

# Guide on Registration with Access Code and Application Form for Incoming Students at the University of Sassari

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## 1. Student services on the Self studenti uniss platform

The Self Studenti Uniss platform is the University system for enrolment, student records and other student services.

After the Erasmus and International Mobility office receive your nomination to study or attend a Traneeship at the University of Sassari, you will receive an email with an access code that must be used to register as a user on the Self Studenti Uniss platform.

Once you have registered, you should complete the Application Form for Incoming Students. You will be asked to provide Emergency contact person information, a pdf copy of your Identity Document, an ID photo and details of your Mobility period (start and end date).

Completing the **Registration with Access Code** and the **Application Form for Incoming Students** are necessary steps before your **Online Learning Agreement** can be processed.

- Step 1: Registration with Access Code on the Self studenti uniss platform
- Step 2: Fill in the Application Form for Incoming Students
- Step 3: Complete your Online Learning Agreement (for study only)

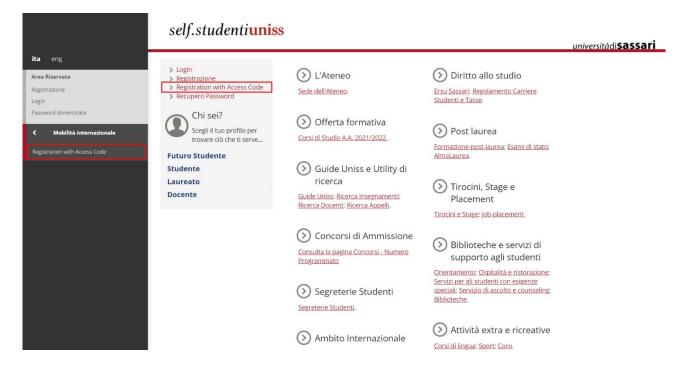
Please refer to the following chapters for detailed information.

# 2. Registration with Access Code

Go to the Self student uniss homepage <a href="https://uniss.esse3.cineca.it/Home.do">https://uniss.esse3.cineca.it/Home.do</a> and click on "Registration with Access Code" on the upper left side of the page.

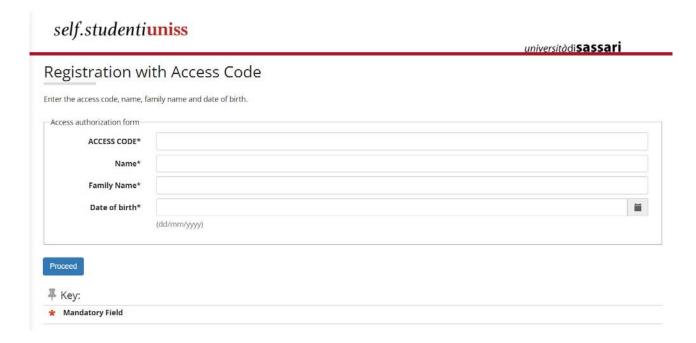
The same link can be accessed from the menu on the left:

Mobilità internazionale > Registration with Access Code



## 2.1 Access Code

Enter the **access code** you received by email and enter your Name(s), Surname(s) as on your official documents but without accents and without special characters and enter your date of birth, then click 'Proceed'.



#### 2.2 Personal data

Enter your personal details including gender, nationality, country of birth, city of birth.

**Do not fill in the Italian tax code\* field** (unless you have already been issued one). A simulation of this code will be automatically generated by the system after clicking on "Forward".

