasmus Period Abroad, and must verify whether or not it is necessary to obtain an extension on their residence permit;

e. If the student wishes their internship to be included on their Transcript of Records, they must indicate this on their Learning Agreement and the document must be approved by both universities before the student begins their internship;

f. All necessary procedures for the internship must be carried out in collaboration with the Internship and Placement Office of the University of Macerata, <http://adoss.unimc.it/it/stage-e-placement>, (with the exception of internships carried out by students of the Educational Training Sciences faculty) and at the end of the internship, the student must present themselves at the International Relations Office in order to complete all the necessary procedures of their Erasmus Period;

g. On the certificate for the end of the Erasmus Period, the student must clearly state the start date and finish date of their Study period, AND the start date and finish date of their Internship period.

6.7 FINAL EXAMS

6.7.1 STUDENT MEMORANDUM

All of the information hereunder will be better explained in a handbook on “how to book exams on line”, where you can find all the information to book your exams online. **The handbook is not downloadable from the website, and will be sent only once you have arrived in Macerata and are registered on our online system.**

1. ALL THE EXAMS ARE TO BE BOOKED ON THE UNIVERSITY'S ON LINE SYSTEM.

Please remember that you must keep to the university's didactic offer (programs, exam denominations and number of credits provided) and sit the exams referring to the semester of your mobility period. The exam sessions of **December, January, February** are referred to as “**Winter session**”, whilst the sessions of **May, June and July** are referred to as “**Summer session**”. **You are allowed to take exams in both sessions.** As regards the official Winter sessions, please keep in mind that you can

only sit the exams for which you have just attended lessons / you could have attended lessons (if it is not compulsory to attend them). If you don't pass an exam, note that there are several dates when the same exam will take place, so you can register again for the next official exam date. Please note that you cannot sit the exams of the **March** session which is reserved for previous academic year students. Please also note that **you will not be allowed to take any exam in the September session, as your Erasmus period must end by 31st July of every year at the latest.**

2. Check the **official dates of the exams** on the web page “**BACHECA APPELLI**” and search for the Department in which you are taking the course **BY CLICKING ON THIS LINK** studenti.unimc.it, menu ‘Exam Dates’.

3. Not all the courses are inserted in the list you will find on the web system. If (and only IF) you are **not able to find an exam in the online booking system**, please send an e-mail to the Professor and to the Department Registrars' office organizing the exam some days before the date of the exam to inform them that you want to sit that exam, specifying:

- your name;
- your program of exchange (Erasmus or bilateral agreement);
- the exam title;
- the date you will be sitting the exam.

To find the professors' email contacts, visit the relevant web page to find professors' contacts: www2.unimc.it/cri/erasmus/in-entrata-incoming-students, menu ‘Didactics’, page ‘Look for Professors’

The emails of the Department Registrars' offices are as follows:

- Dipartimento di Economia e diritto: ded.segreteria.studenti@unimc.it
- Dipartimento di Giurisprudenza: giurisprudenza.segreteria.studenti@unimc.it
- Dipartimento di Scienze della formazione, dei beni culturali e del turismo: t.bellesi@unimc.it
- Dipartimento di Scienze politiche, della comunicazione e delle relazioni internazionali: segreteria.studenti.spocri@unimc.it
- Dipartimento di Studi umanistici - lingue, mediazione, storia, lettere, filosofia: studiumanistici.segreteriastudenti@unimc.it

This situation, namely of not finding all the exams on the online system will typically happen with **annual courses**. Such courses are annual and the complete exam can be sat only in the Summer session. International Incoming students who will leave before the Summer session of every year are allowed to sit a partial examination in the Winter session, thus obtaining half of the credits. In such cases, **if you sit the partial exam in the Winter session, and then decide to extend your stay, you will not be able to sit the exam in the Summer session, so please decide beforehand.** If you decide to sit the partial exam in the Winter session, please send an e-mail to the Professor and to the Student

Secretary office of the Department organizing the partial exam. In this particular case, the exam will be recorded on a paper called **“Verbale d’esame”** and not online. The **“Verbale d’esame”** is the official document that verifies the exam that each student sits. The Professor completes and signs the “Verbale d’esame” and the student countersigns it. After the exam the Professor hands the document to the Student Secretary for official registration in the “libretto universitario online”.

4. On the day of your exam, don’t forget to bring your paper **Libretto universitario** (record booklet). To obtain this document, you should come to the International Relations Office personally to sign and collect it, during office opening hours: Monday to Friday 10.30 to 13.00. You will have to go to the office where **our interns** (cri.stagista@unimc.it) are located (ground floor). All the exams that a student sits at the University of Macerata will also be registered in your paper “libretto universitario”. The “libretto universitario” is not an official document; it does, however, represent an accurate record of the exams sat by each student and has the advantage of remaining in the possession of the student. We recommend not to lose your “libretto universitario” as duplicate fees will cost 50 Euros.

5. After the exam, the Professor registers your exam by completing:

- the **“Verbale d’esame”** either online or on paper;
- the **“Libretto universitario”**.

The **“Verbale d’esame”** is the official document that verifies the exam that each student sits. It could be online (inputted by the Professor on the website) or **on paper** (in this second case, the Professor completes and signs the paper “Verbale d’esame” and the student countersigns it).

6. About a month after your return to your country (excluding the summer closure of the University), **a Transcript of records is issued by the International Relations Office**. The Transcript of Records will be sent directly to your home University by email and snail mail.

