

## **Italian Studies Appendix**

For students in their Year Abroad in Italy  
**2019-2020**

**Please note that some details contained in this  
appendix may change after Brexit**





**Note:** This booklet is intended as a guide for the use of students. It does **not** replace the regulations published in the University Calendar: see [www.warwick.ac.uk/go/calendar](http://www.warwick.ac.uk/go/calendar)

Every effort has been made to provide accurate and up-to-date information. However, changes may occur after the publication of this booklet. Italian Studies reserves the right to modify or cancel any statement in the guide and accepts no responsibility for any consequences of such modification or cancellation. You should keep in touch with Italian Studies, as well as adapt/supplement this booklet as necessary. Any problems related to these notes should be discussed with the Year Abroad Coordinator, Dr. Mila Milani ([M.Milani@warwick.ac.uk](mailto:M.Milani@warwick.ac.uk)).



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## 1. Introduction to the Year Abroad Programme

### 1.1. The Year Abroad Programme and Erasmus Placements

The duration of the Year Abroad is to be understood as coinciding with the Warwick Academic Year, although it is advisable that students should leave for Italy slightly earlier to find accommodation and organize their stay in all aspects; as well, where applicable, to take part in any preparatory courses offered by their host institution (please note that it is each student's responsibility to check if and when these take place).

Students who wish to go to Italy much earlier, or to stay on at the end of their Year Abroad for taking up summer jobs or for other reasons do so **on their own initiative and responsibility**.

Currently, all eligible students will spend their time in Italy studying at an Italian university under the **Erasmus Exchange +** programme, funded by the European Union. At present, all students on the year abroad will be charged a fee at the rate of 15% of full fees to Warwick, all Erasmus students receive a bursary from the EU (amounts vary yearly) and those on an Erasmus study exchange will not have to pay fees to the university they are attending abroad.

Home/EU students in receipt of a Warwick National Scholarship will receive a fee waiver to cover the year abroad fee. If you are currently eligible for a student loan then normally you will still be able to claim this during your Year Abroad. However, if you choose to work as a language assistant, or undertake a paid work placement, then you may not be eligible for the full amount of the loan because Student Finance England (SFE) may take your salary into account. Moreover, if you currently receive a maintenance grant or bursary in addition to your loan, it is likely that you will either receive a significantly reduced amount or nothing of this at all if you are being paid a salary while in Italy. If you are concerned about this you should check with the Student Loans Company (SLC) on the precise financial implications of your proposed year abroad plan before committing to it. If you do receive a bursary or grant in addition to your loan and wish to continue to do so then you may find it most financially advantageous to opt for an Erasmus study placement because if you do you will normally continue to receive your maintenance grant.

**Further information can be found in the section 'Finance and Accommodation'.**

### 1.2. Variants of the Programme

*Students taking Italian as a main language go abroad either in **Year 2** or in **Year 3**.*

The decision of going abroad in either the second or the third year is related to a number of aspects: **language progression**, student wellbeing, personal interests and career trajectory. The decision should be made in consultation with the personal tutor, the language coordinator and the year abroad academic coordinator.

One of the most distinctive features of the year abroad at Warwick is that most of our students choose to go abroad in their **second year**. Most students go to Italy at this stage because of our strong belief that they should be immersed as soon as possible in both the language and the culture they have chosen for higher study. As a result of this early exposure, students attain more rapidly a higher level of ability in the Italian language, and are generally better prepared for the final two years of study (the years which count directly towards the final degree result).

However, further options can be explored depending on students' language level and type of degree.

If in doubt, **please do not hesitate to contact the Year Abroad Coordinator for Italian, Dr Mila Milani (m.milani@warwick.ac.uk) to discuss all available and most appropriate options for you.**

### 1.3 Prerequisites

In order to be allowed to embark on your Year Abroad, you are required to have **successfully completed the previous year of your study programme**.

## 1.4 Aims of the Year in Italy

**The Year Abroad is an integral part of your programme** of studies and should be considered as such. The **main aims** of the programme are:

1. **language proficiency:** to develop your spoken and written skills to near native level of proficiency in a full-immersion situation, and to refine your communication skills in different contexts;
2. **academic development:** to further your knowledge of Italian culture, literature, history and other subjects relevant to your degree by attending courses at an Italian university;
3. **cultural development:** to acquire first-hand, in-depth knowledge of contemporary Italy and develop your understanding of cultural phenomena and cultural diversity;
4. **personal development:** to exploit the opportunities offered by a substantial period of residence in a culture different from your own, and to develop your skills in situations which require you to take responsibility for autonomous decisions.

## 1.5. Student Responsibilities

The University of Warwick has responsibility for providing suitable placements, as well as the programme framework, preparatory meetings, relevant information and advice before, during and after the Year Abroad.

Students' responsibilities include the following:

1. **in preparation** to the year abroad, to attend all meetings and read all materials provided, as well as to respect and adhere to the guidance offered by the School and Italian Studies: in particular, this includes to complete all paperwork within set deadlines and to respond in good time to any University communication; to deal with all recommended preparatory personal arrangements in good time; and to get in touch with and/or promptly respond to your host institution in Italy;
2. **on arrival**, to make immediate contact with the International Office (or equivalent) and the Erasmus coordinator in your host institution, and to maintain regular contact throughout the year; to promptly inform the University/School, as well as relevant people/offices in your host institutions, of your Italian address details and notify any subsequent changes through the [Year Abroad Contact Form](#);
3. **during your stay**, to take responsibility for your own learning, ensuring that you attend and sit exams for at least the minimum set number of ECTS at your host institution; to be aware of and keep up with and complete all assignments and work set out by Warwick for their period abroad, and to ensure that all materials/assignments to be submitted are received by the School/University within set deadlines; to check your Warwick email address regularly, and respond promptly to any communication from the School, the Office for Global Engagement or any other office at Warwick or their host institution; to **immediately notify** Italian Studies in Warwick, as well as relevant offices/people in your host institution, of any emergencies or major problems;
4. **in Spring**, if you are spending the Spring term in Italy, to attend and take part in full in the Venice Residential;
5. **before returning to Warwick**, to ensure you make necessary arrangements including submissions of option forms, enrolling, and accommodation arrangements;
6. **on your return**, to participate in all debriefing and assessment activities.

It is also expected, though not required, that students should be prepared to offer advice to and participate in meetings set up for students preparing for the Year Abroad.

## 2. Before Going

You can choose among three different types of placements:

- **Study Placement** (full or split year, see section 2.2) > for students who wish to study Italian language and culture in more depth (attendance and sitting of exams required)
- **Work Placement** (full or split year, see section 2.2) > for pro-active students who wish to engage in a work experience abroad
- **Language Assistantship** (normally full year) > for motivated students who have already or want to develop teaching experience

### 2.1. Study Placement - Choosing Your Location

In order to help your choice, a list of currently available locations and links to the relevant University websites is available in this handbook, section 7. In term 1, you will also have the opportunity to meet students who have recently completed their year abroad, as well as exchange students who are currently in Warwick.

Most years, the deadline for the internal SMLC application process is in November. We will update this section with the exact deadline for students going abroad in 2020-2021 soon. You will apply for the year abroad through the “Warwick Mobility Tool” on eVision. **Further information to follow**. All destinations will be confirmed by your academic coordinator by the end of the calendar year.

**Please note that we will strive to allocate your destination of preference, but places may be limited so we cannot always guarantee that you will get it.**

Reasons for selection may vary on the basis of personal and academic objectives. It is highly recommended to discuss your possible options with your personal tutor and/or with the Year Abroad coordinator.

STUDENTS WITH A DISABILITY OR SPECIAL NEED SHOULD TAKE THIS INTO CONSIDERATION WHEN CHOOSING A LOCATION FOR THE YEAR ABROAD. IT IS THE RESPONSIBILITY OF ANY SUCH STUDENT TO ALERT THE YEAR ABROAD COORDINATOR TO HER/HIS NEEDS AS EARLY AS POSSIBLE, AND TO LIAISE WITH THE COORDINATOR IN MAKING APPROPRIATE ARRANGEMENTS.

#### 2.1.b Student-negotiated internships

**Opportunities for student-negotiated internships.** If interested, please arrange a meeting with the YA academic coordinator for Italian.

**Opportunities may include: translation companies, insurance companies, press offices.**

by the end of Term 1 (*deadline tbc*), students will be required to email the Year Abroad Coordinator a student-negotiated internship form (available [here](#)).

#### 2.1.c Language Assistantships (Y3 only) and student-negotiated internships in Schools

- Information on **British Language Assistantships** can be found [here](#).
- **Internships in Italian schools** can also be explored (via direct applications to the schools, so please consider planning them in advance)

If in doubt, **please do not hesitate to contact the Year Abroad Coordinator for Italian, Dr Mila Milani ([m.milani@warwick.ac.uk](mailto:m.milani@warwick.ac.uk)) to discuss all available and most appropriate options for you.**

## 2.2. Full or Split Year

Students in **Single Honours, Italian with** another subject (and normally language), **Joint Degrees in Italian and Another subject**, i.e. Italian and Classics; Italian and Economics; Italian and History of Art; English and Italian; PAIS and Italian; History and Italian; Italian and Theatre Studies) spend their year abroad in Italy.

