

## GENERAL PRACTICAL INFORMATION

for foreign students accepted in the Master's of Science Degree Course ("Laurea magistrale") in

### COMMUNICATION ENGINEERING

at the University of Parma, Parma Italy,  
for the a.y. 2014/15

#### International Students Exchanges and Welcome Office

For any problems related to Residence Permit, finding accommodation in Parma, using websites written in Italian etc. foreign students can contact the International Students Exchanges and Welcome Office ("Scambi didattici internazionali e accoglienza docenti e studenti stranieri") at this address: Piazzale San Francesco, 3, Parma (in the Centre of town). Email: [incoming@unipr.it](mailto:incoming@unipr.it) (staff) or [tiziana.cordaro@unipr.it](mailto:tiziana.cordaro@unipr.it) (Ms Tiziana Cordaro is the Head of Service).

Web page and map: <http://www.unipr.it/ugov/organizationunit/109066>

In this web page foreign students can find many useful information. Please note that most of the information relating to "Erasmus students" ("Erasmus" is an EU exchange programme) or to general "exchange students" are also valid for all foreign students.

A FAQ list issued by the same office is available here:

[http://www.unipr.it/sites/default/files/albo\\_pretorio/allegatiparagrafo/06-08-2013/foreign\\_students\\_in\\_parma\\_faqs.pdf](http://www.unipr.it/sites/default/files/albo_pretorio/allegatiparagrafo/06-08-2013/foreign_students_in_parma_faqs.pdf)

Please note that this office does not provide help for enrollment and other course-related problems for which the student must refer to the Registry Office (*see below in the section "Enrollment Information"*).

#### How to get the Residence Permit ("Permesso di soggiorno")

Within **8 working days** of the arrival date in Italy the foreign student must request the "Permesso di soggiorno" (Residence Permit) for study purposes.

To do this, the student must go to a Post Office offering the service "Sportello amico" ("Friendly help desk") and request the Residence Permit Kit ("Kit per il Permesso di Soggiorno"), a yellow envelope containing forms, instructions and payment slip. The same kit is also available at the International Students Exchanges and Welcome Office (*see the section above*).

A convenient Post Office to do this is found at this address: Strada Quarta, 6 - Parma (PR)

Map: <http://posteitaliane.paginegialle.it/sportello%20amico/Parma/Strada%20Quarta> (No. 1 in the map).

After completing the actions explained in the kit instructions, the student must buy a "marca da bollo" for 16 euros (a stamp duty) from any tobacconist shop ("tabaccheria") and attach it to the filled forms in the kit.

The completed kit must be submitted to a Post Office: the student will be asked to show the passport and pay 137 euros (approx.). The student will also be given a postal receipt and a letter with details of an appointment date for the "Commissariato" (Police Station) where the Residence Permit will be finally issued.

That **postal receipt** is an important piece of document, as it proves that the student is legally in Italy and it replaces the Residence Permit until it is officially issued. The receipt must always accompany the passport.

More details on the Residence Permit are found here:

[http://www.unipr.it/sites/default/files/albo\\_pretorio/allegatiparagrafo/29-05-2014/residence\\_permit\\_for\\_study\\_purposes.pdf](http://www.unipr.it/sites/default/files/albo_pretorio/allegatiparagrafo/29-05-2014/residence_permit_for_study_purposes.pdf)

## How to get the Tax Code ("Codice fiscale")

The "Codice Fiscale" (Tax code) is a taxpayer identification code that is used in all interaction with government agencies and public administration in Italy. It is similar to the National Insurance number (NI) in the UK or the Social Security Number (SSN) in the US. It is a 16 alphanumeric digit code.

The "Codice Fiscale" is issued by the "Agenzia delle Entrate" (the Italian Revenue Agency).

To get this important code the foreign student must go to the local Revenue Agency office presenting a valid identity card or passport with a valid visa or the Residence Permit or the postal receipt proving that a Residence Permit application has been submitted (*see above*). At the moment of the request, the Revenue Office issues a certificate of attribution.

The Revenue Agency office in Parma is found at this address: Strada Quarta 6/A, - Parma (*near the Post Office: see above*). Map: <http://www.paginegialle.it/parma-pr/imposte-e-tributi/agenzia-entrate>

## Accommodation and other benefits

The University of Parma, as most Italian universities, is not a residential university i.e. it does not have dormitories or apartments for students, therefore students must search for an accommodation autonomously. However there are various possibilities to find accommodation and the University will provide assistance to the students for finding accommodation in Parma: please contact the International Students Exchanges and Welcome Office (*see the first section above*) for this kind of help.