When the simulated Italian tax code has been generated click "Forward" to go to the next section. NB. This code is generated solely for the purpose of Registration (see information below)

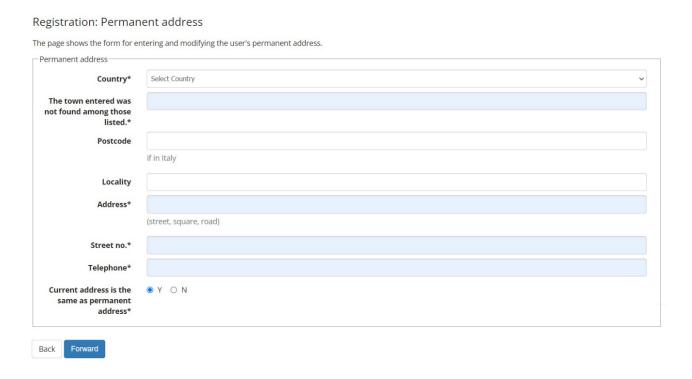


\*Italian tax code (*Codice Fiscale* in Italian) is a code made up of letters and numbers on the basis of your first name, middle name, family name, date and place of birth and is issued by the *Agenzia delle Entrate*. It is an important document, used to identify citizens living in Italy. A *Codice Fiscale* is necessary in order to apply for residence permit, to open a bank account, to enter into a tenancy agreement, to use the university canteen and to carry out other activities. Everyone living in Italy needs to have their own.

To obtain your Italian Tax Code you should apply though the Italian consulate or embassy in your country before arrival. We will send you the necessary information by email.

# 2.3 Permanent address

Select the country and enter the city and the address of your residence (the place where you live regularly). Under "Current address is the same as permanent address" select "Y" ("yes").



### 2.4 Contact details

Enter you contact details and select your preferences regarding personal data protection.

ivery address	
Email*	
Confirm email	
	(please confirm your email address)
International dialling	
code*	(international dialling code - number)
obile phone number*	
	Maximum length 16 characters including the international dialling code
Privacy*	l agree to the processing of my Personal Data according to art. 7 of Leg. decree no. 196 of 30 June 2003
	● Y ○ N
Communications*	I agree to the transmission of my Personal Data according to current legislation    Y O N
isclosure of personal	I agree to the disclosure of my Personal Data according to current legislation
data*	● Y ○ N

## 2.5 Choose password

Enter a password that meets the system requirements, and then retype the password.

The password must:

- be at least 8 characters long
- not contain accented or special letters
- contain at least one of the following special characters of the set +- !\$\_./&
- be no more than 20 characters long
- contain at least one number (0-9)

Make sure that your chosen password is typed correctly in both boxes, otherwise you will not be able to submit the form.



# 2.6 Registration Summary

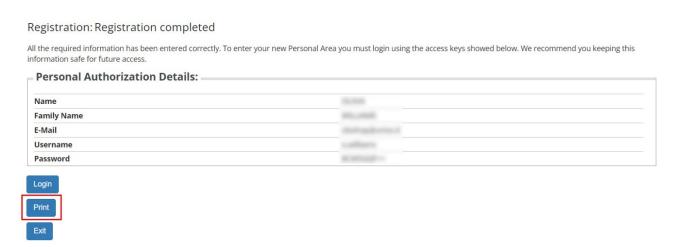
The information entered in the previous sections can be reviewed on the summary page. Use the links provided to Edit Personal Data, Edit Permanent Address or Edit Contact Details.

Registration: Registration Summary The information entered in the previous sections can be reviewed on this page. **Personal Data** -Name **Family Name** -Gender . Date of birth Nationality Country of birth ---The Town/City entered was not found among those listed. Italian Tax code Edit Personal Data Use the link to edit Personal Data

## 2.7 Issue of username and password

All the required information has been entered correctly and username and password are displayed.

Please make sure to take note of the **username** and **password**. You will need both to login to the Self studenti uniss to complete your Application Form and manage your profile during your mobility period.

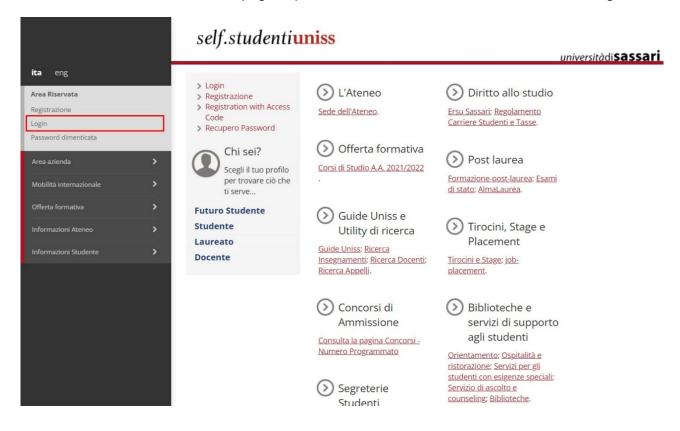


Please use the 'Print' button to download a pdf file containing your login credentials.

