General information package of the University of Macerata (I: MACERAT01) for the academic year 2020/2021.

**UNIVERSITÀ DEGLI STUDI DI MACERATA - UNIVERSITY OF MACERATA**

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<tr>
<th>Official web page</th>
<th><a href="http://www.unimc.it/it">http://www.unimc.it/it</a> (Italian); <a href="http://www.unimc.it/en">http://www.unimc.it/en</a> (English)</th>
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<tbody>
<tr>
<td>Legal Representative of the Institution</td>
<td>Prof. Francesco ADORNATO – Rector – Via Crescimbeni, 30/32 Palazzo Romani Adami - 62100 MACERATA - ITALIA</td>
</tr>
<tr>
<td>Phone</td>
<td>+39 0733 258.2410 fax +39 0733 258.2689</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:rettorato@unimc.it">rettorato@unimc.it</a></td>
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**INTERNATIONAL MOBILITY OFFICE – UFFICIO MOBILITÀ INTERNAZIONALE**

Via Pescheria Vecchia 8, 62100 Macerata - Italia

- **Home page:** [http://iro.unimc.it/it/internazionale](http://iro.unimc.it/it/internazionale)
- **Incoming Erasmus:** [http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students](http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students)
- **Incoming students within Extra UE Bilateral Agreements:** [http://iro.unimc.it/en/students/incoming-students/students-coming-within-international-agreements](http://iro.unimc.it/en/students/incoming-students/students-coming-within-international-agreements)
- **Delegate of the Rector for International Relations**
  - Prof. Benedetta GIOVANOLA
  - Phone: +39 0733 2582554 fax +39 0733 258.2530
  - E-mail: cri@unimc.it
- **Head of the International Relations Office**
  - Antonella TIBERI
  - Phone + 39 0733 258.6040 fax +39 0733 258.6039
  - E-mail: antonella.tiberi@unimc.it
- **Incoming students Erasmus+ Study and bilateral agreements Extra UE Erasmus Agreements**
  - Véronique GRUMEL
  - Phone +39 0733 258.6041 fax +39 0733 258.6039
  - E-mail: veronique.grumel@unimc.it
- **Outgoing students Erasmus+ Study and data processing**
  - Paola LANDI
  - Phone +39 0733 258.6040 fax +39 0733 258.6039
  - E-mail: paola.landi@unimc.it
- **Outgoing students Erasmus+ exam recognition**
  - Anna BITTARELLI
  - Phone +39 0733 258.6067 fax +39 0733 258 6039
  - E-mail: anna.bitarelli@unimc.it
- **Support for incoming and outgoing student mobility**
  - Anna DE SANTIS
  - Phone +39 0733 258.2553 fax +39 0733 258 6039
  - E-mail: a.desantis17@unimc.it

