



UNIVERSITÀ
degli STUDI
di CATANIA



Erasmus+

**INTERNATIONAL CREDIT MOBILITY –
ERASMUS KA 107**

**GUIDELINES FOR ICM PARTNER
STUDENTS**

Project n. 2019-1-IT02-KA107-061669

End of the project 31/07/2022



GENERAL INFORMATION

This guide and other relevant information about the project are available on [UNICT website](#)

1. ORGANIZATION OF MOBILITY

Students mobility can be performed in two modalities

- Physical (check restrictions due to the Covid health emergency [here](#) and with your Embassy/consulate)
- Virtual: the hosting department at UNICT will arrange these mobilities. **NO grant is paid for virtual mobility**

2. SELECTION OF STUDENTS

Sending institutions are responsible for selecting its outgoing students and staff through fair and transparent procedures.

Students selection is made through an open call on the basis of the academic merit, language knowledge, motivation and compliance of the learning agreement.

STUDENTS' MOBILITY

Before the mobility

a. NOMINATION

Once the selection is finalized, the sending Institution will send to UNICT IROU a NOMINATION package made up of:

- Minutes of selection



- A nomination letter

The nomination package will be forwarded to the Contact Professor for the Country and the academic responsible of the inter-institutional agreement and the Erasmus institutional coordinator.

b. APPLICATION

Once the nomination is finalized, the IRO will inform the student who can complete application procedures filling [UNICT webform](#) before the arrival. Students must fill it online in the appropriate section of [UNICT website](#).

Documents **must be** uploaded in the webform as listed below:

- Curriculum Vitae
- Photo
- Passport
- Financial agreement ([Study](#) or [Traineeship](#))
- Learning Agreement ([Study](#) or [Traineeship](#))
- [Disclaimer incoming](#)
- Certificate of enrolment
- Transcript of records

An **acceptance letter** is released upon successful completion of the application procedure.

CONTACT: [Carlotta Costanzo](#) & [Giovanna Schillaci](#)

*** Learning agreements must be arranged with the Academic responsible of the inter-institutional agreement at each department**

- **Contacts at UNICT (Annex 1)**
- [Erasmus Departmental Coordinators](#)
- [International Didactic Units](#)



During the mobility

At their arrival the students will be welcomed by the International Relations Office during the welcome week or in tailor-made meeting and will be registered: **the mobility starts from the date of registration.**

At IRO, students will receive assistance concerning administrative procedures related to their mobility: residence permit, health insurance application, bank account, fiscal code, etc.

Permesso di soggiorno (Residence permit)

The *permesso di soggiorno* allows extra-EU students to reside in Italy for more than 90 days. The application must be submitted **within 8 days following your arrival in Italy.** However, the deadline for the application currently depends on the pandemic rules.

Please respect the quarantine rules as indicated in the web address: <https://www.esteri.it/en/ministero/normativaonline/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia/>

The necessary documents for the issue of the permit are:

- The Application Kit which is available at the Welcome office or, at any post office;
- Photocopies of the pages of your passport containing personal information, your Italian visa and the passport pages containing stamps and other visas.
- Photocopy of the *codice fiscale*
- Photocopy of the health insurance valid for 1 year.
- The acceptance letter from the University of Catania stamped by the Italian Consulate/Diplomatic Representation in your country.
- Copy of the documents attesting the availability of appropriate financial means for one year (the time for which the residence permit is valid). Tip! The same document that you used to obtain a visa can be submitted



