



UniPaOrienta

UNIPA GUIDANCE AND TUTORING SERVICES

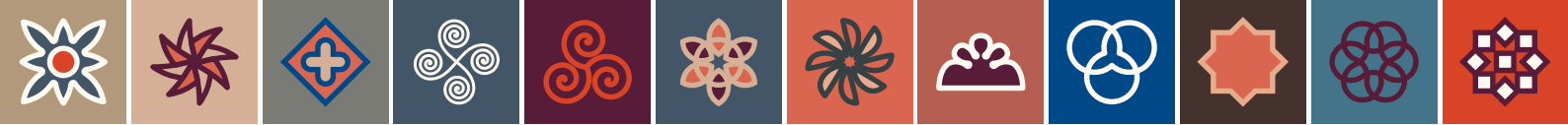


Università
degli Studi
di Palermo



Finanziato
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NextGenerationEU





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WHO WE ARE

www.unipa.it
www.orientamento.unipa.it

Founded in 1806 by Ferdinand III of Bourbon, King of Naples and the Two Sicilies, who transformed the Panormitan Academy of Studies into a university. Today, UNIPA is a major university, equally focused on teaching, research, and the third mission. Its current educational offerings include 161 courses of study, including Bachelor Degrees, Master Degrees Single Cycle, and Master Degrees, as well as 44 specialization schools and 33 research doctorates.

The educational paths represent broad fields of knowledge, combining tradition and experience with a constant openness to innovation, the productive world, and social inclusion. Important scientific figures have carried out their work at the university in Palermo, including the President

of the Republic, Sergio Mattarella; the astronomer Giuseppe Piazzi; the chemist Stanislao Cannizzaro; the architect Giuseppe Venanzio Marvuglia; and Nobel Prize in Physics winner Emilio Segrè. Furthermore, Giovanni Falcone, Paolo Borsellino, and Francesca Laura Morvillo also studied at UNIPA.

THE ACADEMIC COMMUNITY

Over
45,000
Students

Over
1,300
Technical
and Administrative Staff

Over
1,700
Professors and Researchers

Over
400
Student tutor

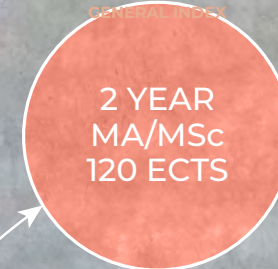
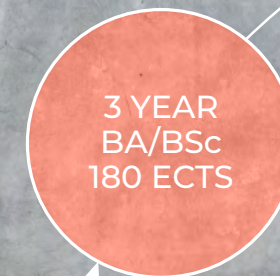
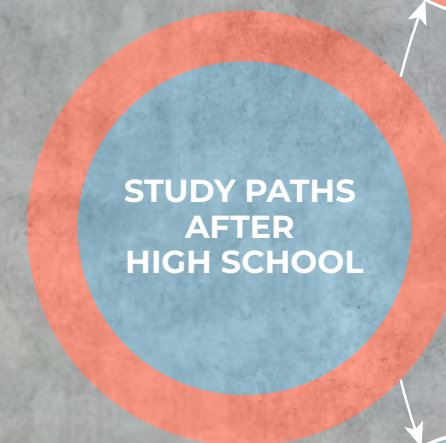
Over
3,000
Bursary Students,
Phd Students,
Post Doc Grant Holders,
Specialisation Degree Students

10
Master Degree
Single Cycle
courses

75
Master Degree
courses

76
Bachelor Degree
courses

THE TRANSITION FROM HIGH SCHOOL TO UNIVERSITY



CHOOSING YOUR UNIVERSITY PATH

 www.orientamento.unipa.it

Who can help me choose my university path?

The University of Palermo's Guidance and Tutoring Center (COT) carries out and promotes guidance, counselling, and information activities both in-person and remotely for:

- students in the last three years of high school, to offer them in-depth knowledge of the University's educational offerings.
- students in the first two years of high school, to initiate a reflection on their personal interests.
- international students, to support them, including with administrative procedures.

- High school teachers and parents, to present the university, its educational offerings, and its services.

The center's main objectives are:

- to promote the university's educational programs and services available to students.
- to help students in the process of evaluating and choosing a degree program to enrol on.
- to intensify collaboration between schools and the university.

Who can help me choose a university?

 www.unipa.it/strutture/orientamento/studenti/

 www.unipa.it/strutture/orientamento/studenti-stranieri/

The **Guidance and Welcome Desk** (SOA) provides information and clarification on the university's educational offerings, orientation activities that facilitate the choice of a degree program, COT services, enrollment procedures, calls for applications, post-graduate educational opportunities, and career prospects. Through a dedicated desk, parents can find a space to explore, discuss, and reflect on topics related to university choice, so they can support their children in their future educational and professional decisions.

The **International Student Guidance and Welcome Desk** (SOAS) (both from EU and non-EU countries) serves as a first point of contact, offering a space for listening and providing support. This is especially helpful during the integration phase into a different cultural environment, where students may encounter difficulties related to adapting to university life.

The desk provides assistance with: procedures for the validation of foreign degrees, University enrollment and registration, obtaining/renewing residence permits,

resolving any bureaucratic or administrative issues concerning foreign citizens.

How to Use the Service:

Meetings can be held in-person at the COT office or online through the Microsoft Teams platform.

How to Book a Meeting:

For remote meetings (**Italian students**):

Use the Booking system available at the link: <https://www.unipa.it/strutture/orientamento/booking.html>

For remote meetings (**International students**):

Send an email to: studentistranieri.cot@unipa.it

For in-person meetings (**Italian students**):

Contact the office at 091.23863206 or email orientamento@unipa.it

For in-person meetings (**International students**):

Use the Booking system available at the link: <https://www.unipa.it/strutture/orientamento/booking.html>

GUIDANCE FOR CHOOSING

CHOOSING YOUR FUTURE

 www.unipa.it/strutture/orientamento/studenti/Test-di-orientamento-Consulenza-individuale/

 www.unipa.it/strutture/orientamento/studenti/Percorso-di-Orientamento-online-UniPaOrienta/

Individual orientation counselling helps students choose the right degree program. This service includes two parts: a test session (a group administration of self-assessment questionnaires about academic and professional interests, as well as personal characteristics) and an individual meeting: a one-on-one session with an guidanceorientation expert to help you make an informed decision about your educational and career path.

How to Use the Service:

Meetings can be held in-person at the COT office or online via the Microsoft Teams platform. To book a remote meeting: use the Booking system available at this link: www.unipa.it/strutture/orientamento/booking.html

To book an in-person meeting: contact the office at 091.23863206 or email orientamento@unipa.it

Unipa Orienta. The university orientation workshops and the online university pre-orientation platform for high school students (last three years) are

designed to offer a comprehensive overview of the University of Palermo. They serve as a form of “academic literacy” to help students become familiar with the university environment.

The program covers a range of topics, including: the academic offerings (degree programs); the organization of departments and degree courses; the CFU /ECTS (University Credit) and OFA (Additional Educational Requirement); systems; the procedures for university enrollment and registration; opportunities to study abroad; student services and financial benefits. The online platform’s goal is to guide students in choosing their course of study through self-assessment and the exploration of their professional interests, motivations, and transversal/soft skills, such as teamwork, decision-making, problem-solving, and creativity/innovation.

How to Use the Service:

To book the university orientation workshop and the online orientation platform, you need to schedule one or more meetings with the COT orientation experts by calling 091.23863206 or writing to orientamento@unipa.it.