7. Finally, in order to avoid any delays in the release of the Transcript of records, we recommend the following to all Students:

- Please check that, after the exam, the Professor has completed all sections of the “Verbale d’esame” (only if it is on paper) and the “libretto universitario” which are:
 - Name and Surname of the student
 - The exact denomination of the exam;
 - Date of the exam;
 - Mark obtained;
 - Number of credits awarded;
 - Signed by the Professor or by the “Presidente della Commissione”.
- Please also remind the Professor to hand in the “Verbale d’esame” on paper (for the one online you don’t need it) to the Student Secretary **as soon as possible**.

8. The Transcript of Records is completed using the grading scale which we have adopted, which refers to the ECTS scale. This scale gives only quantitative marks. Therefore, neither class average nor qualitative percentages will be included in the Transcripts of Records.

6.8 EXCHANGE/ERASMUS STUDENT ACCOMMODATION

Please note that Exchange students (Erasmus / Bilateral Agreements) HAVE NO ACCESS to the ERSU residences.

If you wish to apply for one of the available rooms (mainly double), choose the relevant entry in the section “Accommodation” of the On-Line Application form by:

- **30 June** (1st semester students or full a.y. students)
- **30 October** (2nd semester students).

Within a few days from the deadlines, we will let you know if you have been assigned a room by sending you a **confirmation email**. In this e-mail we will specify the residence you have been assigned, its costs and services. You will then have approximately 10 days to accept or decline from our offer. The rooms in University residences will be assigned on a **first come - first served basis**, based on the submission date of your On-Line Application Form.

The **price range** for a double room in a University residence is from **180,00 to 200,00** Euros per person per month.

Due to the limited number of rooms available in University residences, while waiting to know whether you have been assigned one, we suggest that you nonetheless consider renting a room in a private shared flat, which is the most popular accommodation among home and international students. Have a look at the on-line notice boards to check the ongoing ads.



7. ACCOMMODATION IN MACERATA

7.1 PRIVATE ACCOMMODATION AT AGREED FIXED PRICES FOR EXCHANGE STUDENTS

The International Relations Office has agreed fixed prices for exchange students in some private accommodation in Macerata. You can either book a room for temporary stays (for instance, during the Italian language course or while looking for a long-term rent in a private flat) or for longer stays. If you need any further information, you should **contact the reception of the residence directly. Here is a brief overview of their services and conditions.**

ASILO RICCI

Where Via dell'Asilo, 36 – 62100 Macerata

Contacts

T. +39 0733 270020 / 3345265205

F. +39 0733 266070

asiloricci.ostello@gmail.com

ostelloasiloricci.jimdo.com/

Available COMMON ROOMS (Dormitories from 4 to 10 beds; bathroom to share; price per person; bills and VAT included) 1 day euros 16.00 Bed & Breakfast

PRIVATE ROOMS (bills and VAT included; bathroom to share; bills and VAT included; advance booking compulsory)

Prices Single room: euros 25.00 per day --- Bed & Breakfast

Double room: euros 40.00 per day --- Bed & Breakfast

Services included breakfast, towels, sheets, covers, 24/7 Internet WiFi in the hall of the hostel, reading room, desktop.

MADISON VILLAGE RESIDENCE

Where Via Verga, 37/39 – 62100 Macerata

Contacts Michela Mandozzi T. +39 333.5908801

Marco Micarelli T. +39 347.6947804

info@madisonvillage.it

www.madisonvillage.it

Available 11 Studio Apartments to share between two or three people (total: 24 beds).

Prices from 40.00 euros a day

Services included Independent entrance, kitchenette, a spacious living room and intermediate floors bedrooms, 24/7 WiFi Internet access, satellite TV, air conditioning, free access to the Sports Centre Madison (Centro Sportivo Madison).

DOMUS SANGIULIANO / Religious Guesthouse**Where** Via Cincinelli, 4 – 62100 Macerata

T. + 39 0733.232738; F. +39 0733.440017

Rooms available private rooms (single, double, triple)**Prices** from euros 25.00 a day**Services included** En-suite bathroom, breakfast, 24/7 WiFi Internet access, towels, bedding and blankets.

sangiuliano@domusmacerata.it

www.domusmacerata.it

LA CARAVELLA RESIDENCE**Where** Residenza Universitaria femminile La Caravella

Via Dei Velini 221 – 62100 Macerata

Managed by Cooperativa Sociale IL FARO

T. +39 0733 202933; F. +39 0733 203817

segreteria@ilfarosociale.it

www.ilfarosociale.it/node/46

AGREED FIXED PRICES FOR EXCHANGE STUDENTS

1 bed in Triple room: 180,00 euros / month

1 bed in Double room: 200,00 euros / month

Single room: 295,00 euros / month

PLACES AVAILABLE: to be decided - women only.**THE RENT INCLUDES**

- All costs (electricity, gas, water, heating, waste tax);
- towels, sheets, pillowcases, covers and bedspreads;
- Internet 24-7 – WiFi connection;
- Use of common areas (kitchen, dining room, lounge, terraces, laundry room);
- Weekly cleaning of common areas.

DEPOSIT You will be requested to also pay an additional deposit of euros 250,00 that will be given back to you in full at the end of your stay provided you didn't cause any damage, you behaved accordingly to the regulations and you have paid your rent regularly.**RESERVATION PROCESS****1.** Fill in the On-Line Application form and choose the option "University Residence". Submit the Application by:

- 30 June (1st semester students)

- 30 October (2nd semester students)

The rooms will be assigned on a first come - first served basis, based on the arrival dates of the On-Line Application Forms.