- € 16.00 stamp (marca da bollo) that can be purchased in any Tabacchi.
- The document attesting the accommodation in Italy. NB! The photocopy of your rental contract must be registered at the local tax office. Or, if you got the scholarship and place in the ERSU residence, you can request the document from the ERSU office.
- Passport-size photos: 2 for the Immigration Office and 2 for the fingerprints' office.
- Once you are in the post office, you will have to pay the Residence Permit Fee (€ 70,46) and office expenses (€ 30.00). After completing these steps, you will be given a ricevuta (receipt) by the post office indicating the date of your appointment at the Questura. Please note that it is very important to keep it in the passport, to prove to have applied for it. On the date of your appointment, you will need to go to Questura di Catania (Viale Africa, No.25). Do not forget your passport, original documents of the photocopies that were enclosed in the Application Kit, photos and any missing documentation that you were not able to insert in the Kit and obtained later. On this appointment, you will get a note for the fingerprinting appointment in another police office. Do not forget to take 2 passport-sized photos, a copy of the passport and the receipt there. Once your residence permit is ready, you will be notified through a text message with the details of its release and date for collection. The Residence Permit Card can only be personally collected by you. To track the status of your application, after the appointment at the Questura, you can enter on <https://questure.poliziadistato.it/stranieri/> the code allocated to the file or the password written on the receipt given by the post office. According to the Polizia di Stato website, students are responsible to renew their Residence Permit within 60 days before the expiry date. The renewal process does not require a new visa, but you will have to repeat the Residence Permit application procedure anew.

Codice fiscale (or “fiscal code” in English) is the Italian tax number for the identification of a Taxpayer for the local Tax Authorities. The codice fiscale is composed of the letters of your name, surname, and numbers related to the date and place of birth. It would be better to request the fiscal



code from the Italian Diplomatic Representation in your country before your arrival. The Italian Diplomatic Representation in your Country will give you a temporary A4 document with your fiscal code, which you will be able to use in Italy. Upon arrival, you will need to apply for the fiscal code card at the Welcome office of the University of Catania. Alternatively, you can apply directly at the Welcome office.

Insurance

The Italian immigration law requires students to have health insurance during their stay in Italy. If you have private insurance in your country, please be sure that:

- it has validity in Italy with not less than € 30,000.00 of coverage,
- it is stamped by the Italian Consulate/Diplomatic Representation in your country,
- the exact coverage period is 1-year. Since the duration of your residence permit is connected to the duration of the insurance. Alternatively, once in Italy, you can request insurance coverage at Welcome Association Italy (WAI) for extra-EU students, for a 1-year subscription. This is an option that still allows you to apply for a Residence Permit. You can get it by:

1. Registering on the website <https://www.waitaly.net/accedi/> and choose the membership plan (€120 for 1-year). You can either pay with your card online or at the post office. After the payment, you will be able to save the document both in Italian and/or English.

2. Another option is to register with the National Health System (€ 149,77), but it is very important to know that this insurance covers you from January till December no matter when you pay the tax.

Bank Account

All foreign students upon arrival to Catania need to open an Italian Bank account, whose IBAN code is crucial for financial transactions. The main banks are Intesa Sanpaolo, UniCredit and BNL. However, there are opportunities to open a bank account through Poste Italiane or online banks. Each of them has different requirements which are changing every year, so it is highly crucial to



check the student-friendly solutions before choosing the bank where you want to open an account.

The following documents are usually required:

- The residence permit (or the receipt for its application)
- Passport and its photocopy
- Rental contract (for your address identification)
- Fiscal code
- Photocopy of the Admission Letter

Academic matters are addressed at the hosting department (Erasmus departmental coordinators and International Didactic Unit) where academic and administrative staff will provide support as LA completion and changes, organization of training activities, recognition of outcomes

Both, the sending and hosting institution are responsible for monitoring students and staff during mobility.

After the mobility

Students' mobility periods are recognised as agreed in the Learning Agreement.

The hosting department at UNICT must provide a Transcript of Records to the student and sending institution. The sending Institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records according to each institution's internal procedure.

In case of mobility for Traineeship, the hosting department at UNICT must provide a Traineeship Certificate (that is you Supervisor's Traineeship Report) to the student and sending institution. The sending Institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records according to each institution's internal procedure.



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STUDENTS GRANT

Mobilities are funded by UNICT and costs are covered under the Erasmus+ grant as follows:

- Reimbursement of accommodation, meals, transport and visa costs up to the grant assigned, provided that costs incurred are eligible under UNICT provisions
- **payment** of the grant **upon arrival** through bank transfer on a personal bank account, together with the travel contribution upon arrival at the University of Catania and once the registration is finalised, as specified in the financial agreement.