UNIVERSITY ORIENTATION PATHWAY

Orientation pathway for students
in their fourth year of high school

SHAPING YOUR FUTURE

 www.unipa.it/strutture/orientamento/studenti/iv-e-v-anno/

This activity is designed for fourth-year high school students and includes workshops in small groups, which can also be held online. The sessions are led by an orientation expert and aim to encourage students to reflect on their future educational and professional paths. In agreement with the high school, students may be awarded educational credits for their participation.

How to Use the Service:

To book the “Shaping Your Future” activity, you must schedule one or more meetings with the COT orientation experts. You can do this by calling 091.23863206 or emailing orientamento@unipa.it.



ORIENTATION WORKSHOPS

Orientation pathway for students
in their third year of high school

CHARTING YOUR COURSE

 www.unipa.it/strutture/orientamento/studenti/III-anno/

The orientation program for third-year high school students is designed to help small groups of students begin to evaluate their own interests and attitudes regarding their future careers and, consequently, their choice of a degree program.

How to Use the Service:

To book the university orientation program Charting Your Course, you need to schedule one or more meetings with the COT orientation experts by calling 091.23863206 or emailing orientamento@unipa.it.



PNRR ORIENTATION COURSES

National Recovery and Resilience Plan (PNRR)

 <https://www.unipa.it/strutture/orientamento/pnrr-orientamento/>

The courses, which are part of the PNRR Orientation (National Recovery and Resilience Plan, Mission 4 “Education and Research,” Investment 1.6, funded by the European Union - NextGenerationEU), are designed for high school students. They are conducted in collaboration with orientation experts from the Guidance and Tutoring Center (COT) and delegates for orientation from various departments. The main goal is to facilitate and encourage the transition from high school to university. The courses support students in choosing their academic path by helping them gain a greater awareness of their skills and by highlighting their personal aptitudes and professional interests.

To get information on how to activate the program and to see the available courses, you should send an email to: pnrrcot@unipa.it. You can also download the University Catalog and the Guidelines for Schools directly from the dedicated webpage: <https://www.unipa.it/strutture/orientamento/pnrr-orientamento/>. The courses delivered under the PNRR Orientation program also count as PCTO -Pathways for Transversal Skills and Orientation -and can be included in the students’ 30 hours of mandatory orientation.



SCHOOL-TO-UNIVERSITY TRANSITION

Pathways for Transversal Skills and Orientation

The PCTO -Pathways for Transversal Skills and Orientation- (formerly known as School-Work Alternating Programs ASL), are designed for students in the last three years of high school. The programs take place in the laboratories and facilities of the

University of Palermo. Their goal is to develop personal aptitudes, interests, and individual learning styles. To get information on how to activate the program and to see the available courses, you must email orientamento@unipa.it.



TOWARDS UNIPA

www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/

Workshop "How to Face Admission Tests"

This workshop is approximately three hours long and is designed to help you prepare for university admission test. It covers: analyzing the application announcements and bureaucratic requirements; effective strategies to tackle and pass the tests; practice with sample questions to help you understand the test structure, difficulty level, and time management.

Workshop "How to Study at UniPa, From High School to University"

This workshop is designed to support students as they transition from high school to the university environment. It provides effective solutions to help you: organize your study time and manage your workload and increase your determination and motivation to face this new academic journey.

Preparation Courses

The preparation courses for admission tests include 30 hours of lessons and exercises to deepen knowledge

in a specific subject area covered by the tests. The available subjects are: Biology, Chemistry, Physics, Logic and General Knowledge, Mathematics. The courses are taught by university professors and are free of charge.

There are two sessions offered:

- Winter session: From December to April, with afternoon lessons.
- Summer session: From July to August, with daily "full immersion" lessons.

Admission Test Simulation

This activity is approximately two hours long and includes a simulation of the university admission tests. It measures your current knowledge of the subjects covered in the simulated test, which helps you plan a study path to address any gaps in your knowledge.



INFO SERVICE ACCESS METHODS::

eventietest.cot@unipa.it

+39 091 238 65502

+39 091 238 65503

UNIPA ORIENTATION EVENTS

 www.unipa.it/strutture/orientamento/eventi/

The Guidance and Tutoring Centre (COT), in collaboration with the university's departments, organizes informative orientation events. These events are designed to promote knowledge of the university's: Bachelor Degree Programs; Master Degree Single Cycle Programs; Master Degree Programs; student services and university facilities; opportunities for professional growth and development that the university provides both during and after your academic journey.

INFO SERVICE ACCESS METHODS:

 eventietest.cot@unipa.it

 +39 091 238 65502

 +39 091 238 65503



SUMMER AT COT

This summer program is designed for prospective students and their families. It runs during the summer to support future students and their families during the important phase of choosing a degree program. The initiatives include: informational sessions on the academic offerings, as well as the deadlines and procedures for enrollment; orientation consultations and workshops/simulations on admission tests.



WELCOME WEEK

This initiative is for fourth and fifth-year high school students, as well as school principals, teachers, and parents. During the event, all Bachelor Degree courses and Master Degree Single Cycle courses for the upcoming academic year are presented.



DEPARTMENT OPEN DAYS

The departments at the University of Palermo organize Open Days, which are welcome events for high school students. These days include orientation activities and cultural deep dives. During an Open Day, high school students have the chance to: visit laboratories, museums, and exhibitions; attend university lectures; meet with university faculty and students.



WELCOME DAY MASTER DEGREE COURSES

This event is for both graduates and soon-to-be graduates. During the event, all Master Degree programs for the upcoming academic year are presented.



OPEN DAYS AT HIGH SCHOOLS

The Guidance and Tutoring Centre (COT) participates in events organized at high schools. The goal is to promote and present the University of Palermo's academic programs and student services directly to prospective students.



ORIENTATION FAIRS

The COT participates in various fairs, upon invitation from the organizers, to present the university's academic offerings and the services available to students.

STUDY METHODOLOGY AND TUTORING



I'm a Newly Enrolled Student... Now What?

University of Palermo's Guidance and Tutoring Centre provides a series of services for newly enrolled students in order to:

- facilitate the transition from high school to university;
- promote the learning process by helping students acquire a personalized study method;
- address any obstacles that prevent students from succeeding on university exams.

What tutoring services are offered by UniPa?

www.unipa.it/strutture/orientamento/metodologia-e-tutorato/

Personalized Study Methodology Consultation

This service is for all university students, including those who are behind on exams, aren't taking exams, are working students, or are new freshmen. It is designed to help those who are experiencing significant distress due to slow learning or exam failures caused by an inadequate study method. The program includes individual meetings led by a study methodology expert. These meetings can be held in-person or online, with a prior reservation.

Academic Tutoring

Academic tutors are students enrolled in master degrees, research doctorates, or specialization schools at the university. They assist students in improving their understanding of specific subject matter through exercises and in-depth workshops. This activity is conducted in support of degree programs. The sessions can be held in-person or online, with a prior reservation.

Learning Tutoring for Students with Disabilities and Neurodiversity

Learning tutors are professionals (psychologists, neuropsychologists, psychopedagogues, and support teachers) who work closely with university departments. Their role is to identify the most suitable learning strategies for students with disabilities, neurodiversity, or other difficulties even if not officially diagnosed.

They also act as a mediator between the student, the course instructor, the degree program coordinator, disability and neurodiversity delegates, and academic and peer tutors.

Meetings can be held in-person or online, with a prior reservation.