2. The International Relations Office will communicate to you if you have been assigned a room by sending you a **confirmation email** before the following dates:

- 10 July (1st semester students)
- 10 November (2nd semester students)

3. ACCEPT YOUR ROOM If you have received the Letter of Assignment by the International Relations Office, the managers of the Residenza La Caravella will contact you as well, to ask for your room acceptance. You can request a triple, double or single room (based on availability). After having agreed upon your accommodation, you will have to pay a deposit of euros 250,00 and rent for the first month.
4. UPON YOUR ARRIVAL you will agree directly with La Caravella managers on how and where to collect the keys. Check in is possible only during working days (Mon.-Fri.) at hours agreed upon with the Management (9. am – 7 pm).**LOCATION** the residence is 2 km away from the city centre (via dei Velini 221). From there, you can reach the main university buildings on foot (20 minutes approximately) or by bus (10 minutes). You can take the bus n. 8, 9 and 11, running from 6.30 a.m. to 8.20 p.m. . The bus stop is just in front of the residence.**WORKING DAYS**

Bus n.9 from Corso Cavour (5 minutes away from the bus Terminal in Piazza Pizzarello) or from Rampa Zara.

Bus n.11 from Train Station or Rampa Zara

WEEKENDS - HOLIDAYS

Bus n.8 festivo from from Train Station or Rampa Zara

Bus n.9 festivo from Rampa Zara or Giardini Diaz

The bus schedule is available on:

www.apmgroup.it/apm/trasporti/orario-bus

Click on "Orario Feriale" for working days or "Orario Festivo" for public holidays.

Tickets and travel cards are sold:

1) at the AMP customer service desk (via Pannelli, 1 – 3 minutes away walking from the CRI)

2) in news agent's called "Tabaccherie"

One-way ticket euros 1,10**Monthly Travel Card** euros 25,20**9-moth Travel Card** euros 176,40

7.2 HOTELS

All the hotels are located within walking distance from the main central campus of the University of Macerata. Rates are per room, per night and include taxes and breakfast.

HOTEL LAURI***

Via Tommaso Lauri 6, 62100 Macerata, T. +39 0733 234785

Prices: single room 38 Euros; double room 55 Euros; double room for single use 45 Euros
www.albergolauri.it

HOTEL ARCADIA***

Via Padre Matteo Ricci 134, 62100 Macerata, T. +39 0733 235961

Prices: single room 45 Euros; double room 60 Euros, double room for single use 50 Euros
www.arcadiahotel.it

ALBERGO ARENA***

Vicolo Sferisterio 16, 62100 Macerata, T. +39 0733 230931

Prices: single room 45 Euros; double room 60 Euros; double room for single use 50 Euros,
www.albergoarena.com

HOTEL CLAUDIANI***

Via Ulissi 8, 62100 Macerata, phone +39 0733 261400

Prices: single 63 Euros; double room 94 Euros; double room for single use 78 Euros
www.hotelclaudiani.it

7.3 PRIVATE FLATS

7.3.1 TEMPORARY ACCOMMODATION

Macerata is a University town with a lot of private shared flats. If you wish to rent a room in a private shared flat, you could stay temporarily at the **Asilo Ricci hostel** (www.ostelloasiloricci.jimdo.com) and then move into the accommodation you choose. We suggest that you apply for an Erasmus Buddy in your On-Line Application Form, as they can give you useful tips and help you to find the best room.

7.3.2 LOOKING FOR A ROOM

The easiest way to find a room in a private shared flat is to look at the notice boards of each Department, where you will find lots of advertisements of other students who are looking for flat mates, as well as flats to rent. You can also have a look for postings on the following on-line notice boards:

- University on-line notice board:
<http://adoss.unimc.it/it/orientamento/bacheca-annunci>
- Studentimacerata.it:
www.studentimacerata.it/annunci/affitti
- Easystanza
www.easystanza.it/marche/macerata/Stanze-macerata/annunci/
- Facebook - Affitti Macerata
www.facebook.com/affitti.amacerata
- Facebook - Stanza Facile Macerata
www.facebook.com/stanzafacile.macerata
- Facebook - Affitti Studenti - Erasmus Macerata
www.facebook.com/pages/AFFITTI-STUDENTI-ERASMUS-MACERATA/250763611622743
- Subito.it
www.subito.it/annunci-marche/affitto/camere-posti-letto/macerata
- Stanza.affitto
www.stanza.affitto.it
- Kijiji
<http://www.kijiji.it/case/stanze-e-posti-letto/macerata-annunci-macerata/>
- Ebay annunci
<http://annunci.ebay.it/case/affitto/macerata-annunci-macerata/>
- On-line magazines such as Corriere degli annunci (click on "Case e ville affitto - CERCO"):
<http://www.corriereannunci.it/index.php/classifieds/classifieds/immobiliannunci/>

On the International Relations Office website you can also find you a list of the real-estate agencies, which should help you find rooms/flats to rent: www2.unimc.it/cri/erasmus/in-entrata-incoming-students, menù 'Accommodation', page 'Private flats', page 'Estate Agencies'. Please note that the average rent in Macerata is euros 180,00/220,00 per month for a single room and euros 150,00/180,00 per month for a double room (utility bills and extra services, e.g. TV licence and Internet connection, are not included).



8. POLICE REGISTRATION

8.1 NON-EU STUDENTS: RESIDENCE PERMIT

8.1.1 APPLICATION UPON ARRIVAL

BEFORE DEPARTURE Foreign nationals - that is non-EU citizens - may enter Italy provided that they hold both a valid passport and, if required, an entry visa issued in their country of origin. Please, contact the Italian embassy in your country and check if you need an entry visa.

UPON ARRIVAL Within 8 days of your arrival in Italy, you must apply for a E.U. Residence Permit For Study Reasons. The application form is to be filled in with the support of "Patronati": local unions offering free advice and social assistance to workers and non-European citizens.