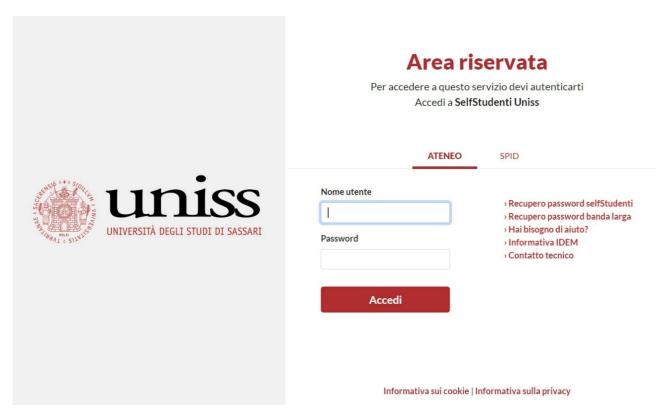
# 3. Application Form for Incoming Students

## 3.1 Login

Go to the Self student uniss homepage <a href="https://uniss.esse3.cineca.it/Home.do">https://uniss.esse3.cineca.it/Home.do</a> and click 'Login'

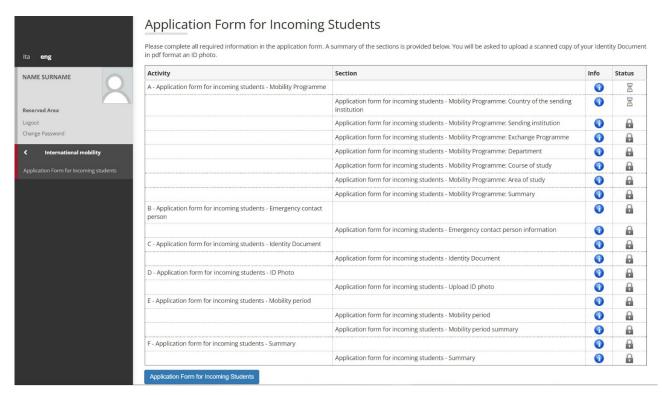


Login using the username and password issued during Registration.



## 3.2 Application Form

Once you have logged in, use the menu on the left to select the Application form: **Mobilità internazionale > Application Form for Incoming students** 



The wizard displays the list of steps to be carried out in order to complete your application. Click the botton 'Application Form for Incoming Students' at the end of the page to start.

If you interrupt the session your data will be saved and when you log in again you can start from where you left off.

# 3.3 Mobility Programme Summary

The Erasmus and International Mobility office have selected your mobility programme based on the information received in your nomination to study or attend a traineeship.

#### Student mobility for study

In the case of student mobility for study please check the following information carefully:

**Institution of Origin**: your home University

**Program:** study

Area: field of education and training defined in the agreement between our universities (ISCED

2013)

Departmental coordinator: Responsible person at the Receiving Institution (Professor of the

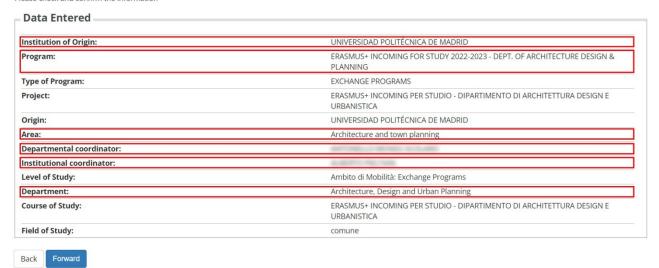
University of Sassari who will approve your Learning Agreement)