How to Use the Service:

To book a session, you need to schedule one or more meetings with the COT's methodology experts. You can do this by calling 091.23865515 or emailing tutorato.cot@unipa.it.

PSYCHOLOGICAL COUNSELLING SERVICE

 www.unipa.it/strutture/orientamento/counselling-psicologico/

The Psychological Counselling Service is a free psychological consultation and support service offered by the Guidance and Tutoring Centre (COT) at the University of Palermo.

Students can seek psychological counselling to discuss any emotional or psychological difficulties that may arise during their university studies with a licensed psychologist-psychotherapist.

The service's main goal is to provide a safe space for listening, support, clarification, and reflection on personal, relational, and family issues. The aim is to help students find suitable strategies to cope with difficult times.

The counselling intervention is designed to prevent and/or treat psychological distress in students. Its purpose is to foster a healthy adaptation to the university environment, promote psychological well-being, and encourage individual autonomy and

responsibility. It also helps students address personal, emotional-cognitive, and relational difficulties.

The counselling can be provided through individual or group psychological support.

Individual Sessions: the service offers short- or medium-term consultations. This can range from a few meetings up to a maximum of ten for short-term support, or from twelve to twenty-four meetings for medium-term support. Integrated interventions with the Psychiatric Service of the University Polyclinic can also be arranged.

Group Sessions: for group psychological support, the service offers bi-weekly, medium- to long-term meetings.

The service is available to all Italian and international students at the main campus, as well as those at the territorial centers of Agrigento, Caltanissetta, and Trapani, and to students on mobility programs.

You can attend the sessions in-person at the COT office or online via Microsoft Teams.

All psychological interventions are conducted with the utmost respect for your privacy and professional confidentiality, as required by the Code of Ethics for Psychologists. This applies to both the content of the consultation and the service itself.

For international students, consultations are also available in English.

The psychological counselling service managed by the COT is part of a larger university service called S.I.A.S.P. For more information or to request an appointment, please email: counsellingpsicologico.cot@unipa.it, siasp@unipa.it



PSYCHOLOGICAL COUNSELLING Service*

*booking required

 Monday/Tuesday/Wednesday/
Thursday/Friday: 9 am to 1 pm

Tuesday/Thursday: 2 to 5 pm

 091 238 65518

 091 238 65548

 counsellingpsicologico.cot@unipa.it

TERRITORIAL UNIVERSITY CAMPUSES

The University of Palermo has developed a strong presence across the region, thanks to its three Territorial University Campuses. These campuses bring the university's services and academic programs directly to the areas of Agrigento, Caltanissetta, and Trapani.

Each campus has a unique history deeply connected to the local region. They are lively and welcoming academic communities known for the high quality of their teaching.

The Territorial University Campuses in Agrigento, Caltanissetta, and Trapani offer a wide variety of Bachelor Degree, Master Degree Single Cycle and Master Degree Programs. These programs are designed not only to meet the educational needs of young students but also to contribute to the growth of the local socio-economic community.

Orientation Events at the Territorial Campuses

Open Day

Each year, between February and April, every Territorial Campus opens its doors to the city to showcase its facilities, laboratories, and academic programs. The events welcome fourth and fifth-year high school students, school principals, teachers, and families.

During the Open Day, all Bachelor Degree and Master Degree Single Cycle programs for the upcoming academic year are presented in detail. The days also feature themed workshops, testimonials from current students and graduates, and in-depth sessions on orientation services led by the Guidance and Tutoring Centre.

Open Day at High Schools

The Guidance and Tutoring, Centre in collaboration with staff from the Territorial Campuses, participates in events organized at high schools in their respective provinces.

The goal is to promote and present the academic programs of both the campuses and the university as a whole, as well as the student services and the orientation activities available to prospective students to help them with their choices.

Territorial Campus Info-Points

Info-Points are set up at various times of the year in popular locations throughout the city. They are designed for a primary target audience of students but also attract families and anyone interested in learning about the university's degree programs, services, and orientation activities for current and prospective students. These initiatives are open to young people, families, and the general public. Their goal is to showcase the dynamic and diverse nature of the Territorial Campuses within their respective communities.

AGRIGENTO TERRITORIAL UNIVERSITY CAMPUS

📍 Via Ugo La Malfa - Villa Genuardi - Agrigento 📞 +39 09123897801

📍 Via Quattararo, 6 - Agrigento 📞 +39 09123897800

📧 polodidattico.ag@unipa.it 🌐 <https://www.unipa.it/poloagrigento>

CALTANISSETTA TERRITORIAL UNIVERSITY CAMPUS

📍 Corso Vittorio Emanuele, 92 - Caltanissetta 📞 +39 09123865805

📍 Via Real Maestranza sn - Caltanissetta 📞 +39 09123865803

📍 Via Re D'Italia 74 - Caltanissetta 📞 +39 09123865804

📧 polodidattico.cl@unipa.it 🌐 <https://www.unipa.it/polocaltanissetta>

TRAPANI TERRITORIAL UNIVERSITY CAMPUS

📍 Lungomare Dante Alighieri, 2/ 4 - Erice

📞 +39 09123864401

📧 polouniversitario.tp@unipa.it 🌐 <https://www.unipa.it/polotrapani>

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SUMMARY

 www.orientamento.unipa.it
 www.facebook.it/orientamento.unipa.it
 www.unipa.it/strutture/orientamento/booking.html

The activities are free of charge and are carried out by guidance experts both remotely and on-site at the following location: CENTRO ORIENTAMENTO E TUTORATO (COT)/Guidance and Tutoring Centre (COT) Viale delle Scienze / Building 2 / 2nd Floor / Palermo
 tel. 09123865500

GUIDANCE AND WELCOME DESK / PARENTS' DESK*

*booking required

 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm

 www.unipa.it/strutture/orientamento/studenti/
 +39 091 23863206  orientamento@unipa.it
INDIVIDUAL ORIENTATION COUNSELLING / ORIENTATION WORKSHOP*

*booking required

 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm

 www.unipa.it/strutture/orientamento/studenti/
 +39 091 23863206  orientamento@unipa.it
SCHOOL-TO-UNIVERSITY TRANSITION PATHWAYS*

*booking required

 Monday/Tuesday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm

 <https://www.unipa.it/strutture/orientamento/cot/pnrr-orientamento/>
 pnrrcot@unipa.it
PSYCHOLOGICAL COUNSELLING SERVICE*

*booking required

 Monday/Tuesday/Thursday/Friday 9 am to 1 pm, Tuesday/Thursday 2-5 pm

 www.unipa.it/strutture/orientamento/counselling-psicologico/
 +39 091 23865518 - +39 091 23865548  counsellingpsicologico.cot@unipa.it
TOWARDS UNIPA

Workshop: "How to Face Admission Tests"*

Workshop: "How to Study at UniPa, From High School to University"*

Preparation Courses*

Admission Test Simulation*

*booking required

 Monday/Wednesday/Friday 9 am to 1 pm

 www.unipa.it/strutture/orientamento/preparazione-alle-prove-daccesso/
 +39 091 23865502

 +39 091 23865503

 eventietest.cot@unipa.it
UNIPA ORIENTATION EVENTS
 www.unipa.it/strutture/orientamento/eventi/
 +39 091 23865502