They can choose to do a study placement, a work placement or combine both. Opportunities for Language Assistantships can be explored (please section 2.1.c.)

Students in **Joint Degrees in Italian and another language** (i.e. French and Italian; Hispanic Studies and Italian; German and Italian) and **BAML students with Italian as major language** can either spend the full year in Italy, spend only one term in Italy, or decide to spend their year abroad in another country. Please see recommendations in terms of language progression in section 1.2.

They can choose to do a study placement, a work placement, or combine both. Opportunities for Language Assistantships can be explored (please section 2.1.c.)

Students who choose to do a study placement and split the year between Italy and another country or between study and work placement within Italy, please be aware that you need to take into account the academic calendars of your chosen destination (info on academic calendars for 2019/20 are available on this handbook, section 7). When combining different placements, it is your responsibility to ensure that semester dates do not overlap. You need to make sure that you are able to complete exams at your first host university before starting another study placement or work placement elsewhere.

REMEMBER to limit the time between placements. A good guide would be a gap of 10 days to two weeks, this will ensure that you are able to meet the minimum acceptable time spent on study abroad. For Erasmus+ students your eligibility for grant maybe affected if the gap between your placements is extended. Please check information on the Study Abroad website.

## 2.3. Finance and Accommodation

### 2.3.a. Erasmus+ grant

Please note that in order to receive the grant, it is your responsibility to check that all forms are duly filled out in time and in full. Please check the Study Abroad Pages for further information.

If you are an EU national working as a language assistant within the EU, or undertaking an Erasmus Plus eligible work placement within the EU, or undertaking an Erasmus study placement, then currently you will be eligible for the **Erasmus Plus grant**. In addition to your student loan - A 'To Whom it May Concern' letter will be uploaded to your eVision portal giving the details of your exchange, which you can send to your funding authority when you apply to them - (and, in some cases, maintenance grant and bursary), this Erasmus Plus grant is intended to provide some extra help with the additional costs of living abroad but it will not be nearly enough to cover all your expenses during the year so you should still make whatever financial arrangements you would normally make in preparation for a year of university study. Make sure you have a clear idea of where you stand financially well before you leave. Consider right from the start what financial implications your preferred Year Abroad programme may have, and check with the relevant offices about any figures, payments, or arrangements you are not sure of. Unfortunately, the School does not have additional funds available to assist with students' expenses relating to the year abroad. If you are in severe financial difficulty then you may be eligible for a hardship loan, either from the Student Loans Company, or from the University's hardship fund. Contact the Student Funding Team for more information.

The level of the Erasmus Plus grant is set each year by the UK national agency and in principle can vary significantly, up or down, from one year to the next, so please bear this in mind (further information can be found at the bottom of this webpage). The amount of grant for the year may be paid in two (or three) instalments. This first instalment (70%) should be after your first month (normally in November/December) and your host university, school or employer has confirmed your arrival and completion dates, and then 30% at the end of your placement once you have submitted the completion plan. There may also be a delay

between you commencing your Year Abroad and the payment of Erasmus Plus grants. Normally the level of the grant for work placements (including language assistantships) is slightly more than the level for study placements.

#### Is my work placement eligible for Erasmus Plus funding?

Your placement must take place within the EU and it must be at least 3 months long. If you are undertaking multiple placements in order to make up the 8 months and you wish to qualify for an Erasmus grant you should ensure that each placement lasts a minimum of 3 months and that they are consecutive (that there are no gaps between placements). Please note that under current (subject to change) Erasmus Plus funding guidelines, your work placement in January must remain the same activity for the rest of the year for the purposes of receiving the grant. Therefore if you are required to split the year, you should factor this requirement into your plans for the year to ensure that your placement in January will be your final placement for the year.

#### 2.3.b. Money matters

You will need to take money with you to tide you over until either your loan/grant comes through or until your first wages are paid (they could be delayed). Aside from your basic living costs, you will need enough money to be able to cover any registration fees and accommodation/rent costs, as you are likely to have to pay one or two months' rent in advance, as well as a deposit. You should take some of this money in cash, in Euros; it may be handy to have some banknotes in small denominations as well as small change on arrival. However, it may be safer and more practical to use other payment methods for most of the money that you bring with you – students in the past have put together a list of suggestions (please note that these are student tips only, and the Italian Section is not responsible for them):

- Credit/debit cards can be used for payments in large shops, as well as in many hotels and restaurants. Several bankcards and credit cards (e.g. Maestro and VISA) can also be used with the correct PIN code to draw out money from cashpoints in Italy, directly from your account in the UK. **San Paolo** is a well-known Italian Bank which usually has a relatively low transaction fee, however it is worth checking with your bank on the costs involved. Also make sure that you have made all necessary arrangements to pay your credit card bill when it arrives every month at your home address in the UK.
- Money can be transferred (by your parents, or whoever you decide to employ for the purpose) by International Money Order, or by direct transfer from a UK bank to any Italian bank of your choice, where it can be withdrawn in the form of cash. Service charges will normally apply. Consider using services such as **TransferWise**.
- Order a **Caxton Card** online before you go abroad, or a card with similar purpose. This card enables you to draw out money from cashpoints in Italy with no extra transaction fees. There is a simple and easy app through which you can transfer Sterling to Euros instantly, through a very good exchange rate.
- If you are staying in Italy for the full year, you may want to consider **opening a bank account**. You would need your passport, proof of your Erasmus+ status, and a *codice fiscale* (further info can be found in this [video](#)).
- You can open an Italian bank account and have your bank or your agents (i.e. your parents) transfer your money, grant, etc. directly into it. Ask your UK bank, in good time, whether it has a special arrangement with any specific bank in Italy (ask to speak to the Branch manager or the International Accounts Manager and explain your situation).

#### 2.3.c. Arranging Accommodation

A demanding task in arranging your year abroad will be finalizing accommodation. Your host institution will usually forward you information concerning accommodation, but it is ultimately your responsibility to ensure that you make suitable arrangements. Remember that Italian universities are not normally campus based but rather located within urban areas. It is therefore highly advisable to arrange accommodation before you go, as in university towns and big cities, **accommodation is often rented out to coincide with the start of the**

**academic year.** Contacting host institutions, agencies and all other relevant people early, and leaving the UK by mid-September at the very latest, may be the best strategy. Cheap accommodation, for the first week or two, can be found in a *pensione*, youth hostel (*ostello per la gioventù*) or Airbnb.

Options normally include one or more of the following (please note that some of these are student tips only, and the Italian Section is not responsible for them):

- Contact returning students for helpful tips – a list of returning students’ email addresses is available via email. Further tips are available below for several destinations and it is usually sent out once your nomination has been confirmed – please contact your Year Abroad Coordinator if you need it in advance;
- Ask your Year Abroad Coordinator to get in touch with students currently in Italy who may be willing to share information;
- Check whether the partner university in Italy offers any accommodation services – you can find a list of websites and resources in the handbook (section 7). If so, there may be application deadlines that you should have a look at (when you have been nominated);
- Students in the past have used a variety of websites, such as *Housinganywhere*, and Facebook groups (be aware of scamming on these groups, and be sure not to pay a deposit unless you are 100% certain that it is a legitimate advertisement, e.g. hold off on paying until you or someone you know has viewed the accommodation);
- Some students have done some au-pair experience to cover accommodation costs. This can work for or against your favour, so it is better not to commit long-term to something when you have not previously met with the family you would be staying with. Possibly start with a month try-out, and decide from there if you want to continue. (This is also a good option for your initial arrival, living for 2 weeks – 1 month with a family allows you time to find a more permanent accommodation.);
- Use local publications, local authority sites, and so on. **Many towns have an electronic bulletin board with announcements such as rentals**;
- Contact the Italian State Tourist Board, 1 Princes Street, London W1B 2AY, Tel: 0207 408 1254 asking for information about your city, addresses of *pensioni* and rooms to let (*camere da affittare*);
- Contact the *Ente Turismo* of the town or city you are going to.

Please remember that **whatever accommodation arrangements you make, it is ultimately your responsibility to make sure that you have taken all necessary legal and safety precautions.** This remains true even if your host institution is helping with the arrangements. Remember that in most cases Italian universities do not own halls of residence and do not have an Accommodation Office as such. Often, advice is delegated to student associations and other bodies, who will assist you to the best of their knowledge (and will indeed be very useful) but cannot be held responsible for legal/safety matters. In all cases, please take the same precautions you would in looking for accommodation in the UK, such as, if in any doubt, to **take legal advice** about the type of contract or other documents you are signing with your landlord, and **not to sign a contract for the whole year without having seen the property** and having satisfied yourself that you are happy with all arrangements, including appliances, and security arrangements and devices. Deposits and rent paid in advance may make it difficult to change, so explore various possibilities and look around before deciding.