**ERASMUS DEPARTMENTAL COORDINATORS**

**ERASMUS+ PROGRAMME**

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<tr>
<th>Name</th>
<th>Fields</th>
<th>Tel. Department</th>
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<tbody>
<tr>
<td>Prof. Carmen VITALE (L-1&amp;L-15-Bachelor students) (LM-89-Master students) (LM-40-Master students)</td>
<td>Cultural Heritage &amp; Tourism SFBC Department</td>
<td>+39 0733 258 5816</td>
<td>+39 0733 258 5927</td>
<td><a href="mailto:carmen.vitale@unimc.it">carmen.vitale@unimc.it</a></td>
</tr>
<tr>
<td>Arianna TADDEI (L-19/LM-85) (L-M85 bis)</td>
<td>Education SFBC Department</td>
<td>+39 0733 258 5952</td>
<td>+39 0733 258 5915</td>
<td><a href="mailto:arianna.taddei@unimc.it">arianna.taddei@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Nicoletta MARINELLI</td>
<td>Economics SFBC Department, Economics and Law Department</td>
<td>+39 0733 258 3222</td>
<td>+39 0733 258 3205</td>
<td><a href="mailto:nicoletta.marinelli@unimc.it">nicoletta.marinelli@unimc.it</a></td>
</tr>
<tr>
<td>Prof. John Francis McCOURT</td>
<td>Languages SFBC Department, Humanities Department</td>
<td>+39 0733 258 4062</td>
<td>+39 0733 258 4380</td>
<td><a href="mailto:johnfrancis.mccourt@unimc.it">johnfrancis.mccourt@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Gennaro CAROTENUTO</td>
<td>Literature, History and Philosophy SFBC Department, Humanities Department</td>
<td>+39 0733 258 4014</td>
<td>+39 0733 258 4380</td>
<td><a href="mailto:gennaro.carotenuto@unimc.it">gennaro.carotenuto@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Antonella NARDI</td>
<td>Business Studies with Languages SFBC Department, Humanities Department</td>
<td>+39 0733 258 4372</td>
<td>+39 0733 258 4380</td>
<td><a href="mailto:antonella.nardi@unimc.it">antonella.nardi@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Maria Elena PANICONI</td>
<td></td>
<td>+39 0733 258 4398</td>
<td></td>
<td><a href="mailto:mariaelena.paniconi@unimc.it">mariaelena.paniconi@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Fabrizio MARONGIU BUONAUITI (classe LMG/01)</td>
<td>Law SFBC Department, Law / Giurisprudenza Department</td>
<td>+39 0733 258 2642</td>
<td>+39 0733 258 2566</td>
<td><a href="mailto:f1.marongiubuonauniti@unimc.it">f1.marongiubuonauniti@unimc.it</a></td>
</tr>
<tr>
<td>Alessio BARTOLACELLI (classi L-14 e LM-63 - sede di Jesi e L-39 e LM-87 - sede di Macerata)</td>
<td></td>
<td>+39 0733 258 2454</td>
<td></td>
<td><a href="mailto:alessio.bartolacelli@unimc.it">alessio.bartolacelli@unimc.it</a></td>
</tr>
<tr>
<td>Prof. Mathilde ANQUETIL</td>
<td>Political Sciences and Communication Studies SFBC Department</td>
<td>+39 0733 258 2527</td>
<td>+39 0733 258 2530</td>
<td><a href="mailto:mathilde.quetil@unimc.it">mathilde.quetil@unimc.it</a></td>
</tr>
<tr>
<td>Name</td>
<td>Country</td>
<td>University Partner</td>
<td>e-mail Coordinator UNIMC</td>
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<tr>
<td><strong>Prof. Arianna FERMANI</strong></td>
<td>Argentine</td>
<td>National University of Litoral, Santa Fe</td>
<td><a href="mailto:arianna.fermani@unimc.it">arianna.fermani@unimc.it</a></td>
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<tr>
<td><strong>Carla CAROTENUTO</strong></td>
<td>Argentine</td>
<td>Universidad Nacional de Quilmes</td>
<td><a href="mailto:carla.carotenuto@unimc.it">carla.carotenuto@unimc.it</a></td>
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</tr>
<tr>
<td><strong>Carla CANULLO</strong></td>
<td>Argentine</td>
<td>Universidad de Buenos Aires</td>
<td><a href="mailto:carla.canullo@unimc.it">carla.canullo@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Uoldelul CHELATI DIRAR</strong></td>
<td>Australia</td>
<td>La Trobe University</td>
<td><a href="mailto:uoldelul@unimc.it">uoldelul@unimc.it</a></td>
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<tr>
<td><strong>Carla CAROTENUTO</strong></td>
<td>Australia</td>
<td>U. N. E. The University of New England</td>
<td><a href="mailto:carla.carotenuto@unimc.it">carla.carotenuto@unimc.it</a></td>
<td></td>
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<tr>
<td><strong>Massimo MECCARELLI</strong></td>
<td>Brazil</td>
<td>Universidade Federal de Santa Catarina (UFSC)</td>
<td><a href="mailto:massimo.meccarelli@unimc.it">massimo.meccarelli@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Arianna FERMANI</strong></td>
<td>Brazil</td>
<td>State University of Maringá</td>
<td><a href="mailto:arianna.fermani@unimc.it">arianna.fermani@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Viviana GABALLO</strong></td>
<td>Brazil</td>