 +39 091 23865503

 eventietest.cot@unipa.it
INTERNATIONAL STUDENT GUIDANCE AND WELCOME DESK*

*booking required

 Monday/Wednesday/Friday 9 am to 1 pm, Tuesday 3-5 pm

 www.unipa.it/strutture/orientamento/studenti-stranieri/
 +39 091 23865505  studentistranieri.cot@unipa.it
STUDY METHODOLOGY AND TUTORING**

*booking required

 Monday/Wednesday/Friday 9 am to 1 pm

 www.unipa.it/strutture/orientamento/metodologia-e-tutorato/
 +39 091 23865515  tutorato.cot@unipa.it

AGRIGENTO TERRITORIAL UNIVERSITY CAMPUS

📍 Via Ugo La Malfa – Villa Genuardi - Agrigento 📞 +39 091 23897801

📍 Via Quartararo, 6 - Agrigento 📞 +39 091 23897800

✉️ polodidattico.ag@unipa.it

🌐 <https://www.unipa.it/poloagrigento>

CALTANISSETTA TERRITORIAL UNIVERSITY CAMPUS

📍 Corso Vittorio Emanuele, 92 - Caltanissetta 📞 +39 091 23865805

📍 Via Real Maestranza sn – Caltanissetta 📞 +39 091 23865803

📍 Via Re D'Italia 74 - Caltanissetta 📞 +39 091 23865804

✉️ polodidattico.cl@unipa.it

🌐 <https://www.unipa.it/polocaltanissetta>

TRAPANI TERRITORIAL UNIVERSITY CAMPUS

📍 Lungomare Dante Alighieri, 2/4 - Erice

📞 +39 09123864401

✉️ polouniversitario.tp@unipa.it

🌐 <https://www.unipa.it/polotrapani>





GUIDE FOR INTERNATIONAL STUDENTS

Procedures for your first
entry in Italy

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WELCOME TO THE UNIVERSITY OF PALERMO

 <https://www.unipa.it/strutture/orientamento/studenti-stranieri/>

The International Student Guidance and Welcome Desk (SOAS) of Guidance And Tutoring Office - COT is a reference point for international students and doctoral students enrolling in Unipa.

The Help Desk was created to help international students arriving for the first time in Italy to deal with complex and little-known bureaucratic procedures. The help desk will provide you with the necessary support before your arrival and during your stay in Palermo. You can contact our service for assistance on:

- registrations (enrolments);
- evaluation of foreign educational qualifications;
- request and renewal of the residence permit;
- registration to the National Health Service SSN;
- residence permit;
- Fiscal Code;
- the services offered by ERSU: scholarships, canteen card, accommodation.

The desk is also available for foreign and Italian citizens who live in Italy wishing to check the validity of their educational qualifications obtained abroad. Sessions can be in-person, at the COT offices, or online on the Microsoft Teams platform.

- To book an in-person introductory and guidance session online mode access the following on line Booking link: www.unipa.it/strutture/orientamento/booking.html
- To book an in-person introductory session and guidance session contact studentistranieri.cot@unipa.it



WHAT TO DO WHEN ARRIVING TO PALERMO

Residence permit

Non-EU students, enrolled in Degree Courses or in individual teachings, wishing to stay in Italy more than 90 days, must apply for a residence permit.

The residence permit application must be submitted within 8 days of arrival in Italy. The operators of the COT Welcome desk for international students will help you in filling out the request for the issue or renewal of the residence permit.

Documents needed for the release of the residence permit for study:

- original passport, copies of the pages containing personal data, visa and entry stamp and copies of any other pages with visas and entry and exit stamps;

- copy of the registration at Italian National Health Service (SSN) or health insurance;
- a copy of a document certifying the possession of the economic resources needed for staying in Italy. You can deliver the documents used for the visa application or an extract from the bank/post office account or an official letter confirming the assignment, the amount, the duration of a scholarship;
- documents proving the availability of accommodation in Italy;
- a copy of the Pre-Enrolment Application at the Embassy of Italy;
- a € 16 tax stamp;

After completing the procedure and signing the forms, you must go to one of the qualified post offices (Sportello Amico) to deliver and send the kit. In addition, upon delivery of the application to the post office, you must pay:

- the cost of the Electronic Residence Permit (PSE) (€ 30.46);
- the contribution for the residence permit (€ 40);
- the cost of sending the application by insured mail (€ 30).

Anagraphic registration

All European Union citizens have the right of entry, residence and free movement in Italy, for periods not exceeding 3 months and, for this purpose, no formalities need to be fulfilled, except for the possession of an identity document valid for travel abroad (in accordance with the legislation of the State of which the person is a national). For periods longer than 3 months, the European Union citizen has the right to stay in the national territory in the

cases provided and according to the formalities set by Legislative Decree no. 30 of 06/02/2007 and subsequent amendments and additions. EU students wishing to stay in Italy for more than ninety days should apply for residence in Italy at the municipality of reference. The documentation required for (non worker) European Union student is:

- copy of an identity document valid for travel abroad, issued by the competent authorities of the State of which the person is a national;
- documentation certifying enrolment at the University;
- self-declaration certifying the possession of sufficient economic resources not to become a charge on social assistance of the Italian State (at least 538,68 euros per month, for each month of the academic year);
- copy of the rental agreement;
- T.E.A.M. (European health insurance card) issued by the State of which the person is a national or equivalent Community form.

2 WHAT TO DO WHEN ARRIVING TO PALERMO

Tax code

The tax code is an identification code issued by the Ministry of Finance which is used to open a current account or to sign contracts. Citizens residing abroad can request it from the Italian diplomatic-consular representation in their country of residence. In Italy, it must be requested from the Revenue Agency Office of the city where you reside.

Health coverage

To obtain Health coverage, you may either voluntarily register with the National Health Service or subscribe a private medical insurance. With the National Health Service (SSN) you can choose a referring medical doctor, who will take care of your health problems for free and will prescribe you medications, exams and any specialist visits. Registration is valid for one calendar year (from January 1st to December 31st). To register with the SSN:

If you are a non-EU citizen you must:

- fill in and pay at the post office a payment slip of 700,00 Euros (cost of the service for the calendar year);
- contact the ASP (Provincial Health Authority) office closest to your home address (find all the addresses on the <https://www.asppalermo.org/azienda/distretti/>) bringing with you:
 - payment receipt;
 - tax code;
 - passport;
 - receipt of the residence permit request;
 - self-certification of residence or stay.

2 WHAT TO DO WHEN ARRIVING TO PALERMO

If you are an EU citizen:

If you have a TEAM card you can access the National Health Service (SSN) in the first three months of stay in Italy without paying any registration. Should you stay in Italy for more than 3 months, the European health card entitles you to benefit only from the necessary medical treatments, while for complete health coverage you must request, before departure, the form S1. If you are in possession of the form S1, you can register with the National Health Service for free by contacting one of the local ASP health offices. The documents required for registration at the ASP offices are:

- self-certification of university enrolment;
- tax code;
- copy of passport or other identity document;
- self-certification of residence or stay;
- S1 form.

If you do not have the S1 form, you can voluntarily register with the NHS by paying a registration fee and following the same procedure as for non-European citizens.

Bank current account - prepaid card

Before opening a bank account, it is useful to inquire about the rates charged by the various banks. In general, online checking accounts/prepaid bank or postal cards offer students more convenient terms. When opening your account, you must fill in some forms, present an identification document (passport or national identity card if EU citizen), a residence permit or a receipt for a residence permit request (non-EU citizens) the tax code, the registration at the Municipality of residence or the declaration of domicile and a certificate of registration at the University.