## 2.4 Student EHIC

Before you leave, remember to **apply for a student EHIC card** (also known as a time-limited EHIC card). A normal EHIC card will not be considered as valid whilst you are on a study placement. For more information on the application process, go to this link: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>

For your application, you will need an official letter from Warwick confirming you are in higher education. If you have not received this letter by the end of term 3, contact the relevant study placement coordinator in the SMLC.

## 3. On Arrival

### 3.1. Things to Do

As soon as you arrive in Italy you should do the following:

1. make sure you **immediately report to the Erasmus office (or equivalent) and Erasmus coordinator**. They will be able to offer invaluable advice on what to do next. Remember that, as anywhere, their availability is, at least for offices, limited to normal working hours, probably 8.30am to 5pm, with a break over the lunch period, Monday to Friday (full details of opening hours are usually given on each University's website). **If you arrive at a weekend, you will normally have to find a temporary hotel, *pensione*, or Youth Hostel.**

**If you have been allowed to go to Italy as a visiting student, and NOT under an Erasmus arrangement, please make sure you DO NOT present yourself to the Erasmus office. When dealing with the Italian university, please make sure they understand you are a visiting student NOT an Erasmus student.**

2. **finalize your registration and obtain a student's card (*tessera*)**. This will entitle you to use the *mensa* for meals, get discounts in Museums, Art Galleries, Libraries and so on, and possibly discounts on bus passes or the like. Remember to take with you a copy of the letter confirming that you are a bona fide student of Warwick University.
3. gather information on courses, starting dates, and timetables, and start selecting your options; you should **check out a few and make your final selection via approved Arrival Form within 30 days of you START date**.
4. IF APPLICABLE: once you have an address, **register with the police (go to the *Questura*) and obtain your *permesso di soggiorno* (residence permit)**. You must do this before the end of your first month. It is possible you may only be allowed three months and have to go back to the *questura* in January to renew your permit. Your request for a residence permit may also need to be put in writing on an officially stamped sheet of paper, called *carta bollata*, available at tobacconists. **If you are a citizen of the EU make this known as soon as you get to the *Questura***, in order to avoid the much lengthier procedures (and longer queues) usually to be endured by extra-Europeans. **Take all your documents with you**: passport, three passport-type photographs, original E128 (or equivalent **EIHC card**); insurance documents and letter from us confirming you are a bona fide student at Warwick. **You will find help and further information on the Italian University's website (incoming students) and at their Erasmus Office (or equivalent)**.
5. **inform the School of your address, telephone number and, if at all possible, Skype number and email address by week 2 in Term 1 and updated it by week 6 in Term 2** ([https://www2.warwick.ac.uk/fac/arts/modernlanguages/currentstudents/yearabroadcontact/ - tbc](https://www2.warwick.ac.uk/fac/arts/modernlanguages/currentstudents/yearabroadcontact/-tbc)). If you have no telephone try to provide us with an emergency contact number.
6. find out where nearest Consulate of your country is: they may be willing to help in an emergency.
7. follow any **preparatory and/or Erasmus exchange courses** made available by your host institution.

If you are faced with any initial problem, please **let us know as soon as possible by contacting both your YA coordinator and the Study Abroad Team in Warwick**, and we will try to fix it by contacting the right people as soon as we can. Also, please note that **we need the student's permission to reveal any personal details to anyone, including family**, as privacy legislation restricts what we may discuss with them and the amount of information we are allowed to offer. This means that both the YA coordinator/Italian Studies and the Study Abroad Team cannot be expected to mediate between you and your family, and that you should normally be the person contacting us in the first instance.

### 3.2. Language Courses

This is also the time to find and **follow a local language course**, either at the University, if available (this will be the case for most Erasmus exchanges), or at a private language school of your choice. Note that many universities in Italy will offer language courses for foreigners only for the first couple months or so. For further instruction later on, you will probably need to look into private teaching arrangements. Do take advantage of any possibilities there may be to set up tandem sessions with Italian native speakers, or to attend activities that are of interest to you and will put you in situations where you will be speaking the language more often (including sharing accommodation with Italian native speakers).

In terms of language progression, we all know that the first weeks will be slightly more difficult, but DO NOT worry: this is entirely normal, you are now immersed every day in another language and culture, and you will see the benefits of it very quickly. Take any opportunity to speak Italian with your housemates, or your university mates. The Italian universities may run Tandem partner scheme. These are very valuable and helpful, so we encourage you to consider signing up for one of these.

There are also a number of languages resources for independent study, including web-resources, and in particular one book that we strongly encourage you to use for grammar revision.

**Ricci, Mina. 2010. *Via della Grammatica*. Edizioni Edilingua (to support students progressing from A1 to B2)**

Topics to be revised:

- Articoli
- Accordo con participio passato
- Coniugazioni (modo indicativo e condizionale)
- Congiuntivo
- Preposizioni
- Pronomi oggetto diretto e indiretto
- Pronomi relativi
- Passivo

**Web resources** for grammar exercises and revision

- <http://www.impariamoitaliano.com>
- <http://www.italianolinguadue.it/>
- <http://homes.chass.utoronto.ca/~ngargano/corsi/varia/>
- <http://www.ioparloitaliano.com/>
- <http://www.studiareitaliano.it/>
- <http://homes.chass.utoronto.ca/~ngargano/corsi/varia/indextesto.html>
- <http://parliamoitaliano.altervista.org/>

<https://www.memrise.com>

To learn new vocabulary

<http://www.italiano.rai.it>

Rai Educational – videos

<http://www.impariamoitaliano.com>

Grammar exercises for all levels

<https://www.cyberitalian.com/en/html/alphabet.html>

Practice sounds and fonetiks for beginners

<https://onlineitalianclub.com>

Grammar exercises and materials for all levels

<http://www.italianlanguageguide.com/grammar/>

Grammar explanations and exercises

<https://www.almaedizioni.it/it/almatv/grammatica-caffe/>

Grammar videos in Italian – at more advanced levels

### **Conversation (Aural/Oral Skills)**

<https://www.conversationexchange.com/>

Tandem sessions in your host University/city. *Please note this information has been provided by returning students (contact them for further information)*

- Bologna: Università Fuori Orario (FB page and website)  
 “What I found particularly useful about these evenings was how organised they were. There were different rooms in the university building for each type of tandem (i.e. French - Italian, English - Italian, Spanish - Italian etc), and during the session which ran for about 2 hours, every half an hour an alarm would go off meaning that all students in the room had to switch from speaking (for example) English, and begin speaking Italian for the next half an hour. I didn't find anything particularly less useful about the evenings, as whilst there was a strong social element to them, they were very well-structured, taking place in big rooms meaning that all students could hear themselves speak without a problem. The tandem was also a great way to meet new people, as I ended up making some Italian friends through the scheme!”
- Rome: <http://www.friendsinrome.com/> ; <http://www.esn-roma.it/esn>
- For other cities, please contact returning students and/or International Office in your host University.



## 4. While in Italy

### 4.1. The Italian Academic Year (for those on study placements)

Because of the recent adoption of semesters by most Italian institutions the official university year in Italy can last from either mid-September, October or November to the end of June with exams in June and July.

There will be much shorter vacations at Christmas and Easter than you would have in Warwick, but there may be a pause in teaching between January and February, when exam sessions take place. The Summer Exam sessions usually start in June and end in July.

During the year **visits home** are allowed (for example at Christmas), but you must fit them into the Italian University holidays, except where difficult personal or family situations arise; remember that you could be asked (by your local authority, for instance) for proof of travel and residence, so do please keep all receipts. **If you are spending the Spring Term in Italy, you must also be available for the Venice Residential, which usually takes place at the end of the Warwick Spring Term, which is usually in week 11, Term 2.**

### 4.2. University Courses (for those on study placements)

#### 4.2.a. Module Choice

*Please familiarise yourself with the websites of the Italian universities (section 7) and research their **insegnamenti** – they may change year by year and they may be updated close to the start of terms*

**a. You are required by Warwick to attend modules and take exams for a number of credits equivalent to the standard Warwick load for one academic year (120 CATS, i.e. 60 ECTS – European Credit Transfer System), or 30 ECTS (60 CATS) if you are spending in Italy one term only) or you may be at risk of losing some or all of your Erasmus+ grant.** Each course may consist of two or three lectures and perhaps a seminar each week (if the course lasts for a semester, the same overall amount of hours will have been concentrated in fewer months, so the number of hours per week will go up). If you have any doubts contact your YA Coordinator in Warwick with full details of duration, contact hours and ECTS value of the modules you are thinking of taking at your host university.

Remember that there are at least two faculties which can offer you suitable courses: the **Facoltà di Lettere** and the **Facoltà di Lingue** (although other denominations may be possible); ask for/check websites, brochures, syllabi and general information from both. Students of English in the Facoltà di Lingue will surely be interested in making contact with you for language lessons/exchanges.

**b. We strongly encourage you to take one course in Italian language. Please contact your host institution to check the course provision. We recommend that double check application deadlines for these language courses.**

**c. At least one course should be in Italian literature, history or culture for your own benefit**

**d. The remaining modules should be approved options which are relevant to your degree/interests.**

These include Theatre, History of Art, Cinema, Politics, History of the Italian Language, Music, 'Glottodidattica' (i.e. language teaching), or the like.