<td>Universidade Estadual Paulista (UNESP)</td>
<td><a href="mailto:viviana.gabello@unim.it">viviana.gabello@unim.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Andrea CALIGIURI</strong></td>
<td>Brazil</td>
<td>Universidade Comunitaria de Regiao de Chapecó</td>
<td><a href="mailto:andrea.caligiuri@unimc.it">andrea.caligiuri@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Andrea CALIGIURI</strong></td>
<td>Brazil</td>
<td>Complexo de Ensino Superior de Santa Catarina (CESUSC)</td>
<td><a href="mailto:andrea.caligiuri@unimc.it">andrea.caligiuri@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Andrea CALIGIURI</strong></td>
<td>Brazil</td>
<td>Universidade Federal de Minas Gerais (UFMG)</td>
<td><a href="mailto:andrea.caligiuri@unimc.it">andrea.caligiuri@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Andrea CALIGIURI</strong></td>
<td>Brazil</td>
<td>Universidade de São Paulo (USP)</td>
<td><a href="mailto:andrea.caligiuri@unimc.it">andrea.caligiuri@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Valerio Massimo DE ANGELIS</strong></td>
<td>Canada</td>
<td>Dalhousie university</td>
<td><a href="mailto:valerio.deangelis@unimc.it">valerio.deangelis@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Angelo VENTRONE</strong></td>
<td>China</td>
<td>Università degli Studi Esteri del Guangdong</td>
<td><a href="mailto:angelo.ventrone@unimc.it">angelo.ventrone@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Angelo VENTRONE</strong></td>
<td>China</td>
<td>Zhejiang Yuexiu University of Foreign Languages</td>
<td><a href="mailto:angelo.ventrone@unimc.it">angelo.ventrone@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Giorgio TRENTIN</strong></td>
<td>China</td>
<td>Chengdu Institute Sichuan International Studies University (CISISU)</td>
<td><a href="mailto:gtrentin@tiscali.it">gtrentin@tiscali.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Giorgio TRENTIN</strong></td>
<td>China</td>
<td>Hebei Normal University of Science and Technology</td>
<td><a href="mailto:gtrentin@tiscali.it">gtrentin@tiscali.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Francesca SPIGARELLI</strong></td>
<td>China</td>
<td>Human University</td>
<td><a href="mailto:spigarelli@unimc.it">spigarelli@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Andrea CALIGIURI</strong></td>
<td>China</td>
<td>Chinese Academy of Social Sciences (CASS)</td>
<td><a href="mailto:andrea.caligiuri@unimc.it">andrea.caligiuri@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Francesca SPIGARELLI</strong></td>
<td>China</td>
<td>Università Normale di Pechino- Scuola di Economia e Amministrazione</td>
<td><a href="mailto:spigarelli@unimc.it">spigarelli@unimc.it</a></td>
<td></td>
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<tr>
<td><strong>Francesca SPIGARELLI</strong></td>
<td>China</td>
<td>Università di Chung-Ang-Facoltà di Giurisprudenza</td>
<td><a href="mailto:spigarelli@unimc.it">spigarelli@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Benedetta GIOVANOLA</strong></td>
<td>China</td>
<td>Renmin University of China - School of International Studies</td>
<td><a href="mailto:benedetta.giovonola@unimc.it">benedetta.giovonola@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Ermanno CALZOLAIO</strong></td>
<td>China</td>
<td>(RPC) Shanghai University of Political Science and Law</td>
<td><a href="mailto:ermanno.calzolaio@unimc.it">ermanno.calzolaio@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Benedetta GIOVANOLA</strong></td>
<td>Japan</td>
<td>Kanagawa University</td>
<td><a href="mailto:benedetta.giovonola@unimc.it">benedetta.giovonola@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Francesca SPIGARELLI</strong></td>
<td>Republic of Korea</td>
<td>Chung-Ang University - Seoul</td>
<td><a href="mailto:francesca.spigarelli@unimc.it">francesca.spigarelli@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Prof. Francesco ADORNATO / Benedetta GIOVANOLA</strong></td>
<td>Russia</td>
<td>MGIMO University</td>
<td><a href="mailto:benedetta.giovonola@unimc.it">benedetta.giovonola@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Prof. Francesco ADORNATO / Benedetta GIOVANOLA</strong></td>
<td>Russia</td>
<td>Southern Federal University (SFEDU) - Rostov-on-Don</td>
<td><a href="mailto:benedetta.giovonola@unimc.it">benedetta.giovonola@unimc.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Francesca SPIGARELLI</strong></td>
<td>United States of America (USA)</td>
<td>Florida Gulf Coast University</td>
<td><a href="mailto:spigarelli@unimc.it">spigarelli@unimc.it</a></td>
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**GENERAL INFORMATION (UNIVERSITY OF MACERATA)**