INFORMATIONS FOR INTERNATIONAL STUDENTS

Academic calendar

The academic calendar is divided into two semesters: the first one from late September to February, and the second one from late February to July. Classes usually start in late September and end by mid-December; they start again in late February and end in late May. The exams of the first semester are held in January and February and those of the second semester in June and July. Each department publishes its academic calendar with class times and exam dates.

CFU and votes

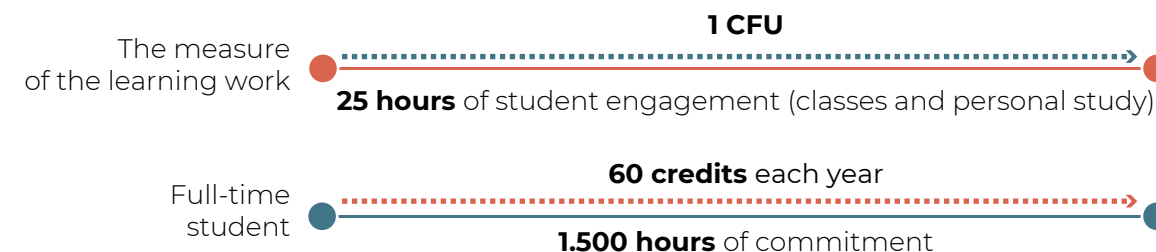
Italian Degree courses are structured in University Credits (CFU), which are considered equivalent to ECTS (European Credit Transfer and Accumulation System) credits (1 CFU = 1 ECTS). The CFU is the measure of the learning work and generally corresponds to 25 hours of student engagement (classes and personal study). A full-time student should achieve 60 credits each year, upon passing the exams, equal to 1500 hours of commitment. The credits do not replace the mark which is expressed out of 30: the minimum mark is equal to 18 and the maximum mark is equal to 30. Students can obtain "praise" (30 mark and honors) if their examination is considered excellent.

CFU & VOTES

Italian Degree courses are structured in **University Credits (CFU)**

equivalent to **ECTS** (European Credit Transfer and Accumulation System)

1 CFU = 1 ECTS



3 INFORMATIONS FOR INTERNATIONAL STUDENTS

University fees and benefits

University fees are divided into three instalments: the first to be paid at the time of enrolment, the second in December and the third in February. For more information <https://www.unipa.it/target/futuristudenti/tasse-agevolazioni/tasse-contributi/>

Students can pay online using the PagoPa system, accessible from their personal area of the University website. The tax amounts are calculated on the basis of the ISEE “parificato” for international students with the family residing abroad.

To allow the effective exercise of the right to University education, Unipa provides students with various types of financial contributions: exemptions and reductions in fees, scholarships, Degree awards, also through ERSU - Regional Body for the Right to University Education (www.ersupalermo.it).

Scholarships

Scholarships are financial contributions, awarded by competition, provided by ERSU Regional Body for the Right to University Education, (www.ersupalermo.it) to support and facilitate university students in their studies. All international students wishing to enroll in three-year Degree courses, single-cycle Degree courses, 2nd cycle Degree course, unpaid PhD courses

can participate in the ERSU Call which is published annually, generally in June, before beginning of the academic year.

Specifically, the winner will obtain:

- a monetary contribution;
- the bed inside the university residences;
- free meals at university canteens.

To be admitted to the competition, students must be in possession of the economic-patrimonial and merit requirements foreseen by the call. For international students with a family residing abroad, it is necessary to have the ISEE “parificato” which is issued by the authorized CAF (tax assistance office) <https://www.unipa.it/strutture/orientamento/studenti-stranieri/isee-parificato/>

Accommodation

ERSU Palermo Housing service.

Regional Body for the Right to University Education, ERSU Palermo, confers accommodations by competition to support and facilitate university students. ERSU offers the possibility to all non-resident students participating in the competition to request, at the same time as they apply for the scholarship, the assignment of a free bed in one of the university residences managed

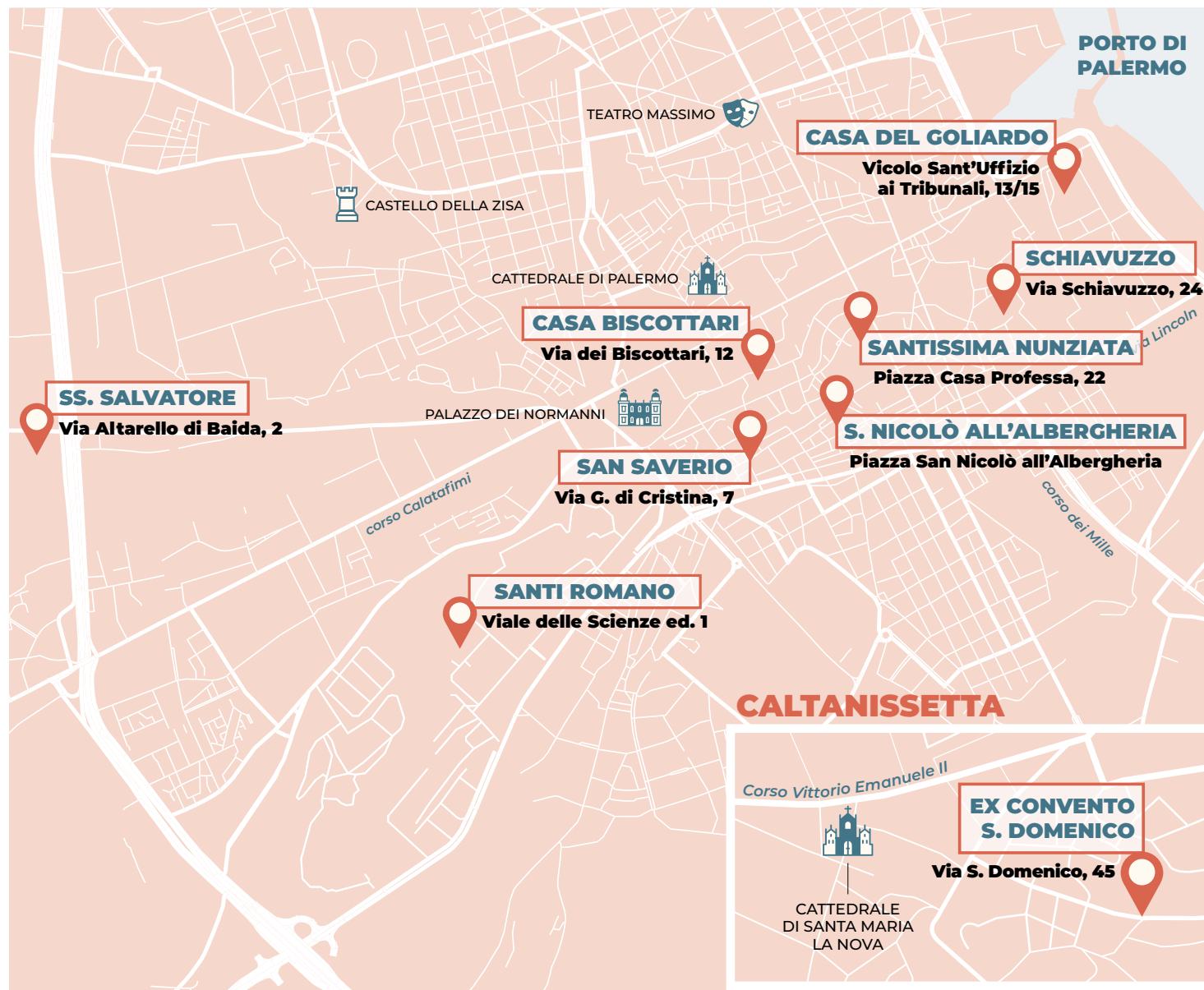
3 INFORMATIONS FOR INTERNATIONAL STUDENTS

by ERSU Palermo. The assignees of beds can use the housing service of the ERSU Palermo at the following University Residences:

- University Residence “Santi Romano”, Viale delle Scienze ed. 1 - Palermo;
- University Residence “San Saverio”, Via G. di Cristina, 7 - Palermo;
- University Residence “Casa del Goliardo”, Vicolo Sant’Uffizio ai Tribunali, 13/15 - Palermo;
- University Residence “Casa Biscottari”, Via dei Biscottari, 12 - Palermo;

- University Residence “Schiavuzzo”, Via Schiavuzzo, 24;- Palermo
- University Residence “Santissima Nunziata”, Piazza Casa Professa, 22. - Palermo
- University Residence “San Nicolò all’Albergheria” Piazza San Nicolò all’Albergheria - Palermo;
- University Residence “SS.Salvatore”, Via Altarello di Baida, 2 - Palermo;
- University Residence “Ex Convento San Domenico”, Via San Domenico, 45 - Caltanissetta

UNIVERSITY RESIDENCES



3 INFORMATIONS FOR INTERNATIONAL STUDENTS

University canteens

The canteens of the University of Palermo are managed by the ERSU Regional Body for the Right to University Education.

The Catering service is available to all University of Palermo students. Therefore all students enrolled in the University institutions belonging to the ERSU Palermo can access university canteens.

Students can access the catering service through the app called "ERSU Palermo".

For further details such as catering centers, meal delivery points, fees, electronic wallets, etc., please consult the dedicated webpage:

<https://notify.ersupalermo.it/il-servizio-ristorativo-2/>

MEAL TYPE	Composition
FULL MEAL	First course, a second course, a side dish, bread, fruit or dessert and bottled or draught drinks
	Pizza, side dish, fruit or dessert and bottled or draught drinks
FIRST COMBINATION	First course, side dish, fruit or dessert, bread and bottled or draught drinks
SECOND COMBINATION	Second course, side dish, fruit or dessert, bread and bottled or draught drinks

3 INFORMATIOS FOR INTERNATIONAL STUDENTS

Costs

Students pay for the meal on the basis of:

- the type of meal;
 - the status of the student: eligible student for the scholarship, students regularly enrolled not participating in the ERSU call for applications, undergraduates, and doctoral students;
 - to the income bracket defined on the basis of the ISEE and the ISEE “parificato” for the right to education (the latter for International or Italian students with family residing abroad).
- The following categories pay only based on the choice of the type of meal:
- people accompanying students with severe disabilities;
 - international students participating in European projects (ERASMUS, Leonardo...) or internships at the University of Palermo or other university institutions or in any case international exchanges projects;
 - students attending University Master Courses;
 - students who attend single courses at the University;
 - international students from particularly poor countries.

To see the rates, please visit this link:

<https://notify.ersupalermo.it/il-servizio-ristorativo-2/>

Italian language courses (Itastra)

The Italian Language School for Foreigners of the University of Palermo, ItaStra, was founded in 2008 with the aim of promoting educational, training, ad vice and research activities in teaching Italian as a second and foreign language. Throughout the year, ItaStra organizes ordinary intensive and semi-in tensive courses for foreigners, Erasmus and Marco Polo students and international students enrolled at the University of Palermo; it also organizes the in tensive Italian language and culture courses “Summer School” (from July to September) and “Winter School” (from February to March). An entrance test is administered to assess the language skills, so to provide students with the most suitable course for their needs. The School organizes courses for adult students of any nationality and level of knowledge of the Italian language, starting from beginner level up to level C2 of the Common European Framework of Reference for Languages. ItaStra provides modern language learning methods. It focuses on intercultural exchan ges and organizes workshops on poetry, writing, cooking and cinema culture, including guided tours.

To know more visit this link:

<https://www.unipa.it/strutture/scuolaitalianastranieri/>

3 INFORMATIOS FOR INTERNATIONAL STUDENTS

University Sports Centre

The University Sports Centre (CUS) offers students of the University of Palermo various services, enabling them to combining their studies with training and well-being. The facilities include a large heated outdoor pool; the CUS provides courses in various disciplines: fitness, indoor cycling, tennis, Caribbean dance, Argentine tango, yoga, etc. The services are offered to students with discounted rates of at least 50% compared to the prices reserved for external members.

CUS**INFO SERVICE ACCESS METHODS::**

📍 Via Altofonte, 80 90129 Palermo

✉️ cuspa.campus@libero.it

☎️ +39 091422750

📘 [cuspalermounipa](#)

Student associations**Association of Foreign Students in Sicily
Sicily Foreign Students**

Foreign Students is a voluntary association created in 2010 by international students enrolled at the University of Palermo; it is registered in the Official Register of the Student Associations of the University of Palermo. The purpose of the association is to carry out its voluntary work within the national territory and in Sicily. The Association pursues the following purposes:

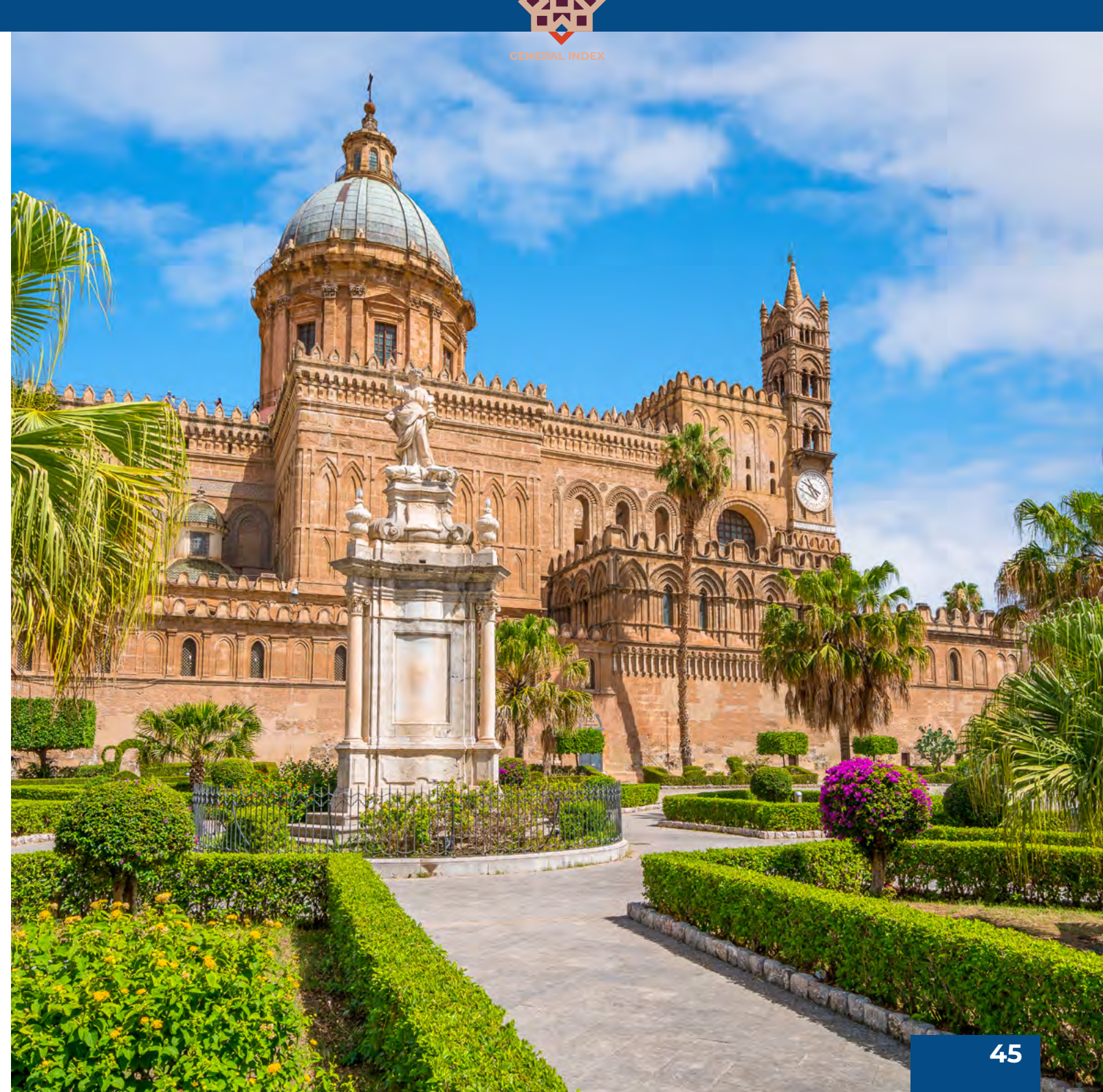
- welcoming all international students;
- developing and promoting the interests of international students of the University of Palermo; · providing students with tools to improve student and cultural life etc;
- providing a framework containing all the information necessary for better orientation and support for obtaining a Degree within the established time;
- promoting the integration of international students in the Italian university system and in the city in which they live;
- proposing itself as a meeting and aggregation place in the name of cultural interests, fulfilling the social function of human and civil maturation and growth;