Make your selection and then contact your coordinator in Italy to check that you can attend these modules and your YA Coordinator at Warwick a.s.a.p., with detailed information on the programme. We will then inform you that your programme of study has been approved, or advise you as to necessary changes. You may follow further courses if you wish and do not need to get these approved. **Should you have any problems in finding suitable courses or in attending them, you must immediately inform us, offering full details and documentation (e.g. an up-to-date prospectus).**

**You are required to attend lessons regularly and to take part in any relevant seminar work.**

#### 4.2.b. Exams in Italy

**You are required to sit exams for the right amount of credits (60 ECTS full year/30 ECTS split year), so that all your exams/credits will appear in the Transcript of Records that the Host University will provide you with at the end of your stay. The Transcript of Records, as well as your Final Placement at completion, are key documents that Warwick should receive or you may be at risk of losing some or all of your Erasmus+ grant. If you are spending in Italy only one term, please double check with your module tutors in Italy and with your academic coordinator in Italy, that you can sit exams whilst in Italy.**

**To pass your exams, you would need to get at least 18 out of 30. These marks have no direct bearing upon your final profile of marks for degree classifications. However, good performance in any examinations taken in Italy will become part of your overall profile and can be used in future references, therefore we suggest that you try your best!**

In case you failed an exam, this is not the end of the world, and there are a number of possible options:

1) re-sit the exam at a later date - in Italy there are several dates and exam sessions throughout the year (check *appelli d'esame*)

2) contact your module tutor to explain your situation and discuss possible alternatives, such as undertaking coursework assignments (writing a paper/giving a presentation) in place of exams

**If you cannot re-sit the exam at a later stage/agree any alternatives because, for instance, you are leaving Italy soon for another placement/return to Warwick, then you would need to have your failed exam officially recorded (*verbalizzato*). In some Italian Universities ECTS are obtained only if you pass the exam, therefore it is necessary that you ask explicitly your module tutor to record (*verbalizzare*) your fail immediately. Please tell them that your home institution (Warwick) needs them to do this.**

**This way, the failed exam should be recorded in your Transcript of Records. This is the essential form that the Italian university should send to the Study Abroad Team here in Warwick - *please ask the Italian international Office for this before leaving Italy.* The transcript of records will state officially that you have sat exams for 30/60 ECTS (as appropriate), and you wouldn't lose your Erasmus+ grant even if you have failed some exams, as long as they have been appropriately recorded.**

#### *Language Development*

In general, you should take every opportunity to hear, speak, read and write Italian. Endeavour to speak Italian at all times. Read at least one weekly magazine and newspaper regularly. Go to the theatre, cinema and opera if you can afford it. Listen to the radio and watch television selectively if you can. Students have been particularly impressed with the usefulness of watching television. Above all, make as many Italian friends as you can, and listen and talk to them as much as possible. Try to write exercises or essays in Italian, and have an Italian student correct them for you in exchange for correcting his/her work in English.

#### *Reading*

As well as reading set texts, try to read as much as possible during the year. **Tackle as many of the texts included in reading lists for next year's options as you can, particularly the Italian books, which we recommend you buy locally.** It is useful to begin with the shorter, easier books, and try and read all of them, once at least, before you come up in the third year. Become acquainted with some of the Italian works of criticism mentioned and make the most of library facilities at your Italian University. Make a routine of study and stick to it as much as possible. **Your Italian University course work will not be so structured or supervised as it is at Warwick, so you must provide your own discipline.**

#### *Libraries*

Make sure that you make full use of any library facility your city may offer. There are *biblioteche nazionali* in Rome, Florence, Turin and Naples. There is an excellent theatre library in Venice, the *Casa goldoniana*, and one in Rome, the *Biblioteca del Burcardo* in Via del Sudario. In addition to the university library, seek out your local library and enquire about borrowing rights. You may have to pay a deposit, returnable on your departure. You may also need one of your Warwick *lettere di presentazione* and a photo, and the librarian may require you to leave a document (e.g. *tessera* or

passport) before you are allowed to read in a particular library. Addresses of the libraries in your city will be listed at the front of the local telephone directory and on most street plans. **Be aware that very few Italian libraries have open stacks; unless you are needing a reference work, you will usually need to find the book's signature from the electronic (or even card) catalogue and request it at the service desk.** Do note that most of the cities where you are going will have both a good university library and a good public library (*biblioteca comunale*). Use both to get the fullest range of sources possible. Use the Warwick Library website for access to electronic sources (e.g., journal articles on JSTOR, Project Muse, etc.) which may not be readily available in Italy.

#### 4.3. Academic Work Requirements (all students)

Along with the completion of your approved placement – that is undertaking any summative assessment (sitting exams) if you are studying - you are required to complete a number of academic and language work assignments and submit them within set deadlines, normally via **Tabula** (<https://tabula.warwick.ac.uk/>).

*Should you fail the summative work at your host institution, then you will still be deemed to have passed the Year Abroad if you complete the appropriate academic work for your degree course at Warwick.*

**All assignments must be completed in order to allow you to proceed to the next part of your degree.** Failure to submit one or more assignments within deadlines may prejudice your progress.

Your YA Coordinator should be informed in good time of any serious reasons which might require an **extension**.

Please note that **deadlines** are to be understood as referring to the **date by which we should receive your assignment in Warwick. Late work will be penalized according to the usual relevant Warwick guidelines.**

**The assignments, including highly recommended language resources, are listed on the Moodle page for the Year Abroad Academic Work.**

**Here you can find information on the work requirements for all language sections (for those in joint degrees with another language; BA ML students)**

You will receive **feedback** on your second assignment via Tabula and during the Venice Residential (if you are spending in Italy the Spring Term).

Furthermore, as a crucial exercise to reflect on Italian culture and to develop argumentative writing skills, students will be asked to submit an **extended essay in Italian (1000-1500 words)** on a cultural topic, related to the modules you have attended in Italian universities, by **1<sup>st</sup> September 2020**. You will receive further guidelines and support during the Venice Residential (or via email, if you stay in Italy in the Autumn Term only).

**Advice** on topics, research methodology, bibliographic sources, and guidelines, can be obtained by **contacting Warwick tutors well in advance of the deadline for each assignment**. Before writing your essays, please read carefully the booklet entitled ***A Guide to Essay Writing*** available here:

<http://www2.warwick.ac.uk/fac/arts/italian/current/resources/>

This will give you valuable guidance on style and referencing practice. Also please note that, since all assignments will be marked, you should **double-space your piece of work and leave wide margins for comments**. Students who do not do this will receive much less helpful feedback on what they have written. Do make sure to **proofread** what you submit.

The extended essay will be **part of the discussion during the oral examination** you will sit on returning to Warwick in Term 1.

#### 4.4. Venice Residential

(for students in placements in Italy [in the Spring Term](#))

**In Spring (17-18 March 2020) there will be a two-day visit by Warwick staff when everyone will gather together in Venice.** Please note that **you are required to arrive in Venice on Monday 16<sup>th</sup> March and attend the Residential in its entirety** . On arrival at the hotel you will be asked for identification so please make sure you have your **passport** or driving license with you.

The visit will provide a chance for **individual tutorials and joint sessions**, concentrating on the outcomes of your experience so far, advances in your academic and language work, etc. Feedback will be offered on your first and second task in Italian.

During the visit, further information will be distributed and advice given on **options for year 3 and 4**. Typically forms will need to be filled out and returned during the visit for information only, and students will then choose their modules online later in April/May (they will be promptly informed by the School's Office, this is not a responsibility of the Italian Section).

Currently, accommodation in Venice is free, but students will be usually placed in shared rooms (single rooms depending on availability). Reasonable travel costs **within Italy** (usually second-class train ticket from/to placement location) will be reimbursed by Warwick on submission of receipts/tickets.

## NEW ITALIAN IMMIGRATION LAW – AS OF APRIL 2009

The Italian Government has implemented new immigration law concerning foreign citizens - European students. It is your responsibility to understand and follow the new procedures.

Students from EU member states, who will stay up to three months or less, are exempt, provided that they have the European Health Insurance Card - <https://www.ehic.org.uk> -- Before you leave, remember to apply for a student EHIC card (also known as a time-limited EHIC card). A normal EHIC card will not be considered as valid whilst you are on a study placement. For more information on the application process, go to this link:<https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>

For your application, you will need an official letter from Warwick confirming you are in higher education. If you have not received this letter by the end of term 3, contact the relevant study placement coordinator in the SMLC.