As reported in the course website ( <http://ingegneria.unipr.it/communication-eng> ) for accommodation and various other benefits (e.g. grants, scholarships) students shall refer to ER-GO ( [www.er-go.it](http://www.er-go.it) ), a Regional Body that manages this matter in agreement with our University. An English version of the site is available from the ER-GO home page. A list of ER-GO responsibilities is here:

<https://www.er-go.it/fileadmin/include/faq/index.php?s=3&t=3&lang=EN>

A "direct line" to ER-GO is found here: <https://www.er-go.it/scrivici/index.php?lang=en>

To apply for accommodation and the benefits a call is issued every July. Information on the last issued call is available here: [http://www.er-go.it/fileadmin/user\\_upload/mvm/20142015/GUIDE\\_TO\\_APPLICATION\\_2014-2015.pdf](http://www.er-go.it/fileadmin/user_upload/mvm/20142015/GUIDE_TO_APPLICATION_2014-2015.pdf)

Other accommodation opportunities are listed here: <http://en.unipr.it/living-parma/accommodation>

Information for temporary accommodation (hotels and youth hostels) can be found here (this page is from the City of Parma Tourist Service):

[http://www.turismo.comune.parma.it/en/thematic-channels/hotels-and-restaurants/where-to-stay?set\\_language=en](http://www.turismo.comune.parma.it/en/thematic-channels/hotels-and-restaurants/where-to-stay?set_language=en)

## Academic calendar

The academic year is divided into two periods of classes separated by periods for exams.

Here is the calendar for a.y. 2014/15:

First period (Fall term):

from September 29, 2014, to January 9, 2015

Christmas holidays:

from December 24, 2014, to January 06, 2015

Second period (Spring term):

from March 2, 2015, to June 5, 2015

Easter holidays:  
from April 2, 2015, to April 7, 2015

Classes start on September 29, 2014

### **Place where classes are held**

All classes and other academic activities of the course in Communication Engineering are held on Campus, here (Google maps):

<http://www.dii.unipr.it/it/dipartimento/come-raggiungerci/campus-google-map>

The Campus, officially named "Parco Area delle Scienze", is located just outside the limits of the town, six kilometers south of the town centre and is reached by a bus service in 15 mins from the town centre.

### **Enrollment information**

Non-EU prospective students who applied and received an email or a letter of acceptance from the Chairman of the Master's of Science Degree in Communication Engineering Programme Committee at the University of Parma are accepted as students of that course. If they got their pre-enrollment from an Italian Embassy/Consulate they can enroll with no need of further actions by the University.

The enrollment procedure is the same for all the courses of the University of Parma and is almost entirely online. However, since the online procedure directions are in Italian, students enrolling in Communication Engineering (taught in English) may find it more convenient to go directly to the Registry Office where they will be helped to perform the procedure (Office name: "Segreteria Studenti di Ingegneria e Architettura. Address": Parco Area delle Scienze, 23 - Campus universitario - Parma, Phone: +39 0521 905111, Fax +39 0521 906051, e-mail: [seging@unipr.it](mailto:seging@unipr.it) ).

Note that before going to the Registry Office for enrollment, it is necessary to apply for the Residence Permit ("Permesso di soggiorno") and to get the Tax Code ("Codice fiscale"), as explained above.

The step for enrollment following the online procedure is the payment of the first instalment of the tuition fee (see: <http://ingegneria.unipr.it/communication-eng> > Admission fees). The payment can be done in any bank using a special form (MAV) issued by the Registry Office or by using one of the major international Credit Cards.

After the payment, the student shall hand in to the Registry Office:

- all the documents issued by the Embassy/Consulate
- one photocopy of passport
- two passport-sized ID photos
- the receipt issued by a Post Office as proof of submission of student's application for Residence Permit (*see above*)
- the "Codice Fiscale" (Tax Code: *see above*)

The enrollment procedure should be performed not later than October 3, 2014, however delays are accepted for special reasons (late arrival due to visa problems, etc.).

As written above, classes start on September 29, but students can attend classes even if their enrollment procedure is not yet complete. Attendance of all the lectures, including the first ones, is **strongly** recommended.

## English Study Skill Course

A pre-session course aimed at all university students whose first language is not English is available in early September.

The course offers tuition in English for Academic Purposes and aims at helping students develop and practise their study skills in English through a learn-by-doing approach. Students will be actively involved in carrying out tasks associated with academic assignments, such as listening and taking notes, writing a paper from notes, skimming and scanning, reading and writing a summary, making a presentation, verbalising data, commenting on graphs, etc.

Communication Engineering students who are already in Parma during the period of the lessons are strongly advised to follow this course even if they have not completed their enrollment.

Course Schedule: 4-12 September 2014, classes are held every day from 9 a.m. to 1 p.m., at the “Settore Abilità Linguistiche”, Web page: [www.cla.unipr.it](http://www.cla.unipr.it)

Address: Parco Area delle Scienze, 45/a (Campus), Parma – Italy

For more information: Dr. Anila Scott-Monkhouse ( [anila@unipr.it](mailto:anila@unipr.it) )

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