3 INFORMATION FOR INTERNATIONAL STUDENTS

- promoting cultural values and intercultural exchanges and initiatives that encourage dialogue, comparison, coordination of action and operational effectiveness between the various groups and associations. These activities are aimed at improving the material, spiritual and psychological quality of life of the students and this in the name of ethical principles, solidarity and subsidiarity. Email: studentistranierisicilia@gmail.com Facebook: Sicily Foreign Student

Erasmus Student Network (ESN)

Erasmus Student Network (ESN) is an international non-profit student organization. Its mission is to represent international students, thus providing opportunities for cultural understanding and self-development according to the principle of Students Helping Students. Palermo has an ESN section, called ESN Palermo, linked to the University. The association provides services such as pick-ups, housing, tandems, guided city tours, theme nights, excursions in the island and trips around Italy. Among the annual appointments we mention: ICE, Sunweek. The spearhead of ESN events are undoubtedly its incredible themed parties: through curious disguises, masked balls and crazy animation, ESN colours the town with the craziest and most awaited evenings in Palermo. Email: palermo@esn.it



LIVING IN PALERMO

Getting Around the City

Students may reach Palermo by various means of transport, such as plane, train, bus, taxi and car. Once in the city, there are several options for getting around: Palermo's city center is easily explored on foot and/or by bicycle. The city can be explored using public transport such as buses, trams, and the subway.

To encourage the use of public transport by students and to promote sustainable mobility, the University has provided discounted passes with AMAT company.

Discounted passes are available for students. For information, please consult Tickets and Passes on the website <https://www.amat.pa.it/>



INFO SERVICE ACCESS METHODS:

<https://www.amat.pa.it/>

USEFUL NUMBERS

 Medical emergency: 112

Emergency medical Services in Palermo	Address	Telephone number
PPI PTA Casa del Sole	Via Sarullo, 19	0917035360
PPI PTA Enrico Albanese	Via Papa Sergio I, 5	0917036667
PPI PTA Guadagna	Via Villagrazia, 46	0917037250
PPI PTA Palermo Centro	Via Turrisi Colonna, 43	0917032223

FIRE BRIGADE	115
CARABINIERI	112
AIRPORT	091 7020111
TAXI	09 18481
IMMIGRATION OFFICE Palermo Police Department	0916725111
IMMIGRATION OFFICE Prefettura of Palermo	Family reunification: 091338793 - 091338596 Flows: 091338553