Students from EU Member States who will stay more than three months must register at the Ufficio Anagrafe (municipality office) within ten days after the first three months have passed. This procedure is mandatory, and it requires the following documents:

1. Identity card or passport (or equivalent);
2. Declaration from the host university confirming enrolment in a study programme, indicating the relative duration;
3. Form E106 (now replaced by the S1): this must be obtained from the Health Service of your country of origin before leaving home, but there may be restrictions for students. Or, if your country of origin does not issue form E106, you must have a private health insurance policy equal to the duration of the study programme, covering all risks. In order to be valid in Italy, the insurance company must complete the *Certificate of conformity* [.doc];  
Warning: The Registry office will not allow you to register unless you present the Certificate of conformity to Italian law together with the policy. The European health card (EHIC) can be used for medical assistance during the first 3 months, but does NOT replace health insurance for the purposes of registration with the Anagrafe;  
*Further info regarding travel insurance can be found here ([University of Warwick Travel Insurance](#)) and here ([Finance, Insurance Services](#))*
4. Documentation confirming the availability of financial resources. Students can present a self-certification (written statement signed by the student on unstamped paper) declaring that they have the required amount of money available for the period spent in Italy. They must specify the source of the declared income and any other element that helps to check this (such as bank or postal account details and a copy of a credit card that can be used in Italy, such as the Maestro circuit). The reference parameter for establishing the required amount is the social allowance, which for 2016 is 5.824,91 EUR, per year.

PLEASE NOTE: The Ufficio Anagrafe will not carry out the registration unless this form is duly filled in and attached to the policy itself.

The European Health Insurance Card (EHIC) can be used for medical assistance within the first three months and for emergency medical treatments; if students stay longer and if they have the S1 form, they can register in the National Health System and have a private health insurance.

We recommend that you go to Italy with all necessary documents, as this will facilitate your stay.

**If any clarification is needed, then please ask your host university, as they will be the best in the best position to give you further details.**

PLEASE NOTE: as these rules have been recently introduced, there may be some discrepancies in the way each local authority implements them. Should you encounter any difficulties and/or need any further documentation please make sure you contact your host university and/or us (Italian Studies, Office for Global Engagement) for advice and assistance.



## 5. Back in Warwick

### 5.1. Preparation

You must make sure that you have taken care of necessary preparation before you get back to Warwick. This includes **academic matters** (e.g. choice of options) and **personal arrangements** (e.g. accommodation).

Make sure you have carried out all required **course preparation** (e.g. set reading).

Getting involved with **the Italian Society and the Italian Studies Student Staff Liaison Committee (SSLC)** is also a good way to get back into the swing of university life.

### 5.2. Debriefing Workshops

One or more meetings will be organized, usually in the Autumn Term, between returning students, Italian exchange students, and first year students who will take part in the Year Abroad programme during the following Academic Year. **The aim** of these workshops is to encourage **reflection** on the Year Abroad experience, help **preparation** for those still to go, and generally provide a forum for **discussion** on how to improve the programme.

### 5.3. Careers Advice

This is a good time to think about **updating your CV** and getting in touch with the **Student Careers and Skills in Warwick**.

Remember that **the Year Abroad is highly valued by many employers**, and think about how this experience has improved **your skills profile**. These are some of the abilities you might want to think of: cultural awareness, communication and intercultural communication skills, decision-making, self-confidence, flexibility and adaptability, action planning, budgeting, prioritising, exploring and creating opportunities, coping with uncertainty, problem solving, networking, or negotiating.

## 6. Living in Italy

### 6.1. Student Life in Italy

You should be aware that **life at Italian universities differs in many respects from student life at Warwick**. For instance, Italian students tend to have much less personal contact with their teachers; at the very least, contact is likely to be much more **formal** (it won't be polite to address your tutor informally with 'tu!').

Do not wait for your Erasmus coordinator or other tutors to summon you: you should make a point of introducing yourself to all your tutors as soon as possible, and to find out when and where they hold their office hours (*Ora di ricevimento*). Don't be surprised if some of these hours will occasionally be cancelled or if there are long queues: just make sure you ask what is the best way to contact a tutor in case of need.

Additionally, different emphases and approaches to teaching and studying could mean larger class sizes and more 'lecture' type classes than you are used to. Ask whether there are '*seminari*' linked to the main lecture series: these may be optional, and will probably provide an environment which is much more conducive to exchanges and discussion with others.

Finally, many Italian students continue to live at home whilst attending university, or return home for the weekend rather than stay at university for the whole term. This can make university residences very quiet places at the weekend.

### 6.2. Travel in Italy

As soon as you arrive, get acquainted with the peculiarities and availability of local transport and the most convenient and cheapest fares. Remember that, generally, bus tickets are not sold on the transport, but you must acquire them before you get on board, often at a news-stand (*edicola*) or a tobacconist (*tabaccheria*). You must then stamp your ticket (*convalidare*) by inserting it into a machine when on board; this equally applies to train tickets. If you are staying in one place for a long time, in the same way as it would happen in the UK, it will often be much cheaper and convenient to acquire weekly, monthly or even season passes (*abbonamento*).

Increasingly, travel by air within Italy can be competitive with rail travel, particularly with the development of the fast (but expensive) high-speed links from Milan to Naples. Buying tickets in advance may reduce costs. Please note that there are two main rail companies in Italy: *Trenitalia* (serving all stations) and *Italo* (serving only some stations and routes, with usually competitive fares). Check out student discounts (CartaFreccia for Trenitalia, for instance).

Take the opportunity to travel within Italy as widely as possible. You will already be aware of the great differences between the regions. Get to know your own city and region well, then try to explore several others. Florence, Rome, Naples and Venice should be high on your list of priorities, but do not ignore smaller gems such as Todi, Ravenna and Lucca, which are often far less overrun by tourists. Travel by train and bus is generally a bit cheaper in comparison to what it is in England, and you may be able to take advantage of cheap excursion tickets and season tickets.

### 6.3. Safety and Welfare Issues

**Your welfare during your Year Abroad is of prime concern to Italian Studies, to the School, to the University of Warwick and to your Italian host institution.** We will all do everything in our power to help you deal with problems, or - better still - to prevent problems from occurring. Often too the British Consulate and other institutions can offer help and advice. In most cases, however, **you** are best placed (and can reasonably be expected) to sort things out. **When problems do occur, make sure you immediately contact Italian Studies and the Office for Global Engagement in Warwick, as well as your Erasmus coordinator and the International Office in your host institution.**

When it comes to Personal Safety, prevention is usually the best remedy. Basically, for your Year Abroad the same ground-rules for personal safety apply in Italy as in Britain, and behaving as you would in your home country should be enough for preventing you from major risks (i.e. avoid dangerous and dark areas particularly at night or empty carriages on public transport at night; remain vigilant in public spaces, don't leave bags out of sight and always keep a copy of the important documents in a safe place; beware of over-friendly people sometimes working in groups). In some **particularly touristy places** (i.e. large cities like Rome) you should pay some more extra care to your personal belongings.

Please note that penalties for possessing and/or taking **narcotics** (or even carrying them unwittingly) are extremely severe, being foreign is no protection, and might lay you open to deportation. Equally, **buying counterfeit goods** is as much of a crime as selling them and is punishable, in many places, with extremely high fines.

The best answer to any unwelcome attention is usually to maintain total indifference, and if need be seek help from passers by and call the police/emergency numbers.

You are much welcome to follow up any interest you may have in the **social or political problems** of Italy, but it may be generally ill-advised to become directly involved in agitation, student strikes, or the like, of even the mildest kind.

Finally, **issues of racial, sexual and all other kinds of discrimination** should be taken seriously and reported promptly to Warwick as well as to your host institution (as well as, in case, to authorities). Like all European countries, Italy is an increasingly inclusive and tolerant society, yet this does not mean that it is immune from unacceptable behaviour.

Further information on personal safety are available [here](#)

#### 6.4. Further Readings

1. Rosemary Plumb, *The ... issimo! guide: the guide to Italy for those living and travelling on a limited budget* (Market Harborough: University Texts, 1994). [At present, the general guide and separate ones on Florence and Rome are available. Further guides to other cities are planned and in production. Enquiries should be directed to: University Texts, P.O. Box 31, Market Harborough, Leicestershire, LE16 9RX.]
2. William Ward, *Getting it Right in Italy: A Manual for the 1990s* (London: Bloomsbury, 1990).
3. Derek Aust with Mike Zollo, *Italian Language Life & Culture* (London: Hodder & Stoughton, 2000)



## 7. USEFUL ADDRESSES & SOURCES OF INFORMATION

### 7.1. Erasmus Exchange Contacts

Remember that the University lecturers mentioned in this list do not expect to act as English university tutors but have agreed to give advice on academic matters.