Contact: [Giovanna Schillaci](#)



ANNEX 1 | Contact Professor for the Country and the academic responsible of the inter-institutional agreement and the Erasmus institutional coordinator

Contact professors for Partner Countries

Albania: prof. Giancarlo Ferro – giancarlo.ferro@unict.it

Egypt: prof. Rosario Sinatra – rosario.sinatra@unict.it

Israel: prof. Elisabetta Paladino – elisabetta.paladino@unict.it

Lebanon: prof. Luca Ruggiero – luca.ruggiero@unict.it

Academic responsible of the inter-institutional agreement

Albania

Type of agreement	Partner Institution	Academic responsible
Study	Universiteti Bujqesor Tiranes	Prof. Ferdinando Branca ferdinando.branca@unict.it
Traineeship	Universiteti Bujqesor Tiranes	Prof. Olga Cacciola olga.cacciola@unict.it
Study	Universiteti I Tiranes	Prof. Adriana Di Stefano adriana.distefano@unict.it
Study	Universiteti Shkodres Luigj Gurakuqi	Prof. Adriana Di Stefano adriana.distefano@unict.it
Study	University of Vlora	Prof. Giancarlo Ferro giancarlo.ferro@unict.it
Study	University of Medicine Tirana	Prof. Renata Rizzo renata.rizzo@unict.it

Egypt

Type of agreement	Partner Institution	Academic responsible
Study	Cairo University	Prof. Giovanni Cascone giovanni.cascone@unict.it
Study	Ain Shams University	Prof. Salvatore Cafiso salvatore.cafiso@unict.it
Study	Cairo University	Prof. Salvatore Cafiso salvatore.cafiso@unict.it
Study	Helwan University	Prof. Franco Barbanera franco.barbanera@unict.it
Traineeship	Helwan University	Prof. Filippo Stanco filippo.stanco@unict.it

Israel

Type of agreement	Partner Institution	Academic responsible
Study	Tel Aviv University	Prof. Vittoria Catara



		vittoria.catara@unict.it
Traineeship	Tel Aviv University	Prof. Vittoria Catara vittoria.catara@unict.it
Study	Tel-Hai Academic College	Prof. Lucia Zappalà lucia.zappala@unict.it
Traineeship	Tel-Hai Academic College	Prof. Lucia Zappalà lucia.zappala@unict.it
Traineeship	Bar Ilan University	Prof. Nicola Giovanni Laneri nicola.laneri@unict.it
Study	Bar Ilan University	Prof. Marco Moriggi marco.moriggi@unict.it
Study	Ben-Gurion University of The Negev	Prof. Giuseppe Falci giuseppe.falci@unict.it
Traineeship	Ben-Gurion University of The Negev	Prof. Giuseppe Falci giuseppe.falci@unict.it
Study	Tel Aviv University	Prof. Salvo Mirabella salvatore.mirabella@unict.it
Traineeship	Tel Aviv University	Prof. Salvo Mirabella salvatore.mirabella@unict.it
Study	Weizmann Institute of Science	Prof. Elisabetta Paladino elisabetta.paladino@unict.it
Traineeship	Weizmann Institute of Science	Prof. Elisabetta Paladino elisabetta.paladino@unict.it
Study	Bar Ilan University	Prof. Antonio Terrasi antonio.terradi@unict.it
Traineeship	Bar Ilan University	Prof. Antonio Terrasi antonio.terradi@unict.it

Lebanon

Type of agreement	Partner Institution	Academic responsible
Study	Lebanese University	Prof. Ferdinando Branca ferdinando.branca@unict.it
Traineeship	Lebanese University	Prof. Ferdinando Branca ferdinando.branca@unict.it
Study	Holy Spirit University of Kaslik	Prof. Salvatore Cafiso salvatore.cafiso@unict.it
Study	Lebanese University	Prof. Salvatore Cafiso salvatore.cafiso@unict.it
Study	Saint-Joseph University	Prof. Pasquale Pirrone pasquale.pirrone@unict.it



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Study	Lebanese University	Prof. Franco Barbanera franco.barbanera@unict.it
Traineeship	Lebanese University	Prof. Franco Barbanera franco.barbanera@unict.it
Study	Saint-Joseph University	Prof. Luca Ruggiero luca.ruggiero@unict.it

Erasmus institutional coordinator

Prof. Daniela Irrera daniela.irrera@unict.it