The list of the local unions offering free support is available on: www.portaleimmigrazione.it. Click on "Ricerca struttura" (left side) and select in the drop-down menu: Struttura PATRONATO / Provincia MACERATA / Comune MACERATA / Cap 62100. You must make an appointment with one of these local unions, within 8 days of your arrival in Italy.

The closest local union to the International office is:

INCA - CGIL, Via Garibaldi 45, Macerata.

T. + 39 0733 245711 F. +39 0733 231754

Contact people

Matteo Ferretti

Manuela Cingolani

8.1.2 REQUIRED DOCUMENTS AND FURTHER INFORMATION

The documents required to apply for your residence permit are:

1. A 16.00 Euros electronic revenue stamp. This stamp is called a "marca da bollo" and is sold in shops called "Tabaccherie". You can recognize the tabaccherie by their blue signs with the "T" letter .
2. A photocopy of your passport or another valid travel document bearing an entry visa, if required.
3. Certificate issued by the University of Macerata. If you are an exchange/erasmus student, you get this certificate when you register with the International Relations Office.
4. Copy of your Health insurance.

5. 4 recent and identical passport-size photographs with a white background.
Please present these documents to the local union, on the day of your appointment.

8.1.3 DELIVERY AT POST OFFICE

After you have filled out the application form, you must hand it in at Macerata's Central Post Office (via Gramsci, 44; T. +39 0733 273053). Refer to the counter providing the 'Sportello Amico' service.

At the post office you will get a receipt, replacing the "receipt slip" that was formerly handed to applicants by the Immigration Office (Questura). The receipt of registered post together with the original of your expired residence permit or entry visa, if it is the first issue, will allow you to travel to your own country in specific periods of the year determined and regulated by immigration authorities. Upon submitting your application to the post office counter you will receive a slip asking you to report to the Questura on a given date (approximately after 15 days), bringing your photographs. If this is your first time in Italy, you will be fingerprinted, too.

COSTS

To apply for your residence permit, you will have to pay:

- euros 16.00 for the electronic revenue stamp;
- euros 30 when posting your registered letter;
- euros 27,50 (to be paid using a pre-printed paying-in slip) to get the electronic residence permit for a duration of ONE year.

8.1.4 CHECKING THE PROGRESS OF YOUR APPLICATION

Check on the Police website if your residence permit is ready, entering the file number or the registered mail code, which you received at the post office:

<http://questure.poliziadistato.it/stranieri>

If your residence permit is ready, you can go and collect it at the Immigration Office.

The electronic residence permit is a magnetic card similar to a credit card which contains a microchip and a machine-readable magnetic stripe in which the card holder's personal details, photograph and fingerprints are stored in digital format.

UFFICIO IMMIGRAZIONE della Questura di Macerata (Immigration Office)

Via Prezzolini nr. 4 – zona San Francesco

T. +39 0733 2541 (main switchboard); F. +39 254663

T. +39 0733 254662 (U.R.P. Ufficio Relazioni con il Pubblico – Public Relations Office)

PR office urp.quest.mc@pecps.poliziadistato.it;

General immig.quest.mc@pecps.poliziadistato.it

www.portaleimmigrazione.it

Office hours

Monday – Tuesday – Wednesday – Friday: 9.00 AM /11.00 AM

HOW TO GET TO THE IMMIGRATION OFFICE

You can reach Via Prezzolini with the following buses from the Rampa Zara bus stop:

- Numbers 3, 4 and the circular C (circolare) all stop in Via Prezzolini.

- Numbers 10 and 12 stop in Via Roma (you will have to walk for 5 minutes to reach Via Prezzolini)

You can check the bus timetable at:

www.apmgroup.it/apm/trasporti/orario-bus

Bus tickets costs euros 1,10 and you can buy them at:

1. the AMP office in Via Pannelli, 1

2. or any tobacconists (tabaccheria)

FURTHER INFORMATION

www.portaleimmigrazione.it

Residence permit

<http://questure.poliziadistato.it/stranieri>

9. HEALTH CARE SYSTEM



The **ASUR n.9** (Azienda Sanitaria Unica Regionale) is the regional health authority supplying standard medical assistance financed by public funds. Some treatments are free, others require financial contribution “ticket”. If you pay for any medical treatment please keep all the receipts, as you may be able to ask for reimbursement in your home country.

The International Relations Office has prepared a Guide specifically concerning Health Services in Macerata: you can download it from: www.unimc.it/incoming-erasmus > PRACTICAL INFORMATION > ITALIAN HEALTH CARE SYSTEM.

(direct link: www.unimc.it/ateneo/centri-di-ateneo/cri/erasmus/in-entrata-incoming-students/practical-information/italian-health-care-system). We recommend that you read it carefully. For reference, you can also check the map 9.4 in the end of this section. All students must possess a **health insurance certificate** valid in Italy for the entire duration of their stay in the country. This applies to both EU and non-EU citizens.

9.1 SERVICES

9.1.1 EMERGENCIES AND FIRST AID

If you need medical advice out of office hours (that is after 8 p.m. or during the week end) you can refer to the **doctor on duty**, also called “**guardia medica**”. You can either call him/her at: **0733 231378** or go directly to his/her clinic in Via Santa Lucia 2, very close to Macerata’s general hospital. In case of **urgencies** or if you need an **ambulance**, you can call the emergency medical service at **118** or go directly to the first aid station of Macerata’s general hospital. To check where to find the hospital and Guardia Medica, look at the link for the map in the end of this Guide.

9.1.2 MACERATA'S FAMILY DOCTORS

A **family doctor**, or general practitioner (medico di base) is a doctor you can consult when:

- you need **general medical advice**;
- you need a medicine that pharmacy are allowed to sell only with a doctor’s prescription (called “**ricetta**”), such as antibiotics, anti-inflammatory medications, etc.;
- you need a prescription (called “**impegnativa**”) for specific treatments or checkup at Macerata’s hospital, such as a visit to a dermatologist, or a blood test.