**The following details are correct at the time of printing (September 2016). Changes may take place subsequently. Please consult web pages for the relevant universities if in any doubt and also let us know of any modifications you become aware of.**

BOLOGNA (for Forlì, see FORLÌ)

Academic calendar in 2019/20: [Lettere](#); [Lingue](#)

#### Academic:

Prof.ssa Maria Teresa Guerrini

Dipartimento di Storia, Culture, Civiltà

Piazza San Giovanni in Monte, 2  
Studio 26

Bologna

Tel. +39 051 20 9 7693

Email: [mariateresa.guerrini@unibo.it](mailto:mariateresa.guerrini@unibo.it)

Prof.ssa Lilla Maria Crisafulli

Dipartimento di Lingue, Letterature e Culture  
Moderne

Via Cartoleria, 5  
Studio 58

Bologna

Tel. +39 051 20 9 7228

Email: [lilla.crisafulli@unibo.it](mailto:lilla.crisafulli@unibo.it)

#### Administrative:

##### Exchange Students Desk

Palazzina della Viola, Via Filippo Re 4 – 40126 Bologna

e-mail [incoming.diri@unibo.it](mailto:incoming.diri@unibo.it)

Tel. +39 051 2088101

Fax +39 051 2086113

Monday, Wednesday and Friday: 10-12

Tuesday and Thursday: 2.30-4pm

##### Ufficio Didattico – Didattica, Tirocini, Erasmus Scuola di Lettere

Tel 051 2098358 – Fax 051 2098872 – e-mail: [info.lettere@unibo.it](mailto:info.lettere@unibo.it)

Via Zamboni, 34 – 40126 Bologna

Monday, Tuesday, Wednesday, Friday 9.00 - 11.15;

Tuesday, Thursday 14.30-15.30

##### Ufficio Esteri – Scuola di Lingue

Santella Desideria: Tel 051 2091884 – Fax 051 2091570 – email:  
[faclingue.esteri@unibo.it](mailto:faclingue.esteri@unibo.it)

Via Filippo Re, 8 - 40126 Bologna

Office hours: Tuesday, Thursday 10.00 am - 12.00 am

[Website](#) with plenty of information

## CAGLIARI

### Academic Calendar in 2019/20 – [Facoltà di Studi Umanistici](#)

#### Academic:

Prof.ssa Daniela Francesca Viridis  
Dipartimento di Filologia, Letteratura e Linguistica  
Via S. Giorgio 12  
09124 Cagliari  
Tel. +39 (0)70 6756229  
Email: [dfviridis@unica.it](mailto:dfviridis@unica.it)

#### Administrative:

[International Students Mobility Office Karalis/Cagliari](#)

[International Students Mobility Office Karalis/Cagliari](#)

Università degli Studi di Cagliari

Direzione per le Relazioni ed Attività Internazionali  
Via San Giorgio, 12, ingresso n. 2 - 09124 Cagliari

9am – 1pm daily

Tel. +390706756533

[Website](#)

[Incoming Students](#): Fabrizio Lay

Email: [flay@amm.unica.it](mailto:flay@amm.unica.it);

Tel: +39 070 675 6541 / Fax 0039070675654

[all staff](#)

## CATANIA

### Academic Calendar 2019/20 – [Scienze Umanistiche](#)

#### Academic

Prof.ssa Stefania Arcara  
Dipartimento di Scienze Umanistiche  
Piazza Dante 32, 95124 Catania  
Tel. +39 0957102261  
Fax: +39 097102200  
Email: [arcara@unict.it](mailto:arcara@unict.it)

#### Administrative

International Relations Office

Via A. di S. Giuliano 197 (2nd floor), 95100 Catania

Tel. +39 095 730 7049

Fax. +39 095 73 7008

Wed-Thu: 9.30-12.30

E-mail. [uri@unict.it](mailto:uri@unict.it)

Contact person: Nicoleta Pascu

[Website](#)

## FIRENZE

### Academic Calendar in 2019/20 – [Scuola di Studi Umanistici](#)

#### Academic:

Prof. Marco Biffi  
Dipartimento di Lettere e Filosofia  
Piazza Savonarola 1, 50132 Firenze  
Tel. +39 055 2756958  
Email: [marco.biffi@unifi.it](mailto:marco.biffi@unifi.it)

#### Administrative

**Servizio Relazioni Internazionali** - Via Laura, 48 - 50121 Firenze  
Ph. 055 2756127/6488 - fax: 055 2756489 -Email: [erasmus\(AT\)st-umaform.unifi.it](mailto:erasmus(AT)st-umaform.unifi.it)

Office Hours: Monday and Thursday 10 a.m. - 1 p.m. | Tuesday 3 p.m. - 4.30 p.m.

Erasmus Service

NIC - Nuovo Ingresso Careggi, Largo Brambilla 3 - 50134 Firenze  
1st floor - room 120

Tel. 055 2751955 / 055 2751956

Office hours: Monday, Tuesday and Thursday 10.00 am – 1.00 pm

[Website](#)

## FORLÌ

**Academic: Academic Calendar in 2019/20:** [Scuola di Mediazione](#) **Administrative**

Prof.ssa Adele D'Arcangelo

Dipartimento di Interpretazione e Traduzione

Corso della Repubblica 136

Forlì

Email: [adele.darcangelo@unibo.it](mailto:adele.darcangelo@unibo.it)

Scuola di Lingue e Letterature Traduzione e Interpretazione

Ufficio Esteri – Sede di Forlì

website: <http://www.scuolalingue.unibo.it/it/studenti-internazionali>

Ufficio Relazioni Internazionali

Padiglione Melandri – Piano Terra - Piazzale Solieri 1, 47121 Forlì

Tel. +39 0543 37 4847

Fax +39 0543 374801

e-mail [campusforli.uri@unibo.it](mailto:campusforli.uri@unibo.it)

Monday, Friday: 9.00-11.15;

Tuesday: 9.00-11.15 and 14.30-15.30;

Wednesday: 9.00-12.00;

Thursday: 14.30-15.30

Ufficio Erasmus

Palotti Patrizia: Tel 0543 374558 - e-mail: [patrizia.palotti@unibo.it](mailto:patrizia.palotti@unibo.it)

Via Oberdan, 2 - 47122 Forlì

Monday, Tuesday 14.00 – 16.00; Wednesday, Thursday and Friday

9.30 – 12.30 e 13.30 – 14.30

Segreteria Didattica

Bono Valentina: Tel 0543 374502 - e-

mail: [valentina.bono2@unibo.it](mailto:valentina.bono2@unibo.it)

Corso della Repubblica, 136 - 47121 Forlì

Monday, Thursday 10.00 – 12.00 e 14.00 – 16.00; Wednesday 14.00

– 16.00; Tuesday, Friday 10.00 – 12.00

[Student Guide](#)

## GENOVA

**Academic Calendar 2019/20:** [Lingue; Scienze Umanistiche](#)

**Academic:**

Prof.ssa Elisa Bricco

Dipartimento di Lingue e Culture Moderne  
Palazzo Serra

Piazza S. Sabina 2, 5° piano

16124 Genova GE

Tel. +39 01020951330

Fax +39 01020951353

Email: [Elisa.Bricco@unige.it](mailto:Elisa.Bricco@unige.it)

**Administrative:**

Accoglienza Studenti Stranieri (SASS) / International Students Office

Piazza Nunziata, 6 2<sup>nd</sup> floor

Genova 16124

tel. +39 010 209 9545

Fax +39 010 209 5012

E-mail: [coopint@unige.it](mailto:coopint@unige.it)

Opening hours:

Monday, Wednesday, Thursday, Friday 9.00 - 12.00

Tuesday 9.00-11.00 and 14.30 - 16.00

[Website 1](#)

[Website 2](#)

Alternatively, prof. **Cristiano Broccias**

Tel: +39 010209 - 51525

Fax: +39 010 209 - 51527

e.mail: sass@unige.it

Monday, Wednesday, Thursday and Friday: 9-12am

Tuesday: 9-11; 2.30-4

## MILANO (Università Statale)

### Academic Calendar in 2019/20

#### **Academic:**

Prof. Paola Loreto

Dipartimento di Lingue e Letterature Straniere  
Università degli Studi di Milano

Piazza S. Alessandro, 1 (near Missori underground)

Milano

Tel. +39 0250313589

Email: paola.loreto@unimi.it

#### **Administrative:**

Ufficio Accordi e Relazioni Internazionali

Erasmus Section

Via Festa del Perdono, 7

20122 – Milano

Tel. 0039 02 503.13507

Fax 0039 02 503.13503

Website

E-mail: mobility.in@unimi.it

Massimo Costa:

email: massimo.costa@unimi.it

Website

## MILANO (Cattolica)

### **Academic Calendar in 2019/20:** Lingue; Lettere

#### **Academic:**

Prof.ssa Amanda Murphy

Via Necchi 9, 3rd floor

Milano

Tel. +39 0272342745

Email: amanda.murphy@unicatt.it

#### **Administrative:**

International Office Student Advisors

Via Carducci 28/30 20123 Milano

Email: [international.advisor@unicatt.it](mailto:international.advisor@unicatt.it)

Monday to Thursday: 9.30-12.30 and 2-5pm

Friday: 9.30-12.30

Website

Life in Milan

## NAPOLI (Orientale)

**Academic Calendar in 2019/20:** [Classes](#); [Exams](#)

### Academic:

Prof. Giuseppe Balirano

Dipartimento di Studi Letterari, Linguistici and  
Comparati

Stanza 123 - I

Palazzo Santa Maria Porta Coeli  
Via Duomo 219  
80134 Napoli

Tel. +39 08169099861

Fax +39 0250313632

Email: [gbalirano@unior.it](mailto:gbalirano@unior.it)

### Administrative:

Ufficio Relazioni Internazionali

Via Nuova Marina, 59

[relint@unior.it](mailto:relint@unior.it)

Monday, Tuesday, Wednesday: 9-12am

Thursday: 2.15-4.15pm

[Website](#)