### HOME PAGE

http://www.unimc.it/en?set_language=en

### ERASMUS STUDENTS WEB PAGE

Erasmus students:

http://iro.unime.it/en/students/incoming-students/erasmus-incoming-students

### INTERNATIONAL STUDENTS COMING FROM EXTRA UE BILATERAL AGREEMENTS WEB PAGE

International students coming in the framework of Extra UE Bilateral Agreements:

http://iro.unime.it/en/students/incoming-students/students-coming-within-international-agreements

### ERASMUS STUDENTS ENROLLMENT PROCESS

**APPLICATION PROCEDURE**

Students must be nominated by their home university as soon as possible and no later than the **30th June for Semester 1** (fall semester/full year) and the **30th October for Semester 2** (spring semester). Please email [veronique.grumel@unimc.it](mailto:veronique.grumel@unimc.it) with:

- Students’ full names and e-mail address;
- subject area with ISCED code (very IMPORTANT);
- semester of the mobility and tentative days of their stay.

The University of Macerata will contact the selected students sending a welcome e-mail containing useful information, documents to submit and how to apply online for Academic Year 2021/22.

**ON-LINE APPLICATION FORM**

http://iro.unime.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/administrative-procedures/before-arrival

**ERASMUS INCOMING HOME PAGE**

http://iro.unime.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/administrative-procedures/before-arrival

**LETTER OF ACCEPTANCE**

The University of Macerata does not automatically send official acceptance letters. All nominated students covered by Student Mobility numbers featured in the Bilateral Erasmus Agreements are automatically accepted. The letters of acceptance will be sent only for Extra EU students who need a visa for Italy.

If acceptance letters are required, the sending University has to address a specific request to [veronique.grumel@unimc.it](mailto:veronique.grumel@unimc.it)

Please, note that the **Extra EU students coming from a European University** do not longer need to apply for a residence permit within 8 days from their arrival in Italy but only need to fill in a **Declaration of Presence** for the Police Headquarters in Macerata. To fill in the **Declaration of Presence**, the students will need to attach a copy of their **residence permit issued by the country where they study**.

### INTERNATIONAL STUDENTS COMING FROM EXTRA UE BILATERAL AGREEMENTS ENROLLMENT PROCESS

**APPLICATION PROCEDURE**

Students must be nominated by their home university as soon as possible and no later than the **30th June for Semester 1** (fall semester/full year) and the **30th October for Semester 2** (spring semester). Please email [veronique.grumel@unimc.it](mailto:veronique.grumel@unimc.it) with:

- Students’ full names and e-mail address;
- subject area of the Agreement;
- semester of the mobility and tentative days of their stay.

The University of Macerata will contact the selected students sending a welcome e-mail containing useful information, documents to submit and how to apply online for Academic Year 2021/22.