6

CONSULATES IN PALERMO

AUSTRIA CONSULATE

📍 Piazza Acquisata, 12 - 90142, Palermo

☎️ 091 549338 - +39 339 7680 555

✉️ consolatoaustria.pa@gmail.com

BURKINA FASO CONSULATE

📍 Via Emerico Amari, 58 - 90139, Palermo

☎️ +39 091 6112309

✉️ consoleburkfasopalermo@gmail.com

BELGIUM CONSULATE

📍 Via Tavola Tonda, 29 - 90133, Palermo

☎️ +39 327 5341092

✉️ consolebelgiopalermo@hartwig-nollet.it

CZECH REPUBLIC CONSULATE

📍 Via Giuseppe Giusti, 3 - 90144, Palermo

☎️ +39 339 2580698

✉️ palermo@honorary.mzv.cz
czechconsulate.pa@anocera.it

BRASIL CONSULATE

📍 Via Ildebrando Pizzetti, 10 - 90145, Palermo

☎️ +39 320 7273324

✉️ info@chbrasilpa.it

CHILE CONSULATE

📍 Via Emerico Amari, 8 - 90139, Palermo

☎️ +39 091 329321 - +39 091 329744

✉️ consolatocilepa@gmail.com

BULGARIA CONSULATE

📍 Via Ferdinando Li Donni, 7 - 90141, Palermo

☎️ +39 393 3312433

✉️ consolatobulgaria.palermo@gmail.com

CYPRUS CONSULATE

📍 Via Vittorio Emanuele, 492 - 90134, Palermo

☎️ +39 091 217461

✉️ arch.sebastiano@provenza.no

SOUTH KOREA CONSULATE

📍 Via Notarbartolo, 35 - 90141, Palermo

☎️ +39 091 305317 - +39 331 8173797

✉️ consolatocoreasicilia@gmail.com

GHANA CONSULATE

📍 Via Mariano Stabile, 221 - 90141, Palermo

☎️ +39 091 334625

✉️ consolatoghana.palermo@gmail.com

IVORY COAST CONSULATE

📍 Via Mariano Stabile, 136 - 90139, Palermo

☎️ Tel/Fax +39 091 332742

✉️ cotedivoireconspa@gmail.com

GEORGIA CONSULATE

📍 Via Simone da Corleone, 18 - 90124, Palermo

☎️ +39 3450818798 - +39 3760507520

✉️ leonarda.amella@libero.it

DENMARK CONSULATE

📍 Via Praga, 48 90146, Palermo

☎️ 091 361977 - +39335 5987775

✉️ mamaca@umgate.dk

GREECE CONSULATE

📍 Via Noto, 34 - 90141, Palermo

☎️ +39 091 6259541

✉️ grhoncon.pal@mfa.gr

ESTONIA CONSULATE

📍 Via Dante, 332 - 90145, Palermo

☎️ +39 340 3407850

✉️ antonello.miranda@unipa.it

LATVIA CONSULATE

📍 Via Gabriele d'Annunzio, 52 - 90144, Palermo

☎️ Tel/Fax +39 091 6262828

✉️ consolatolettonia.pa@icloud.com

ESWATINI CONSULATE

📍 Via Siracusa, 7 - 90141, Palermo

☎️ +39 091 332420

✉️ consolato.on.eswatini.palermo@gmail.com

LITHUANIA CONSULATE

📍 Via Rosolino Pilo 11 - 90139, Palermo

☎️ +39 091 6093512 - +39 091 589752 - +39 091 335840

✉️ palmigiano@consolatolituania.com

FRANCE CONSULATE

📍 Via Principe Di Belmonte, 101 - 90139, Palermo

☎️ +39 091 6622301

✉️ salernocardillo@notariato.it

LUXEMBOURG CONSULATE

📍 Via E. E. Sellerio, 34 - 90141, Palermo

☎️ +39 091 6256218

✉️ federico.cosenz@unipa.it - palerme@consul-hon.lu

MOROCCO CONSULATE

📍 Via Nunzio Morello, 4 - 90146, Palermo

☎ +39 091 688 6023

✉ consolatopalermo@maec.gov.ma

MEXICO CONSULATE

📍 Via dei Fiori, 13 - 90129, Palermo

☎ +39 091 6459711

✉ consolatomessicopa@gmail.com

NORWAY CONSULATE

📍 Via Giovanni Bonanno, 122

☎ +39 338 294 5912

✉ consolatonorvegia.palermo@hotmail.com

NETHERLANDS CONSULATE

📍 Via Mariano Stabile, 216 - 90141, Palermo

☎ +39 091 581436 - +39 328 3180175

✉ consolato.nl.palermo@gmail.com

POLAND CONSULATE

📍 Via Edmondo De Amicis, 15 - 90143, Palermo

☎ +39 091 9783210

✉ consolatopolonia.palermo@gmail.com

PORTUGAL CONSULATE

📍 Via Messina, 15 - 90141, Palermo

☎ +39 091 332386

✉ consolatoportogallosicilia@gmail.com

SLOVENIA CONSULATE

📍 Via Sammartino, 35 - 90141, Palermo

☎ +39 091 6912520

✉ consolatoslovenia@lavieenrose.it

SPAIN CONSULATE

📍 Piazzale Ungheria, 73 - 90141, Palermo

☎ +39 091 320954

✉ posta@studiocaramanna.it

UNITED STATES CONSULATE

📍 V. Vaccarini, 1 - 90143, Palermo

☎ +39 345 2189086

✉ uscitizenspalermo@state.gov

SWEDEN CONSULATE

📍 Via Giovanni Bonanno, 122 - 90141, Palermo

☎ +39 338 2945912

✉ consolatosvezia.palermo@hotmail.com

TUNISIA CONSULATE

📍 Piazza Ignazio Florio, 24 - 90139, Palermo

☎ +39 345 2189086

✉ ct.palerm@diplomatie.gov.tn

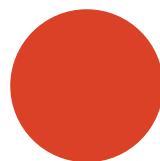
ZAMBIA CONSULATE

📍 Via U. Giordano 55 - 90144, Palermo

☎ +39 366 2033959

✉ console@consolatozambiasicilia.it
segreteria@consolatozambiasicilia.it





GLOSSARY



GLOSSARY

● **ACADEMIC YEAR**

Twelve month period of lessons, exams and graduation sessions beginning on 1 October and ending on 30 September of the subsequent year.

● **BACHELOR DEGREE**

Course of study lasting three years (180 ECTS). Access to these is via a five-year high school diploma course or a recognised foreign equivalent.

● **COURSES OF STUDY**

These comprise BA/BSc and MA/MSc courses, single cycle MA/MSc courses as well as specialisation courses, research doctorates and first and second level Master's.

● **DEGREE CLASS**

Course of the same level, with the same educational objectives and leading to qualifications of identical legal value.

● **DEGREE THESIS**

A document written by students regarding a course theme or subject area with the support of a member of teaching staff chosen by the former.

● **DEPARTMENT**

The structure which fosters the academic work of its teaching staff and provides the relevant academic activities.

● **EDUCATIONAL PROGRAMMES**

Including course contents and educational materials and the types of exams required.

● **E-LEARNING**

University of Palermo's e-learning platform supplies subject content for its students.

● **ENROLMENT AND REGISTRATION**

First year enrolment and registration on years after the first year of a course of study within the education time frames.

● **EXAM SESSIONS**

The period in which exams can be taken.

● **EXEMPTION**

Partial or total exemption from university tuition fees and grants to students with specific income needs or merit.

● **FREE ACCESS**

Students can enrol on free access courses without sitting a selection test. Students will subsequently have to sit a test to check their Additional Educational Obligations (OFA's).

● INTERNSHIP

During their course of study, individual students must undertake a period of curricular work experience as set out in their course of study. A post lauream internship is also possible.

● ISEE (EQUIVALENT ECONOMIC STATUS INDICATOR) AND ISEE PARIFICATO FOR FOREIGN STUDENTS

To enrol at UNIPA and pay the correct university fees, it is important that students have a valid ISEE (equivalent economic status indicator) certificate valid for university enrolment purposes.

● JOINT OR DOUBLE OR MULTIPLE QUALIFICATION

There are international programmes in which multiple, including international, universities are involved in integrated courses of study.

● LIMITED NUMBER COURSES

Access to limited number courses involves sitting and passing a selection test. This test also applies to Additional Educational Obligation (OFA) checks.

● MASTER DEGREE

Course of study lasting two years (120 ECTS). Access to these is via a Bachelor Degree or a recognised foreign equivalent.

● MASTER

These are further academic and higher education courses which require a Bachelor Degree (level 1 Master's) and/or an Master Degree or Master Degree Single Cycle (level 2 Master's).

● MATRICULATION NUMBER

Identification number given to a registered student.

● MYUNIPA

The university app for registered students and those planning to enrol at University of Palermo.

● OFA (Additional Educational Obligations)

OFA's are educational deficiencies in specific areas of learning revealed in entrance tests to limited number courses and assessment exams for free access courses.

● OFFICE HOURS

Teaching staff show the days and times they are accessible to students on the various websites.

● PAGOPA

Entrance exam tests, tuition fees and taxes can be paid on the PagoPA system (at recognised tobacconists, post offices, banks and online banks, etc.).

● MASTER DEGREE SINGLE CYCLE

Course of study lasting five or six years (300 or 360 ECTS). Access to these is via a five-year high school diploma course or a recognised foreign equivalent.

● SPID

Public Digital Identity System (SPID). The Public Digital Identity System gives access to online public and accredited private systems with a single digital identity.

● STUDENT MOBILITY

The university encourages student mobility and fosters cultural exchange between Italian and foreign universities.

● STUDY PLANS

A student's list of educational activities for graduation purposes.

● STUDENT REPRESENTATIVES

Students take part in university life, electing their own representatives whose role is to monitor and put forward new initiatives to improve education and services.

● STUDENT REGISTRAR'S OFFICE

The office which monitors and manages students' courses of study from enrolment to graduation.

● SEMESTER

The academic year is divided up into two semesters within which lessons and exams take place.

● UNIVERSITY TUITION FEES

Students planning to enrol on the first year of a course or register for a subsequent year are liable to pay these within the deadline, with the exception of exempted students.

● UNIVERSITY EDUCATION CREDITS SYSTEM (CFUs)

This measures the learning, including individual study, required by students to acquire knowledge and skills in the various educational activities: one credit corresponds to an average total of twenty-five study hours.

● UNIVERSITY PROSPECTUS

A list of university courses of study held annually.

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