## PAVIA

*Please also consult Erasmus Coordinator in  
Warwick's Department of Politics and International  
Studies*

[Academic Calendar 2019/20](#)

### Academic:

Prof.ssa Maria Cristina Bragone

Dipartimento di lingue e letterature straniere

Corso Strada Nuova 106/c

27100 Pavia

Tel: +39 0382 984 364/506

Email: [mariacristina.bragone@unipv.it](mailto:mariacristina.bragone@unipv.it)

### Administrative:

Ufficio Mobilità Studentesca

International Office – International Mobility

Via Sant'Agostino, 1  
27100 Pavia

Tel. +39 0382 984601

Fax: +39 0382 984314

Monday, Tuesday, Thursday and Friday: 9.30-12am

Wednesday: 13.45-16.15

[Website](#)

E-mail: [incoming.erasmus@unipv.it](mailto:incoming.erasmus@unipv.it)

Chantal Riccardi (Political Sciences and Communication)

Email: [chantal.riccardi@unipv.it](mailto:chantal.riccardi@unipv.it)

Tel. 0382 984601

Gaia Garancini (Sciences and Medicine and Surgery)

Email: [gaia.garancini@unipv.it](mailto:gaia.garancini@unipv.it) Tel. 0382 984004

PISA

[Academic Calendar 2019/20](#)

**Academic:**

Prof.ssa Francesca Fedi

Dipartimento di Filologia, Letteratura e Linguistica

Piazza Evangelista Torricelli, 2

56126 Pisa

Tel. +39 050 2215066

Fax: +39 050 2215645

Email: francesca.fedi@unipi.it

erasmusfileli@humnet.unipi.it

**Administrative:**

[Ufficio Relazioni Internazionali](#)

Università di Pisa

Lungarno Pacinotti 44 56100 Pisa

Fax : 00 39 050 221.2179

Monday, Wednesday, and Friday: 9-11am

[Unità Mobilità Internazionale](#)

**Gemma Diana Perilli**

Erasmus Incoming Mobility / Erasmus+ OLS

Tel. +39 050 2212017 -

e-mail [erasmus.incoming@unipi.it](mailto:erasmus.incoming@unipi.it)

[Website](#); [Student guide](#)

ROMA (UNINT)

[Academic Calendar 2019/20](#)

**Administrative**

[Website](#)

ROMA (SAPIENZA)

**Academic Calendar 2019/19:** [Lettere](#)

*(note two different exchanges, with Lettere and Languages)*

*(note two different exchanges, with Lettere and Languages)*

**Academic:**

Prof. Franca Sinopoli (**Lettere**)

(franca.sinopoli@uniroma1.it)

Dipartimento di Studi Greco-Latini, Italiano,  
Secnico-Musicali

Facoltà di Lettere e Filosofia

Università degli Studi di Roma 'La Sapienza'

Piazzale Aldo Moro, 5

00185 Roma

Tel.+39 06 499.13.233

<http://www.disp.let.uniroma1.it/>

**Administrative**

International Office:

Piazzale Aldo Moro 5,

Rectorate Building Portico

Monday to Friday, 9.30-5pm

[hello@uniroma1.it](mailto:hello@uniroma1.it)

[Website](#)

[Student Guide](#)

**International Office**

Palazzina Tuminelli

00185 Roma

Città Universitaria - Building CU007

Entrance: Viale dell'Università 36

[Erasmusincoming@uniroma1.it](mailto:Erasmusincoming@uniroma1.it)

Monday, Wednesday, Friday, 9-12

Prof. Giuseppe Massara (**Languages**) Dipartimento  
di Studi Europei, Americani e Interculturali

Facoltà di Lettere e Filosofia

Università degli Studi di Roma 'La Sapienza' – Sede  
distaccata Villa Mirafiori

Via Carlo Fea 2,

00162 Roma

Tel. +39 06 49917293

Website: <https://giuseppemassara.wordpress.com/>

Email: [giuseppe.massara@uniroma1.it](mailto:giuseppe.massara@uniroma1.it)

Antonella Cammisa, Tiziana De Matteis

Tel. +39 06 4969 0434

Fax: +39 06 4969 0435

Monday, Wednesday, Friday: 9-12am

Email: [erasmusincoming@uniroma1.it](mailto:erasmusincoming@uniroma1.it)

For the Departments of Archeology, History of Art and Performing  
Arts, Italian Studies, Oriental Studies

Claudia Magnoni

Facoltà di Lettere e Filosofia

P.le Aldo Moro, 5 - 00185 Roma

Tel: (+39) 0649913897

Fax: (+39) 0649913139

Tuesday and Thursday: 10-12am

Email: [claudia.magnoni@uniroma1.it](mailto:claudia.magnoni@uniroma1.it)

For the Department of European, American, Intercultural Studies  
and History (including Languages)

Alberto Guerra

Facoltà di Lettere e Filosofia

P.le Aldo Moro, 5 - 00185 Roma

Tel: (+39) 0649913372

Fax: (+39) 0649913139

Tuesday and Thursday: 10-12am

Email: [alberto.guerra@uniroma1.it](mailto:alberto.guerra@uniroma1.it)

## SIENA

### [Academic Calendar 2019/20](#)

#### **Academic:**

Prof. Elena Anna Spandri ([elena.spandri@unisi.it](mailto:elena.spandri@unisi.it))

Dipartimento di Filologia e Critica delle Letterature  
Antiche e Moderne

Università degli Studi di Siena

Via Roma 56

53100 Siena

Tel.: +39 0575 92.64.25

#### **Administrative:**

##### International Desk

Via Banchi di Sotto, 55

53100 Siena

Monday-Wednesday-Friday: 10-13

tel. +39 0577 23 5182 – 5123 - 5124

tel. +39 0577 232496 (sportello/desk)

fax +39 0577 232392

[incoming@unisi.it](mailto:incoming@unisi.it)

[Website](#)

[Info for students](#)

## TORINO

### Academic Calendar 2019/20: [Scuola di Scienze Umanistiche](#)

#### Academic:

Prof.ssa Chiara Lombardi

Dipartimento di Studi Umanistici

Stanza 14bis

Via Sant'Ottavio 8

10124 Torino

email: chiara.lombardi@unito.it

#### Administrative:

Ufficio Mobilità Internazionale – Direzione Didattica e Servizi agli Studenti

Tel. +39 011 6704425

Fax: +39 011 2361017

email: [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

[Website](#)

## VENEZIA – CA' FOSCARI

### Academic Calendar 2019/20

#### Academic:

Prof Marco Sgarbi

Dipartimento di Filosofia e Beni Culturali

email: [marco.sgarbi@unive.it](mailto:marco.sgarbi@unive.it)

#### Administrative:

Ca' Foscari International Relations Office

[Appointments](#)

email: [incoming.mobility@unive.it](mailto:incoming.mobility@unive.it)

[Website](#)

## VERONA

### Academic Calendar 2019/20: [Lingue](#); [Lettere](#)

#### Academic:

Prof.ssa Carla Sassi

Dipartimento di Lingue e Letterature Straniere

Via S Francesco 22

37129 Verona

Tel. +39 045 802 8701

fax: +39 045 802 8729

email: Carla.Sassi@univr.it

#### Administrative:

Ufficio Relazioni Internazionali

International Relations Office: Via S. Francesco 22, Stairs A First Floor, Verona - E-mail: [relazioni.internazionali@ateneo.univr.it](mailto:relazioni.internazionali@ateneo.univr.it)

Postal address:

Università degli Studi di Verona

Ufficio Relazioni Internazionali

Via dell'Artigliere 8

37129 Verona (Italia)

Contact: Lisa Bonfante

Monday, Wednesday and Friday: 10am-12.45pm

Tel. +39 045 802 8358

Fax: +39 045 802 8411

[Website for Exchange Students](#) including International Student Guide

## 7.2. Warwick University Contacts

The following are the extensions and e-mail addresses for members of academic staff (first dial 02476):

### **Year Abroad Coordinator in Italian:**

Dr Mila Milani +44 (0)2476 523253 M.Milani@warwick.ac.uk

### **Head of Department:**

Dr Fabio Camilletti 51427 F.Camilletti@warwick.ac.uk

Dr Valentina Abbatelli 522131 V.Abbatelli1@warwick.ac.uk

Prof. Jennifer Burns 57309 J.E.Burns@warwick.ac.uk

Prof David Lines 523250 D.A.Lines@warwick.ac.uk

Dr Joanne Lee 551109 Jo.Lee@warwick.ac.uk

Dr Caterina Sinibaldi 522131 C.Sinibaldi@warwick.ac.uk

Dr Maude Vanhaelen 550638 M.Vanhaelen@warwick.ac.uk

### **Study Abroad Team, University of Warwick, Coventry CV4 7AL**

Contact person: Amanda Osborne

Tel: +44 2476 57 43 26

Fax: +44 2476 52 43 37

email: A.Osborne@warwick.ac.uk

Anna Kmiec

Study Abroad Co-ordinator (**Europe: excluding France [Martinique], Germany and Spain**)

Erasmusplus-region3@warwick.ac.uk

Tel: +44 (0)24 7615 1943

Monday-Thursday: 9am-5pm

Friday: 9am-4pm

### **Warwick Out of Office Emergency 24 Hour Contact**

Students requiring urgent out of hours response should contact Warwick's 24hr Security Team on:

+44 (0)24 7652 2083

## 7.3. Other Useful Addresses

### **Student Careers and Skills:**

Contact : <http://www2.warwick.ac.uk/services/careers/>

Telephone : +44 (0) 24 76524748

email: careers@warwick.ac.uk

### **Wellbeing and Counsellors:**

<http://www2.warwick.ac.uk/fac/arts/modernlanguages/wellbeing/>

Director of Wellbeing and Senior Tutor for Italian Studies: Dr Jo Lee

counselling@warwick.ac.uk

Telephone : +44 2476 52 37 61

**Students' Union Advice and Welfare Service:**

advice@warwicksu.com

Further contacts: <https://www.warwicksu.com/contact/?homepage>

Telephone : +44 2476 57 2824 ; <http://www.warwicksu.com/>

**Italian Consulates**

The Italian Consulate General, 83/86 Farringdon Street – London EC4A 4BL

Tel. 0044 (0) 20 79365900 - Open Monday - Friday 9 a.m. - 12.00 noon.