Institutional coordinator: Responsible person at the Sending Institution (An academic from your

home University who will approve your Learning Agreement) **Department:** host department at the University of Sassari

#### Program Selection: Summary

Please check and confirm the information



#### Student mobility for traineeship

In the case of student mobility for traineeship please check the following information carefully:

Institution of Origin: your home University

Program: traineeship

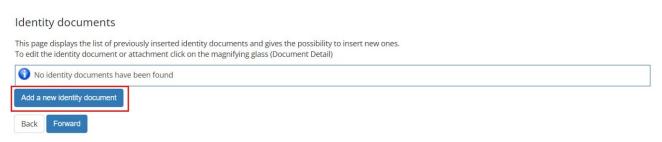
# 3.4 Emergency contact person information

Complete the Emergency contact information

#### Emergency contact information Emergency contact information will only be used in an emergency (for example in the event of an accident). Emergency contact information Name of a person to contact in the event of an emergency\* Surname of a person to contact in the event of an emergency\* Relationship with the applicant\* Telephone with international dialling Enter the telephone number with the international dialling code (Eg. +39 0212334567) codes\* Back

## 3.5 Identity Document

Click 'Add a new identity document'



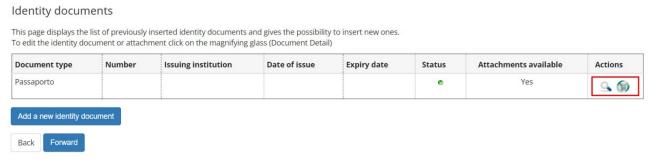
Enter the document type (Passport, Identity card) and other information requested



Confirm the details of your identity document and then attached a scanned copy of both sides of the document in pdf format.



The document can be view using the magnifying glass icon or delete using the rubbish bin icon in the 'Actions' column of the table:

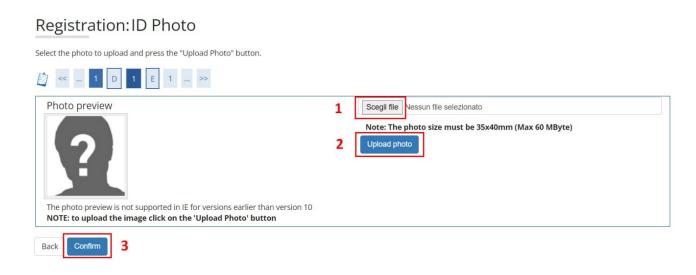


Once your document has been added correctly click 'Forward' to go to the next section.

## 3.6 Upload ID photo

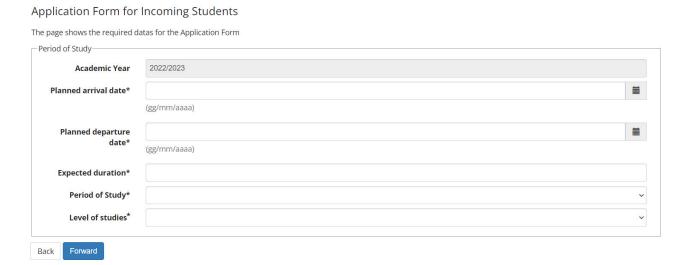
To upload your photo:

- 1. choose the file from your computer
- 2. click 'Upload photo' to see preview
- 3. click 'Confirm' to go to the next section



## 3.7 Mobility period

Enter your provisional arrival date, your provisional departure date, the number of months you are expecting to spend at the University of Sassari, the Period of stay (First semester - autumn; Second semester - spring; Full Academic Year) and the level of studies (Bachelor or equivalent first cycle - EQF level 6; Master or equivalent second cycle - EQF level 7; Doctorate or equivalent third cycle - EQF level 8).