**ON-LINE APPLICATION FORM**

http://iro.unime.it/en/students/incoming-students/students-coming-within-international-agreements/enrollment-process

**EXTRA UE INCOMING STUDENTS WITHIN INTERNATIONAL AGREEMENTS HOME PAGE**

http://iro.unime.it/en/students/incoming-students/students-coming-within-international-agreements

**LETTER OF ACCEPTANCE**

The letters of acceptance will be sent only for Extra EU students, who need a visa for Italy. If acceptance letters are required, the sending University has to address a specific request to [veronique.grumel@unimc.it](mailto:veronique.grumel@unimc.it)

Please, note that the **Extra EU students** who will stay in Italy for more than 3 consecutive months need to apply for a residence permit within 8 days from their arrival in Italy.

### APPLICATION DEADLINES

For **ALL INCOMING students**

1° semester or full Academic Year: **JUNE, 30TH**

2° semester: **OCTOBER, 30TH**
### STARTING DATES

1° semester: 1° week of October
2° semester: 2nd / 3rd week of February

http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/didactics/academic-calendar

### LIST OF COURSES AVAILABLE

The University of Macerata has five Departments:
- Education, Cultural Heritage and Tourism;
- Political Sciences, Communication and International Relations;
- Law;
- Humanities – language, mediation, history, literature, philosophy;
- Economics

All International/Erasmus students have to choose the MAJORITY of their courses and ECTS/credits within the field of study of the relevant Bilateral Agreement. However, if necessary, they may also choose a MINORITY of their courses and ECTS/credits from other departments in order to widen the choice of courses available to them. It is important that the courses chosen will run during the semester they will be in Macerata as some courses only run in either the first or the second semester.

http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/didactics/courses

Furthermore, students have the possibility to take exams of both the Bachelor’s degree (Laurea Triennale, indicated with L) and Master’s degree (Laurea Magistrale, indicated with LM).

### ERASMUS STUDENTS LEARNING AGREEMENT

The Learning Agreement (before/during/after the mobility) has to be signed by the student, by the responsible/coordinator at the sending institution and by the responsible/coordinator at the receiving institution.

Any modification to the Learning Agreement needs to be agreed by the three parties.

The responsible/coordinator at University of Macerata is the Erasmus departmental Coordinator (list above). The student has to refer to the Erasmus departmental Coordinator corresponding to the field of study of the relevant Bilateral Agreement.

The maximum amount of credits rule:
- A full-time study workload per semester is 30 credits
- A full-time study workload for the full year is 60 credits

### INTERNATIONAL STUDENTS COMING FROM EXTRA UE BILATERAL AGREEMENTS LEARNING AGREEMENT

The Learning Agreement has to be signed by the student, by the responsible/coordinator at the sending institution and by the responsible/coordinator at the receiving institution.

The responsible/coordinator at the University of Macerata is the Extra UE Bilateral Agreement Coordinator (list above).

- A full-time study workload per semester is 30 credits
- A full-time study workload for the full year is 60 credits

### ERASMUS STUDENTS ITALIAN LANGUAGE AND CULTURE COURSES

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

The MINIMUM RECOMMENDED LEVEL OF ITALIAN LANGUAGE is A1 of the European Framework.

Students will be expected to have reached at least a A1 level in the Italian language and provide a certificate for Italian language (minimum A1 of the European Framework).

The CLA (University Language Center) will decide about the validity of the certificates.

Please find below the list of certificates that the University of Macerata will recognize as valid:

1. CELI - Università per Stranieri di Perugia / CVCL: www.cvcl.it
2. CILS - Università per Stranieri di Siena / Centro CILS: http://cils.unistrasi.it/
3. IT - Roma Tre / Ufficio della Certificazione – Dipartimento di Linguistica: www.certificazioneitaliano.uniroma3.it
4. PLIDA - La Società Dante Alighieri / Progetto PLIDA: http://www.societadantealighieri.org/it/

The certificates have to be released after 1 January 2015

Other type of certificates will not be accepted.

The certificates have to be sent in attachment with the Application form from September, 22th to November, 15th

If the certification is NOT APPROVED by the CLA, or if the student CANNOT PROVIDE a certificate for Italian language (minimum A1 of the European Framework), the student will have to take a compulsory entrance test of the Italian Language Proficiency (see below).