Family doctors are only available during **office hours (orario di ambulatorio)** approximately from 8

a.m. to 6 p.m.. We suggest that you go to their clinics, or call and check their surgery hours in advance. Here is a short list of Macerata's family doctors.

SURNAME AND NAME	SURGERY	LANDLINE	MOBILE
ACCATTOLI PAOLO	VIA GARIBALDI 44 Macerata	0733 260501	336 245638
AVIO MARIANO	VIA DE AMICIS 5 Macerata	0733 236440	335 8364759
CARACENI LUCIANO	VIA SPALATO 84 Macerata	0733 34874	339 4335622
MARI ROMANO	VIA CICCARELLI 8 Macerata	0733 261506	330 280091
PIGNATARO ALESSANDRA	VIA ROMA 408 Macerata	no available	328 4757459
POLVERINI LUCIANA	VIA ROMA 408 Macerata	0733 32247	338 4446915
TOMBESI MASSIMO	VIA SPALATO 84 Macerata	0733 35868	338 4306722

When you register with the Italian Health System ("Sistema Sanitario Nazionale") you are assigned to a specific family doctor, whom you will consult for the entire duration of your stay in Macerata.

9.1.3 SPECIFIC TREATMENTS AND CHECKUPS

i.e. blood test laboratory; ear, nose and throat specialists; dermatologists; orthopedists; oculists; dentists; gynecologists of the "consultorio" system, etc...

If you feel you need a specific treatment or checkup, go first to your family doctor's clinic and ask him/her advice. If needed, he/she will issue the prescription ("impegnativa") required for most treatments supplied by ASUR n.9. Macerata's hospital has two main buildings: the general hospital, and the head offices of ASUR n.9 (also called "Distretto"). When you make an appointment for a specific treatment, you are told which building to go to (Check the locations on the map in the end of this section):

ASUR N.9 – Distretto (head offices)

Belvedere Raffaello Sanzio, 1 – Macerata

Main treatments offered

Dentist, gynaecologist, dermatologist, eye, ear, nose and throat specialist, etc.

OSPEDALE DI MACERATA (general hospital)

Via Santa Lucia, 2 – Macerata

Main treatments offered

Emergency and first aid; blood test clinic; ear, nose and throat specialist; dermatologist; orthopaedist; eye, etc.

CONTACTS

Reception T. +39 0733 25721

Customer care ("URP"): T. +39 0733 2572753 (available Monday to Saturday, from 8 AM to 1 PM; Tuesday and Thursday from 3 PM to 5.15 PM)

zt9urp@sanita.marche.it; nunzia.pagliariccio@sanita.marche.it

www.asurzona9.marche.it

APPOINTMENTS

To make an appointment and book the needed treatment you can:

- either contact the general hospital's customer care service;
- or call the general booking service:

T. 8000 98798 (from landlines);

T. 199 419891 (from mobile phones).

9.2 MAIN HEALTH CARE DOCUMENTS

9.2.1 EUROPEAN HEALTH INSURANCE CARD (EU-CITIZENS)

Thanks to reciprocal health care agreements, this card guarantees emergency medical services to all EU citizens. It also allows you to access the Italian Health Care System if you stay in Italy for less than 90 days. It is very important that you **always carry your European Sanity card with you.**

9.2.2 E-106 or S1 form (EU-CITIZENS)

The **E-106 or the S1 form issued by the Health authority of your country**, before leaving for Italy. It is free and can be obtained immediately by simply presenting your Erasmus Certificate. A major reform of European social security law entered into force in May 2010. This reform abolished

E forms, which had been used for years by people moving within the EU. New simplified forms have replaced E forms but in practice, some national authorities are still working with E-forms for a transitional period.

More info at:

www.europa.eu/youreurope/citizens/work/social-security-forms/e-forms_en.htm

www.europa.eu/youreurope/citizens/work/social-security-forms/index_en.htm

When you are in Italy, this form allows you to register with the Italian Health Care System and to have a family doctor for the entire duration of your stay. It is compulsory for European students staying in a EU country for more than 90 days.

9.2.3 PRIVATE HEALTH INSURANCE (NON-EU CITIZENS)

If you want to access the Italian health care system and you are an extra-European student, you need a private health insurance policy against illness and accident. If during your stay, you pay for treatments or examinations and keep all the receipts, you can ask your health insurance for a reimbursement in your home country. You will need the same insurance policy to apply for your temporary residence permit ("Permesso di soggiorno").

9.2.4 ITALIAN IDENTIFICATION TAX CODE – "Codice Fiscale"

This code can be obtained for free at the Agenzia delle Entrate (District Tax Office) by simply presenting an identity card or passport. This does not require a great deal of time since the tax code is issued immediately, after filling in a specific form.

AGENZIA DELLE ENTRATE

Via Roma, 157 - 62100 Macerata

T. +39 0733 369211

Opening hours

Monday to Friday, 9.00 AM / 1.00 PM

Tuesday and Thursday also 3.00 PM / 5.00 PM

You can download the application form for a codice fiscale at: <http://www.unimc.it/incoming-erasmus>

> PRACTICAL INFORMATION > TAX CODE. You need this code:

1. to register with the sistema sanitario nazionale (National health service);
2. to make payments at Italian banks
3. to obtain a top-up card for the student canteen (mensa - refer to section 4.2)

9.3 HOW TO REGISTER WITH THE ITALIAN HEALTH CARE SYSTEM

Citizens from the European Union staying in Italy for more than 90 days must register to the regional health authority – ASUR n.9, in order to have a family doctor in Macerata and enter the Italian Health Care System. The registration is to be done at the head offices of ASUR n.9, also called "Distretto" (see the map).