As soon as you can, add to the list the numbers of: British Consulate, local police, hospital, first aid, your own doctor (if you have one), or any other useful numbers which you can use and report back to us for future students.

## Appendix I: Checklist

You should customize this checklist by adding any personal deadlines and make sure you check it regularly. **Remember that failure to respect deadlines and/or carry out required action may jeopardize the success of your Year Abroad and your ability to complete your degree programme.**

### Before you go (all students)

Deadline	Action	Notes
From beginning of year 1	Start thinking about locations, gather information, contact students currently or previously in relevant locations	Attend debriefing meeting with returning students and contact them for more information
Terms 1, 2, 3	Take part in all Year Abroad meetings, both Departmental (Term 1, 2 and 3) and the Study Abroad Pre-Departure Briefings (Term 2)	Further information can be accessed here
Term 2 / 3	Check passport validity in conformity with Government guidance	If non-EU, check VISA requirements
Term 3	Fill out forms (in particular <u>Grant Agreement</u> and <u>Student Protocol as well as OLS test</u> ) as instructed by the Study Abroad Team.  Forms Checklist	Please refer to the Study Abroad webpage:  Normally forms will be uploaded to your eVision portal.
Term 3	Complete Application Form to Host university – you will be promptly informed and instructed to do this after your nominations have been processed by the Italian University	Application Deadlines vary. Peak times are expected to be in April, May and June, with deadline spanning late April to early July for those students going to Italy in the Autumn term. For those going in the Spring term, the application deadlines may vary and can fall in October (or November).
Term 3/ Summer	Take out <b>insurance</b>	The University offers <a href="#">travel insurance</a> for all current students, studying abroad with a recognised programme through a recognised scheme. This does not include any summer work placements or any

		<p>departmentally organised placements. If you need clarification on whether you are entitled to use this insurance policy for the duration of your placement, please contact the Insurance Services Team.</p> <p>Depending on your host university, you may need to take out compulsory or specific health and travel insurance. Your host university will advise you on this. If this is not included in your welcome information, or you wish to investigate further insurance cover.</p> <p>The NUS Preferred Student Insurer Endsleigh Insurance, provide Study Abroad insurance. Please compare with other providers for individual needs.</p>
Term 3/ Summer	<p>Check start dates of courses and preparatory sessions</p> <p>Discuss accommodation</p> <p>Respond to correspondence</p>	
Term 2 / 3 /Summer	Make financial arrangements	
Summer	Contact your GP for medical advice	
Summer	Make travel arrangements	
Before Departure	Inform host institution of your date of arrival	Make arrangements to meet academic/administrative contacts

Checklist – Full Year in Italy  
**While in Italy**

Deadline	Action	Notes
On arrival	See Academic/Administrative Contacts	Obtain information on academic courses and all other advice
On arrival	Finalize accommodation	Check legal arrangements and safety standards
On arrival	Finalize registration and obtain student card	
a.s.a.p.	Enrol in language courses at university	
By week 2	Return contact address form to Warwick	Check relevant SMLC YA information on Moodle
By week 3	Contact with Personal Tutor	Check relevant SMLC YA information on Moodle
Within 30 DAYS of your START date	Submission of Arrival Form to Study Abroad Team to your eVision portal.	Please refer to the Study Abroad webpage
Right after 3 <sup>rd</sup> month	If applicable, register with the Anagrafe	See sec. 2.14 in Handbook
By Monday 9 <sup>th</sup> December 2019	<b>Task 1</b>	See Year Abroad Academic Work on Moodle
By week 3	Contact with personal tutor	Check relevant SMLC YA information on Moodle
By week 6	Return contact address form to Warwick	Check relevant SMLC YA information on Moodle
	Fill out Mid Placement Plan / Arrival Plan if in Italy only in the Spring Term	Please refer to the Study Abroad webpage
By Friday 7 <sup>th</sup> March	<b>Task 2</b>	See Year Abroad Academic Work on Moodle
17-18 March 2020 (with arrival on Monday 16 <sup>th</sup> )	Attend Venice residential and finalize topic for the extended essay	Bring your passport!
By week 9, Term 3	<b>Task 3</b> and final questionnaire	See Year Abroad Academic Work on Moodle

Spring/Summer	Check arrangements for Year 3 accommodation	
Before leaving	See academic & administrative contacts.  <b>Fill out Completion Form for completion and ask for Transcript of Records of your exams</b>	Thank them!  Please refer to the Study Abroad webpage

## Back in Warwick

Deadline	Action	Notes
By 1 <sup>st</sup> September 2020	Extended Essay on Course-related topic	for writing requirements, see Handbook
Term 1	Update CV and contact Careers service	
Term 1 & 2	Debriefing and workshops	

## Checklist – Autumn Term in Italy

### ***While in Italy***

Deadline	Action	Notes
On arrival	See Academic/Administrative Contacts	Obtain information on academic courses and all other advice
On arrival	Finalize accommodation	Check legal arrangements and safety standards
On arrival	Finalize registration and obtain student card	
a.s.a.p.	Enrol in language courses at university	
By week 2	Return contact address form to Warwick	Check relevant SMLC YA information on Moodle
By week 3	Contact with Personal Tutor	Check relevant SMLC YA information on Moodle
Within 30 DAYS of your START date	Submission of Arrival Form to Study Abroad Team to your eVision portal.	Please refer to the Study Abroad webpage
Right after 3 <sup>rd</sup> month	If applicable, register with the Anagrafe	See sec. 2.14 in Handbook
By Monday 9 <sup>th</sup> December 2019	<b>Task 1</b>	See Year Abroad Academic Work on Moodle
Before leaving	See academic & administrative contacts.  <b>Fill out Completion Form for completion and ask for Transcript of Records of your exams</b>	Thank them!  Please refer to the Study Abroad webpage

### Back in Warwick

Deadline	Action	Notes
By 1 <sup>st</sup> September 2020	Extended Essay on Course-related topic	for writing requirements, see Handbook

Term 1	Update CV and contact Careers service	
Term 1 & 2	Debriefing and workshops	

Checklist – Spring in Italy  
***While in Italy***

Deadline	Action	Notes
On arrival	See Academic/Administrative Contacts	Obtain information on academic courses and all other advice
On arrival	Finalize accommodation	Check legal arrangements and safety standards
On arrival	Finalize registration and obtain student card	
a.s.a.p.	Enrol in language courses at university	
Within 30 DAYS of your START date	Submission of Arrival Form to Study Abroad Team to your eVision portal.	Please refer to the Study Abroad webpage
Right after 3 <sup>rd</sup> month	If applicable, register with the Anagrafe	See sec. 2.14 in Handbook
By week 3	Contact with personal tutor	Check relevant SMLC YA information on Moodle
By week 6	Return contact address form to Warwick	Check relevant SMLC YA information on Moodle
	Fill out Mid Placement Plan / Arrival Plan if in Italy only in the Spring Term	Please refer to the Study Abroad webpage
By Friday 7 <sup>th</sup> March	<b>Task 2</b>	See Year Abroad Academic Work on Moodle
17-18 March 2020 (with arrival on Monday 16 <sup>th</sup> )	Attend Venice residential and finalize topic for the extended essay	Bring your passport!
By week 9, Term 3	<b>Task 3</b> and final questionnaire	See Year Abroad Academic Work on Moodle
Spring/Summer	Check arrangements for Year 3 accommodation	
Before leaving	See academic & administrative contacts.  <b>Fill out Completion Form for completion and ask for Transcript of Records of your exams</b>	Thank them!  Please refer to the Study Abroad webpage

## Back in Warwick

Deadline	Action	Notes
By 1 <sup>st</sup> September 2020	Extended Essay on Course-related topic	for writing requirements, see Handbook
Term 1	Update CV and contact Careers service	
Term 1 & 2	Debriefing and workshops	