Students who have not an international certificate validated by the CLA and need to perform the online placement test

Students who have not submitted an International certificate of Italian language approved by the CLA have to register on the platform http://clacourses.unimc.it/ from the 22th of September to the 15th of November 2020.

With the information provided during the registration (email + password) you have to carry out the placement test via the link http://moodle.unimc.it, at the end of which you are redirected to the courses’ page http://clacourses.unimc.it which, based on the result obtained, allows you to enrol at the corresponding level’s course.
Students who have to attend the compulsory intensive Italian language course A0 / A1 level

The student who does not pass the placement test, that means does not reach the minimum level A1, has to attend a 50-hour intensive Italian language course, which is compulsory, but free of charge. The course will take place in Macerata either in September (for students who arrive during the first semester) or in Mid-January (for students who arrive during the second semester), before University lectures begin.

**COMPULSORY INTENSIVE ITALIAN LANGUAGE COURSE – 50 hours of basic level A0-A1**

- First semester/fall semester: from September 14th 2020 until October 08th 2020;
- Second semester/spring semester: from 25th January 2021 until 19th February 2021. Students should arrange their arrival to Macerata accordingly.

To be able to take the final exam, the student must attend 75% of the on-site classes (38 hours). If you pass the final exam, you have 8 CFU/ECTS.

We remind all the international students (Erasmus and Bilateral Agreements) that they can ONLY attend Italian language courses organized by the CLA (University Linguistic Center) and not by the university Departments.

**DURING THE FIRST AND THE SECOND SEMESTER - 40 hours of level A2/B1/B2/C1**

**ENROLLEMENT at the Italian language courses of level A2/B1/B2/C1**

- The students must register in advance on the platform: [http://CLAcourses.unimc.it/](http://CLAcourses.unimc.it/)
- With the information provided during the registration (email + password) the students have to carry out the placement test via the link [http://moodle.unimc.it](http://moodle.unimc.it).
- At the end of the test the students will be redirected to the courses’ page [http://CLAcourses.unimc.it/](http://CLAcourses.unimc.it/) which, based on the result obtained, allows the students to enroll at the corresponding level’s course.

To be able to take the final exam, the student must attend 75% of the onsite classes (30 hours min.). If you pass the final exam, you have 8 CFU/ECTS.

More information about Italian Language courses is available at the following links:
- [http://iro.unimc.it/en/students/incoming-students/erasmusincoming-students/italian-language-courses/information](http://iro.unimc.it/en/students/incoming-students/erasmusincoming-students/italian-language-courses/information)
- [http://iro.unimc.it/en/students/incoming-students/erasmusincoming-students/italian-language-courses/italian-language-courses-free-on-site-courses](http://iro.unimc.it/en/students/incoming-students/erasmusincoming-students/italian-language-courses/italian-language-courses-free-on-site-courses)

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**ERASMUS STUDENTS COURSES TAUGHT IN ENGLISH**

The MINIMUM RECOMMENDED LEVEL OF ENGLISH LANGUAGE is B1 of the European Framework.

We wish to draw your attention to the fact that only a few courses are taught in English here in Macerata. In order to attend courses taught in English, students will be required to have a good level of English language (B1 recommended). The students have to send a certificate of English proficiency in attachment when submitting the application form.

**Attention**: Students who don’t have any previous Italian language knowledge must attend the intensive Italian course for beginners, even if all the courses that they will follow in Macerata are entirely held in English.

This Italian course is a way to facilitate the students’ integration, as the official language in Macerata is Italian and not English.

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**INTERNATIONAL STUDENTS COMING FROM EXTRA UE BILATERAL AGREEMENTS ITALIAN LANGUAGE AND CULTURE COURSES**

The official language at the University of Macerata is the Italian language. Therefore, in order to succeed in an academic context, it is essential that students quickly develop a working knowledge of the language and we strongly advise students to begin studying the language before they come to Macerata. All students who want to attend an Italian Language Course will have to take a compulsory entrance test of the Italian Language Proficiency. The entrance test will be organized on-line.