Please check the Academic Calendar of your host Department for semester dates and Italian language course dates available on the Language Centre website: <a href="https://www.uniss.it/ateneo/organizzazione/centri/centro-linguistico-di-ateneo/corsi-di-lingua-per-studenti-incoming">https://www.uniss.it/ateneo/organizzazione/centri/centro-linguistico-di-ateneo/corsi-di-lingua-per-studenti-incoming</a>

## 3.8 Mobility period summary

Check the Mobility period summary. Click 'Back' to correct any errors. Click 'Forward' if the information is correct to send Application Form.



# 3.9 Application form for incoming students - Summary

The Application Form summary is displayed. Click 'Print' to download the Application Form document in pdf format.

#### Application Form for Incoming Students The page shows the Application Form Datas Origin Institution of Origin: UNIVERSIDAD POLITÉCNICA DE MADRID Origin: UNIVERSIDAD POLITÉCNICA DE MADRID **ERASMUS Code:** E MADRIDO5 Architecture and town planning Area: Departmental coordinator Email: Destination Type of Program: **EXCHANGE PROGRAMS** ERASMUS+ INCOMING PER STUDIO - DIPARTIMENTO DI ARCHITETTURA DESIGN E Project: **URBANISTICA** ERASMUS+ INCOMING FOR STUDY 2022-2023 - DEPT. OF ARCHITECTURE DESIGN & Program: PLANNING Institutional coordinator: Institutional coordinator Email: Period of Study **Academic Year** 2022/2023 Planned arrival date 28/02/2023 **Expected duration**

Your status will remain pending (*studente in ipotesi*) until you arrive and register in person at the University of Sassari. Further information regarding on-site registration will be sent via email.

First semester

We look forward to welcoming you to the University of Sassari.

Period of Study

# 4. Online Learning Agreement for studies

## 4.1 Erasmus Without Paper Network

The University of Sassari has joined EWP network and has implemented the APIs for the exchange of Online Learning Agreements. Please fill in your Online Learning Agreement in the platform adopted by your home University and send it through the EWP network.

In the case of exceptional technical issues, you may send your Online Learning Agreement in pdf format.

## 4.2 Course catalogue

Please refer to the University of Sassari course catalogue and select activities offered during the academic year and semester of your mobility in order to complete table A of your Learning Agreement correctly.

The course catalogue contains the name, code and number of credits for each course unit. The course unit code is used to identify the course unit in an unambiguous way: some course units have similar names so it is very important to provide the correct code in your learning agreement. The activities in table A of your learning agreement will be transferred to the student database at the University of Sassari for exam registration.

Degree programmes (displayed in Italian, select *Lauree triennali e a ciclo unico* or *Lauree magistrali* from the menu):

https://www.uniss.it/it/didattica/offerta-formativa

Degree programmes (displayed in English, select *Bachelor's degree* or *Master's degree* from the menu):

https://www.uniss.it/en/teaching/our-study-programmes

Course catalogue (select language IT/EN at the top of the page) <a href="https://uniss.coursecatalogue.cineca.it/">https://uniss.coursecatalogue.cineca.it/</a>





#### Search by offer

#### https://uniss.coursecatalogue.cineca.it/cerca-offerta

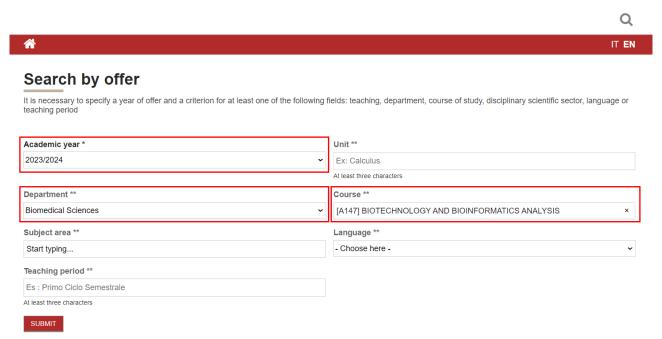
To search for teaching activities offered in a given academic year, use the filters to select the academic year, the Department and the degree programme you are interested in, for example:

Academic year: 2023/2024

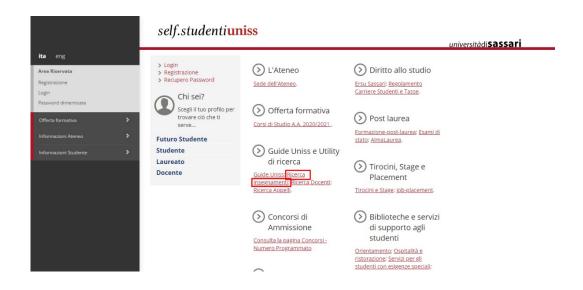
Department: [Choose the Department]

Course: [Select the degree programme - optional]





The search by offer tool can also be reached from the home page of the Self Studenti Uniss website from the link: *'Ricerca Insegnamenti'*:



#### Search results

The search results show the list of course units found using the search criteria indicated

#### Search results



#### [40000627] ANATOMY AND PHYSIOLOGY (1)

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities , coorte: 2023) , 10 CFU [A003446] APPLIED GENETICS AND PHYLOGENESIS (1)

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities, coorte: 2023), 8 CFU [11290004] BIOCHEMISTRY ①

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities, coorte: 2023), 8 CFU [A003144] BIOSTATISTICS 1

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities, coorte: 2023), 6 CFU [A002101] BIOTECHNOLOGIES APPLIED TO LIVESTOCK PRODUCTIONS ①

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities , coorte: 2023) , 5 CFU [A003395] CELL BIOLOGY AND FUNDAMENTALS OF HISTOLOGY (1)

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities , coorte: 2023) , 8 CFU [A003402] COMPUTATIONAL MODELS FOR BIOLOGY (1)

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities, coorte: 2023), 6 CFU [40000424] ENGLISH LANGUAGE ①

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities , coorte: 2023) , 3 CFU [A003776] EVOLUTIONARY GENETICS AND ELEMENTS OF COMPUTATIONAL ANALYSIS. ①

DEGREE COURSE: BIOTECHNOLOGY AND BIOINFORMATICS ANALYSIS, year: 2023, Curriculum: PERCORSO COMUNE (Other activities, coorte: 2023), 2 CFU

#### The course unit code is given before the title of the course

Click on the name of the course unit to consult the course unit information.

The goals, required skills, subjects covered (course contents), teaching methods, verification of learning (exam details), books and extra info of the course unit are also given on the page.

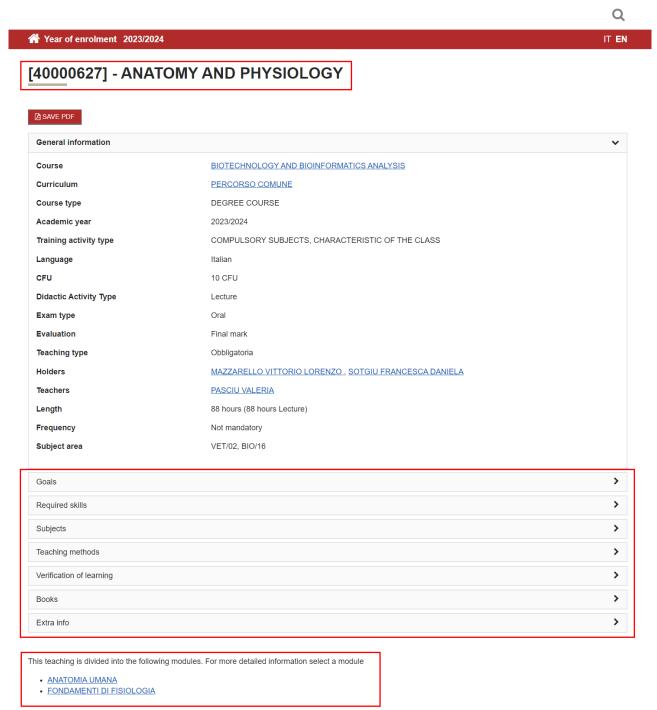
If the course unit is made up of different teaching modules, these modules will be listed at the bottom of the page, with link of modules details. If you do not see the teaching period in the course unit page, you will find it in the general information on the module page.