The office taking care of the registration is:

UFFICIO ANAGRAFE ASSISTITI (ASUR n. 9 – Distretto)

Belvedere Raffaello Sanzio, 1 (check the exact location of this office on the map at the end of this Guide).

Office hours Monday to Friday 9.30 a.m./1 p.m. – 3 p.m./6 p.m.; Saturday 9.30 a.m./1 p.m.

Where: ask for a building called "Distretto", ground floor, on the left.

T. (URP – PR office) +39 0733 2572753, line operating from Monday to Saturday 9.30 a.m./1 p.m.; Tuesday and Thursday also 3 p.m./5.15 p.m.

9.3.1 EU CITIZENS WITH E-106 or S1 FORM

For the registration, the following documents will be required:

- an ID card or passport;
- your European Sanity Card;
- the E-106 form;
- a declaration of your address in Macerata;
- your Tax code.

After the registration, you will be assigned a specific family doctor, whom you will consult for medical advice, for the entire duration of your stay in Macerata.

9.3.2 EU CITIZENS WITHOUT E-106 or S1 FORM

If you do not have an E-106 or S1 form, you cannot register with the Italian Health Care System. You will access the main health care services using your European Health Card. It will not be possible for you to be assigned to any family doctor in particular and you will consult any of the doctors listed above, to get medical advice prescriptions.

9.3.3 NON-EU CITIZENS WITH A PRIVATE HEALTH INSURANCE

Thanks to your health insurance policy against illness and accident, you can register for free to the Italian Health Care system and access to the medical services supplied by ASUR n.9. The registration is to be done at the head offices of ASUR n.9, also called “Distretto”.

The office taking care of the registration is:

UFFICIO ANAGRAFE ASSISTITI (ASUR n. 9 – Distretto)

Belvedere Raffaello Sanzio, 1 (check the exact location of this office on the map at the end of this Guide).

Office hours Monday to Friday 9.30 a.m./1 p.m. – 3 p.m./6 p.m.; Saturday 9.30 a.m./1 p.m.

Where: ask for a building called “Distretto”, ground floor, on the left.

T. (URP – PR office) +39 0733 2572753, line operating from Monday to Saturday 9.30 a.m./1 p.m.; Tuesday and Thursday also 3 p.m./5.15 p.m.

For the registration, the following documents will be required:

- passport;
- a copy of your health insurance policy;
- a certificate issued by the University of Macerata. If you are an Exchange/Erasmus student, you get this certificate when you register with the International Office;
- a copy of the receipt you got at the post office, when you posted the application form for your residence permit;
- a declaration of your address in Macerata;
- your Tax code (Codice Fiscale).

9.3.4 NON-EU CITIZENS WITHOUT A PRIVATE HEALTH INSURANCE

If you do not have any health insurance policy against illness and accidents, you must report to ASUR n.9 (the regional health authority) and apply for an Italian Identification Health Card. This card will allow you to be registered in the national health system for a calendar year. You will be requested:

1. to pay a fee of about euros 149,77 which will allow you to be fully covered by the Italian health service for a calendar year. The payment is to be credited at the Central Post Office in Macerata (via Gramsci, 44; T. +39 0733 273053), using a form called F24 where you will specify the following details: Region code 11; Fee code 8846.
2. Your registration at the UFFICIO ANAGRAFE ASSISTITI (see above).

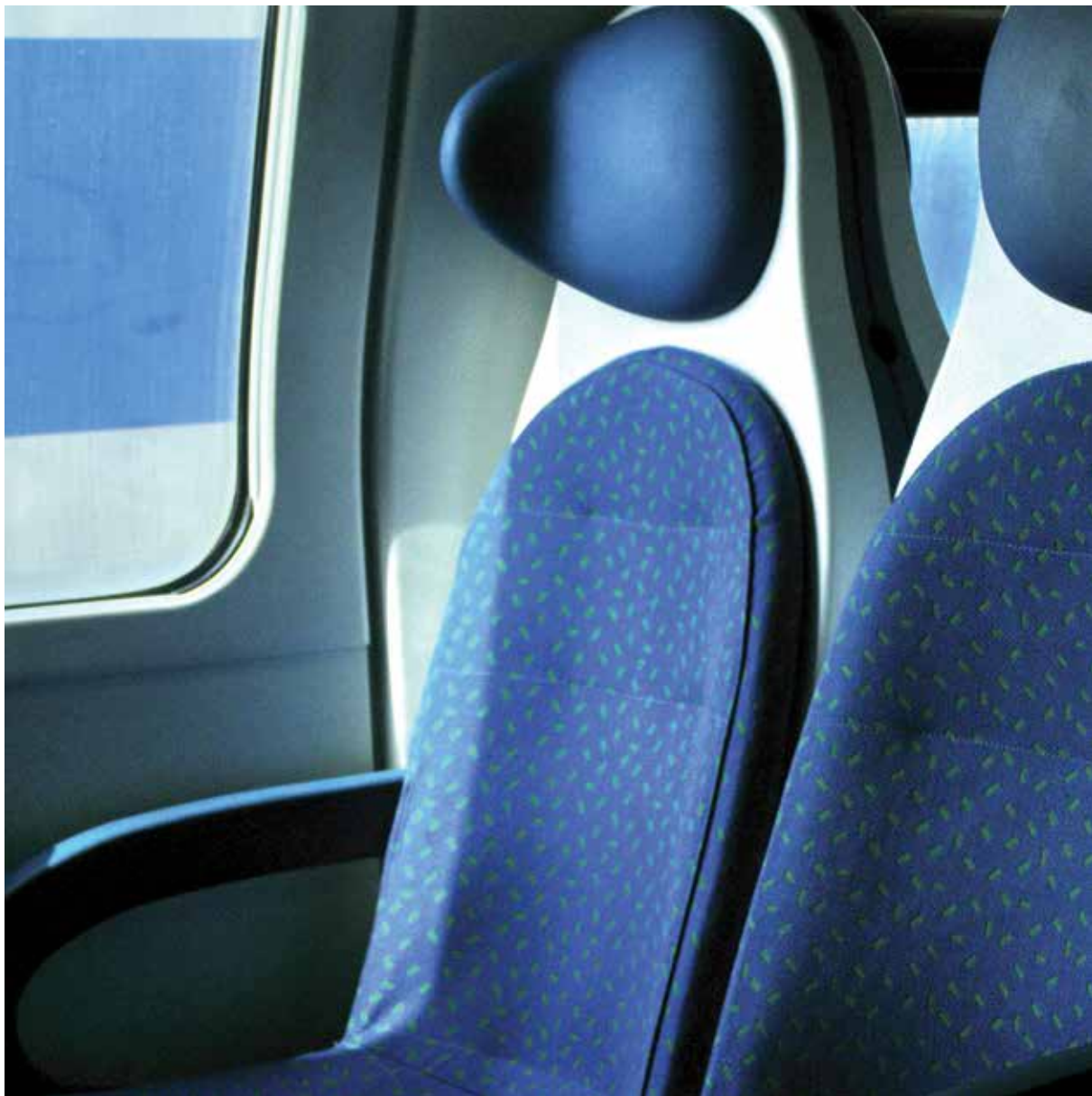
For the registration, the following documents will be required:

- an ID card or passport;
- the receipt of the payment of about euros 149,77;
- a certificate issued by the University of Macerata (you get this certificate when you register with the International Relations Office, the Registrar's Office or the Doctoral School Office);
- a copy of the receipt you got at the post office, when you posted the application form for your residence permit;
- a declaration of your address in Macerata;
- your Tax code (Codice Fiscale).

9.4 HOSPITAL AND HEALTH SERVICES MAP

You can see the map on this link:

<http://goo.gl/IVEOz6>



10. TRANSPORT

10.1 HOW TO REACH MACERATA

10.1.1 PLANE

The nearest airports to Macerata are:

1. Ancona - Falconara Airport (only 70 km from Macerata) www.ancona-airport.com
2. Pescara Airport www.abruzzoairport.com
3. Rimini Airport www.riminiairport.com
4. Rome Airports (Fiumicino or Ciampino):
Fiumicino www.adr.it/web/aeroporti-di-roma-en/-/pax-fco-fiumicino
Ciampino www.adr.it/web/aeroporti-di-roma-en/-/pax-cia-ciampino
5. Bologna Airport www.bologna-airport.it/uk/?LN=UK

FROM ANCONA AIRPORT TO MACERATA

A) From ANCONA AIRPORT to ANCONA TRAIN STATION

You may either:

1. Take the bus (AEROBUS RAFFELLO) from the airport ("Aeroporto") to Ancona railway ("Ancona Stazione F.S.").

Check the bus schedules on: <http://www.conerobus.it/servizi-turistici/aerobus-raffaello>

2. Walk to to Castel Ferretti railway station (it only takes 5 minutes). From Castel Ferretti railway station take the train to Ancona railway station.

Check the train schedules on: www.trenitalia.com/trenitalia21.html

B) From ANCONA RAILWAY to MACERATA RAILWAY STATION

You may either:

1. Take the train from Ancona to Macerata railway station. You may have to change at Civitanova Marche. Check schedules and prices on www.trenitalia.com/trenitalia21.html
2. Take the direct bus (CONTRAM) from Ancona to Macerata. Check the schedules on www.contram.it Click on "Ricerca Orari" and enter "Ancona" in the field "Fermate di Partenza" and "Macerata" in "Fermate di arrivo"

FROM ROME Airports (Fiumicino or Ciampino) to MACERATA

A) COACH

1. Autolinee Roma Marche: coach leaving from Rome city centre (direct link from Rome to Macerata). Some coaches also leave from FIUMICINO AIRPORT.

Check schedules and prices at www.romamarchelinee.it

2. *Primalinee* coach leaving from Rome city centre (direct link from Rome to Macerata). Some coaches

also leave from FIUMICINO AIRPORT and from CIAMPINO AIRPORT. Check schedules and prices at: www.primalinee.com

B) TRAIN Roma-Macerata. You may have to change at Foligno and Fabriano.

Check schedules and prices on www.trenitalia.com

FROM ALL THE OTHER AIRPORTS TO MACERATA

We suggest that you take the train. Check schedules and prices on www.trenitalia.com/trenitalia21.html

10.1.2 COACH

Arrivals and departures from the Terminal Piazza Pizzarello, Macerata.

FROM ROME Roma Marche Linee www.romamarchelinee.it

FROM PISA, FIRENZE, SIENA, PERUGIA, ASSISI Autolinee SENA www.sena.it

FROM SALERNO Autolinee Ruocco www.viaggiaruocco.it

10.1.3 TRAIN

FROM THE NORTH OR SOUTH train to Civitanova Marche. Go to Macerata by local train or bus by Trenitalia. www.trenitalia.com

FROM THE WEST (Rome) train to Fabriano then to Macerata by local train or bus by Trenitalia. www.trenitalia.com

10.1.4 CAR

Adriatic coast: motorway A14 – exit the motorway at the Civitanova Marche junction

From Tirreno: motorway A1 ‘Del Sole’

From Florence: exit ‘Val di Chiana’ then direction Perugia – Macerata

From Rome – exit Orte-Foligno – direction Foligno-Macerata

10.2 URBAN BUS SERVICE

SCHEDULES AND TICKETS

The urban bus service is run by APM (Macerata’s Multiservice Company). Schedules are available on: www.apmgroup.it/apm/trasporti/orario-bus

Tickets and travel cards are sold:

- 1)** at the APM customer service desk (via Pannelli,1)
 - 2)** in newsagents or in the “Tabaccherie” (Tobacconists).
- You can recognize them by their sign.