How to register at the compulsory entrance test of the Italian Language Proficiency:

- From 22th of September to the 15th of November 2020, the students must register in advance at the online services of the University of Macerata through the link: [http://CLAcourses.unimc.it/](http://CLAcourses.unimc.it/)
- Then the student must log in to the test platform (with username and password provided during the registration) at the link [http://moodle.unimc.it](http://moodle.unimc.it) and carry out the placement test.
- At the end of the test, the student will be directed to the web page: [http://clacourses.unimc.it/](http://clacourses.unimc.it/) and will be able to enroll to the corresponding course level based on the obtained results.

We wish to draw your attention to the fact that only a few courses are taught in English here in Macerata. In order to attend courses taught in English, students will be required to have a good level of English language (B1 recommended). You can send a certificate of English proficiency in attachment which shows your level (at least level B1, the certificate can be released also from your University) with the application form.
ACCOMMODATION

There are very few rooms available in University Residences. Students who want to get a room must tick the relevant section on the application form (first come first served).

In mid-July / mid-December, students will receive an e-mail that will inform them if they have been assigned or not an accommodation in the University Residences.

We offer some places in the University residences but the majority of our incoming students finds a room in private flats (average rent 150,00-350,00 Euros per month). Students usually check, by themselves or supported by their Italian Erasmus Buddies, the offers on our on-line notice boards and see the available flats when they are in Macerata. Furthermore, students can also ask help and support to Macerasmus, which is always available to help incoming students in University and everyday life.

http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/macerasmus-erasmus-student-network

All information on accommodation (university residences and private flats) are available on:
http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/accommodation-1

VISA & POLICE REGISTRATION

For NON-EUROPEAN students only:

Please, note that the NON-EUROPEAN students coming from a EUROPEAN UNIVERSITY who will stay in Italy for more than 3 consecutive months do not longer need to apply for a residence permit within 8 days from their arrival in Italy but only need to fill in a Declaration of Presence for the Police headquarters in Macerata. To fill in the Declaration of Presence, the students will need to attach a copy of their residence permit issued by the European country where they study.

Please, note that the NON-EUROPEAN students coming in the framework of an EXTRA UE BILATERAL AGREEMENT, who will stay in Italy for more than 3 consecutive months must apply for a E.U. Residence Permit for Study Reasons within 8 days from their arrival in Italy.

All the information is available on the following link:
http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/police-registration

INSURANCE

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.

We advise students to come to Italy with this health insurance in order to avoid delays relating to the delivery of the residence permit for the Extra EU students. The documents will have to be readable and written in Italian or in English.

All the information is available on the following link:
http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/italian-healthcare-system

HOW TO REACH MACERATA and the INTERNATIONAL MOBILITY OFFICE

http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/travel-information
Macerata is located in central Italy, in the Marche region. It rises up on a hill of 313 meters, 30 km away from the Adriatic sea and 60 km from Umbria-Marche Apennines. It is an ideal position that allows students to travel all over the country. The University of Macerata since its foundation in 1290, plays a very remarkable role. It is one of the oldest university in Italy, boasts more than 13,000 students and five Departments to choose from, which are located within the medieval walls of the old centre. Macerata is an art town, with a typical medieval atmosphere and high quality of life. “International”, “young” and “friendly” are commonly-used words to describe this city. The historical centre cultural vivacity invites you to learn something about the past or to enjoy a meal or a drink in a wide choice of cafes and bars.

### THE APP “ITALIAMO”

Before coming to Macerata, students who desire to learn basic Italian and improve their knowledge of the Italian culture could download the app ItaliAmo, created by the Italian Ministry of Foreign Affairs, available at the following link:

**iOS**

**Android**

ItaliAmo is interactive, fun and intuitive!
The language course is structured as a travel through Italy and its Regions, along with Leo and Lisa, two characters that resemble the well-known Leonardo Da Vinci and Monna Lisa. Each stage consists of four sections: dialogue, phrases, exercises and culture.

Nowadays, the App is available only in English and Chinese but later this year it will be translated in other languages.

Surely, ItaliAmo is a very useful tool to learn basic Italian before your arrival to Macerata.