At the top of the page you can save the course unit information using the 'Save PDF' button.

At the University of Sassari, 1 CFU (Credito Formativo Universitario) credit equals 1 ECTS credit.

#### 4.3 Course unit information





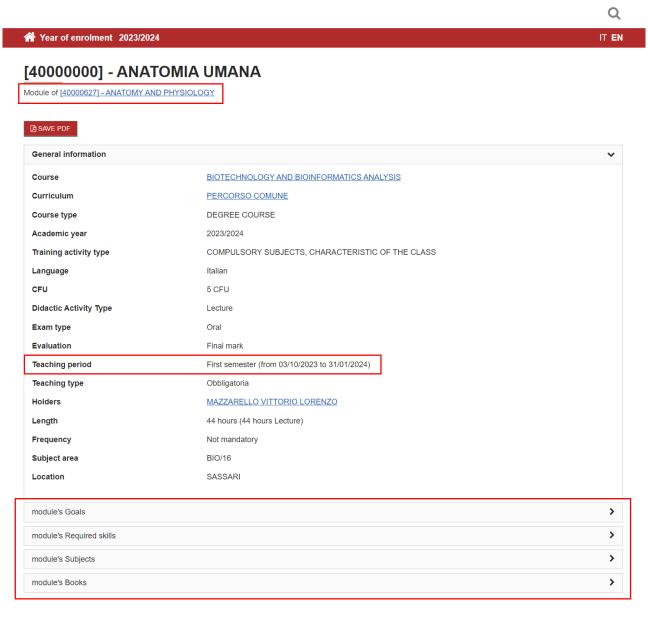
The course unit code is given before the title of the course unit at the top of the page. Use this code for your Learning Agreement,

Click on the paragraphs to reveal the course unit information

The course unit may be a single subject or be made up of a number of teaching modules. Any modules will be listed at the bottom of the page

### 4.4 Module information





The name of the module can be found at the top of the page, the name of the course unit the module belongs to is displayed under the name of the module.

The teaching period is displayed in the General Information box.

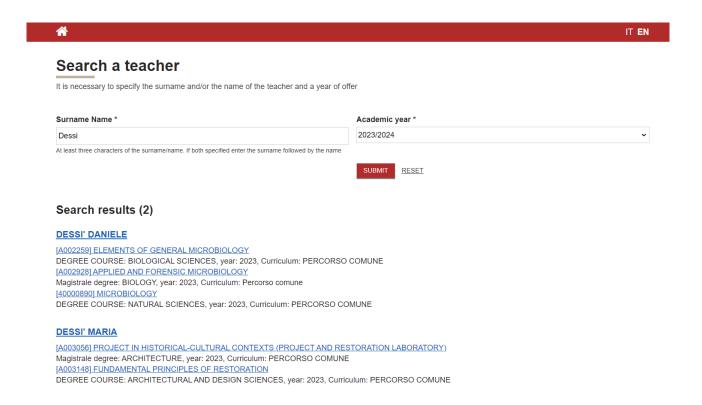
Click on the paragraphs to reveal the module information.

useful links >

## 4.5 Search by teacher

You can also search by Teacher (*Cerca un docente*): https://uniss.coursecatalogue.cineca.it/cerca-docenti

It is necessary to specify the surname and/or the name of the teacher and the academic year of the teaching activity.



Click on the name of the teacher for teacher information.

Click on the name of the course unit for course unit information.

# 4.6 Credits and grading system

Please refer to the following link for information regarding credits and the Italian grading system: https://www.uniss.it/en/international/incoming-mobility/guida-studenti-incoming/our-grading-system

#### 5. Contacts

## 5.1 Mobility and International Relations Office

#### Erasmus+ help-desk incoming students for study

Antonella Selis tel.: +39 079 229932

address: Piazza Università 11, 07100 Sassari

email: aselis@uniss.it

#### Erasmus+ help-desk incoming students for traineeship

Elisabetta Pirastu tel.: +39 079 229812

address: Piazza Università 11, 07100 Sassari

email: interdesk@uniss.it

Guide to services for incoming mobility students

https://www.uniss.it/en/international/incoming-mobility/guide-services-incoming-mobility-students

Incoming Student Ombudsperson

https://www.uniss.it/en/international/incoming-mobility/incoming-student-ombudsperson

## 5.2 Department administrative contacts

Please refer to the table below for the Administrative Contact Person who will assist Incoming Erasmus Students on matters related to course-units offered for each Department.