Single ticket: euros 1,15

Monthly Travel Card: euros 27,60

9-month Travel Card: euros 193,20

USEFUL DIRECTIONS

TO THE DEPARTMENT OF EDUCATION (AND TRAINING), HUMAN HERITAGE AND TOURISM

From the Giardini Diaz bus terminal

- BUS n. 7 or 8 to the Contrada Vallebona stop
- To return to Macerata Centre the last bus is at 20.58

TO VAL DI CHIANTI SHOPPING CENTRE

FROM THE GIARDINI DIAZ BUS TERMINAL

- BUS n. 7 or 8 to the Centro Commerciale Valdichienti stop
- To return to Macerata Centre the last bus is at 20.49

10.3 EXTRA-URBAN BUS SERVICE

There are many lovely towns to visit around Macerata, such as Tolentino, the Abbadia di Fiastra, Recanati, Cingoli, or San Severino. If you wish to go to the seaside the nearest beach is in Civitanova Marche (30 minutes away), while if you like skiing the closest winter ski resorts are Sassotetto(Sarnano) and Ussita.

The best way to reach these resorts or to travel around our region is by bus. You can find schedules and prices at the Bus terminal in Piazza Pizzarello or at: www.contrammobilita.it

TO SEARCH FOR BUSES IN THE PROVINCE AREA: <http://trasporti.provincia.mc.it/wp-content/blogs.dir/3/muoversi/muoversi.htm>

TO SEARCH FOR BUSES IN THE REGION AREA : <http://orari.trasporti.marche.it/prod2/default.asp>

Alternatively, you can travel to only some of such destinations by train:

- Train Station – Piazza 30 Aprile, Macerata. Schedule: www.trenitalia.com

10.4 TAXIS

Landline 0039 0733 240353

Italo (mobile) 0039 347 8980378

Fernando (mobile) 0039 328 3683728

Massimiliano (mobile) 0039 339 2752222

10.5 USEFUL CONTACTS

EMERGENCY NUMBERS

Police 112,113

Ambulance 118

Fire brigade 115

UFFICIO CENTRO RAPPORTI INTERNAZIONALI (International Relations Office – CRI)

Università di Macerata

- to get general information or to enrol if you are an Erasmus/Exchange student

Via della Pescheria Vecchia - 62100 Macerata (Mc)

T. +39 0733 2586068 / 6067

F. +39 0733 2586039

cri@unimc.it

www.cri.unimc.it

Office hours

Monday to Friday 10.30 AM / 1 PM

UFFICIO SERVIZI GENERALI

(Student Registry Office) Università di Macerata

- for Bachelor's and Master's Programmes

Palazzo Compagnoni delle Lune

Via Don Minzoni 17– 62100 Macerata

T. +39 0733 2581

F. +39 0733 2586037

ss.foreignstudent@unimc.it

SCUOLA DOTTORATO DI RICERCA

(Doctoral School Office) Università di Macerata

- for PhD and Doctorate enrolment

Via Don Minzoni, 17 - 62100 MACERATA

Office hours: Monday to Friday 9 AM to 1 PM

T. +39.0733.258.2843

F. +39.0733.258.2677

c.raffaelli@unimc.it

UFFICIO IMMIGRAZIONE

Immigration Office

- to receive your residence permit/card (non-EU students)

Via Prezzolini nr. 4 – San Francesco area, Macerata

BUS number 10/12 (bus stop: Finanza)

T. +39 0733 2541 (general number)

T. +39 0733 254662 (U.R.P. - PR)

T. +39 0733 254663 (Fax)

urp.quest.mc@pecps.poliziadistato.it

www.poliziadistato.it

Office hours

Mon–Tue–Wed–Fri: 9 AM to 11 AM

ERSU

- Student Canteen

Via Piave, 35 – 62100 Macerata (MC)

T. +39 0733 56201; F. +39 0733 5620264

Office hours

Monday to Friday 9 AM / 1 PM

servizi@ersumc.it

www.ersumc.it

AGENZIA DELLE ENTRATE - Tax Office

- To get an Italian Tax Code

Via Roma, 157 - 62100 Macerata

T. +39 0733 369211

Office hours

Mon to Fri 9 AM / 1 PM

Tues-Thurs 3 PM / 5 PM

OSPEDALE DI MACERATA (Hospital)

- **Emergency / First aid**, Guardia Medica (out-of-hours service), specialized treatments

Via Santa Lucia, 2 - 62100 Macerata

Reception T. +39 0733 2571 (reception)

Booking service T. 8000 98798 (landline numbers); T. 199 419891 (mobile phone numbers).

asl9@asl9.marche.it

www.asl9.marche.it

ASUR N.9 – Distretto (Sede amministrativa)

- **Registration to the National health System**

Ufficio Anagrafe Assistiti “Distretto”

Belvedere Raffaello Sanzio, 1 – Macerata

Apertura: Monday to Friday 8 AM / 1 PM; 3 PM / 6 PM; Saturday 8 AM / 1 PM

URP T. (URP) +39 0733 2572753



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