#### **Department of Agricultural Sciences**

Marcella Sechi

email: msechi@uniss.it tel: + 079 229218

address: Via De Nicola n. 9, Sassari

website: https://agrariaweb.uniss.it/it/internazionale/slides-incoming-students

#### Department of Architecture, Design and Planning

Barbara Silveri

email: <a href="mailto:bsilveri@uniss.it">bsilveri@uniss.it</a> tel. +39 079 9720415

address: Palazzo del Pou Salit, Piazza Duomo 6 (via Manno), Alghero

Chiara Bishop

email: <a href="mailto:cbishop@uniss.it">cbishop@uniss.it</a> tel. +39 079 9720442

address: Palazzo del Pou Salit, Piazza Duomo 6 (via Manno), Alghero

website: https://www.architettura.aho.uniss.it/it/internazionale/studenti-incoming

#### **Department of Business and Economics**

Cidalia Romao

email: <a href="mailto:cromao@uniss.it">cromao@uniss.it</a> tel. +39 079 213005

address: via Muroni 25, 07100 Sassari

website: https://www.disea.uniss.it/it/internazionalizzazione/erasmus/erasmus-incoming

#### Department of Chemistry, Physics, Maths and Natural Sciences

Marcella Sechi

email: msechi@uniss.it tel: + 079 228703

address: via Vienna 2 (Primo Piano Complesso Didattico - Segreteria)

website: https://dcf.uniss.it/it/internazionale/erasmus-incoming

#### **Department of Law**

Valeria Petrucci

email: <a href="mailto:vpetrucci@uniss.it">vpetrucci@uniss.it</a>, tel. +39 079 228991

address: viale Mancini 5, Sassari.

website: <a href="https://giuriss.uniss.it/it/internazionalizzazione/incoming-students">https://giuriss.uniss.it/it/internazionalizzazione/incoming-students</a>

#### **Department of History, Human Sciences and Education**

Cinzia Giagheddu

email: erasmusdissuf@uniss.it

address: via Maurizio Zanfarino 62, Sassari

website: https://www.dissuf.uniss.it/it/node/2124

#### **Department of Humanities and Social Sciences**

Barbara Pasqualetto

email: abpasqualetto@uniss.it

tel. +39 079 229740

address: via Roma 151, Sassari

website: <a href="https://dumas.uniss.it/en/internazionale/erasmus-incoming-students-webpage">https://dumas.uniss.it/en/internazionale/erasmus-incoming-students-webpage</a>

#### **Department of Biomedical Sciences**

Andrea Ledda

email: <u>aledda@uniss.it</u> tel. +39 079 228202

address: viale San Pietro 43/B, Sassari

website: https://www.medicina-chirurgia.uniss.it/it/internazionale/studenti-incoming

#### School of Medicine - Department of Medicine, Surgery and Pharmacy

Giannina Branca

email: <a href="mailto:gbranca@uniss.it">gbranca@uniss.it</a> tel. +39 079 228396

address: viale San Pietro 43/B, Sassari

Andrea Ledda

email: aledda@uniss.it tel. +39 079 228202

address: viale San Pietro 43/B, Sassari

website: https://www.medicina-chirurgia.uniss.it/it/internazionale/studenti-incoming

#### **Department of Veterinary Medicine**

Angela Ballone

email: <a href="mailto:anballone@uniss.it">anballone@uniss.it</a> address: via Vienna 2, Sassari

website: <a href="https://veterinaria.uniss.it/it/node/2198">https://veterinaria.uniss.it/it/node/2198</a>