

# ERASMUS INCOMING REGISTRATION GUIDE

## 2023/2024

*v. November 2023*



**Università degli Studi di Palermo**



**Erasmus+**

# **ERASMUS INCOMING STUDENTS REGISTRATION GUIDE 2023/24**

**VERSION NOVEMBER 2023**



**Università  
degli Studi  
di Palermo**

# Dear Student, welcome to the application procedure for INCOMING ERASMUS STUDENTS

Please read carefully the following guidelines for the application procedure for your ERASMUS+ mobility at the University of Palermo. This procedure is obligatory to be accepted for your Erasmus+ mobility. Please follow the guidelines and complete it within the deadlines shared with your nomination email.

**This is a Step-by-step guide that will help you to register as an ERASMUS INCOMING STUDENT to the University of Palermo.**

Your **UniPa account is necessary for the acceptance procedure**, even if you have already been nominated by your University: the enrolment is mandatory in order to complete your administrative procedure and to be able to follow courses and undertake exams once in Palermo.

Without this procedure, your Erasmus Mobility can't formally start: **remember that until you click on "SEND APPLICATION FORM" your data won't be registered on our platform.**

We invite you to read it carefully and prepare all the required data and documents. If you have any questions, you can write to [incoming.students@unipa.it](mailto:incoming.students@unipa.it) with your questions, but before please read all the points in this guidelines and you will probably find your answer.

*THE IRO INCOMING STAFF*

## STEP 1 – UNIPA PROFILE REGISTRATION

Go on the following website to start your registration:

[https://immaweb.unipa.it/immareg/facelets/anag/ins\\_anag\\_generale.seam?cid=2179](https://immaweb.unipa.it/immareg/facelets/anag/ins_anag_generale.seam?cid=2179)

Here you can start your registration procedure; you can change language choosing Italian or English. Click on “Continue” as shown in the picture below to proceed with the registration.



Futuri studenti | Studenti | Laureati | International students | Docenti | Personale | Imprese

OTHER SERVICES ▾ SUPPORT ▾ **ENGLISH [ CHANGE LANGUAGE ]**

Student Registration

 You can change language here

HOME > Student Registration >

- If you are an international student and already have the italian tax code go to Registration with italian tax code, otherwise go to International Students
- If you are an italian student go to Registration with italian tax code.

Registration with italian tax code

Italian Tax Code (for foreign students is automatically generated)

Continue

International Students

Continue

click continue



**1.2** Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality; you can leave the Italian Tax Code filed empty: it will be generated automatically later as explained in the picture below. Then click on “Continue” to proceed.

OTHER SERVICES ▾ SUPPORT ▾ ENGLISH [ CHANGE LANGUAGE ]

## Student Registration

HOME > Student Registration >

Fields marked with \* are mandatory

### Personal Data

<b>Surname *</b> ERASMUS	<b>Name *</b> TEST
<b>Date of Birth *</b> 1 ▾ 4 ▾ 1999 ▾	<b>Gender *</b> MALE ▾
<b>Place of Birth *</b> Click the button "..."	<b>Nationality (as in Passport) *</b> TEDESCA ▾
<b>Italian Tax Code (for foreign students is automatically generated) *</b>	
<b>Email *</b>	<b>Confirm email *</b>

Please insert a valid personal email. "Hotmail", "msn" and "live" may not be delivered to you from our mail server. Don't specify also email on "unipa.it" and PEC addresses. Please use other email domains.

### Captcha verification

Non sono un robot

reCAPTCHA  
Privacy - Termini

Goback Continue

1) ADD PERSONAL INFORMATION

2) CLICK THE GREEN BUTTON AND ADD YOUR PLACE OF BIRTH; ADD ALSO YOUR NATIONALITY. THE TAX CODE WILL BE AUTOMATICALLY GENERATED LATER

3) USE A VALID EMAIL THAT YOU CHECK FREQUENTLY BECAUSE WE WILL CONTACT YOU USING THIS EMAIL.

4) CLICK THE CAPTCHA VERIFICATION AND THEN CLICK IN CONTINUE

**1.3** Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality, paying also attention to the phone number format and other fields. **IF YOU CAN'T FIND YOUR PLACE OF BIRTH, PLEASE USE THE CLOSEST MUNICIPALITY AVAILABLE IN THE LIST.**

Fields marked with \* are mandatory

### Home address

Province  
City\*   If you can't find your city, please insert the closest municipality

Postal Code  
Address\*  (e.g. Downing Street, 10)

Phone\*  (e.g. +44-1234567) pay attention in putting the "+" and the "-"

### Italian address

Province  
City\*   If you do not have any italian address already you can put the home address and change later

Postal Code  
Address\*  (e.g. Downing Street, 10)

Phone\*  (e.g. +44-1234567)

### Postal address

c/o (e.g. Rossi Family)

Send Mail\*   click on residenza ←

Domicilio Residenza

### Other Addresses

Mobile Phone\*  (e.g. +44333123456789) Warning: If you enter here an incorrect mobile number, the University of Palermo will not be responsible for any failure to provide you with useful information. Use a valid phone number; we will use mainly the e-mail to contact you. ←

Fax  (e.g. +44-1234567)

**1.4** Here you can find the summary of your personal data; we ask you to note the ITALIAN TAX CODE generated by the system because it can be useful to recover your password if needed later.

Click on **CONFIRM** and you will successfully register your account.

Summary Personal Data Student

Upon confirmation of the underlying data you will receive an email containing a link of activation account.<br>Make sure you have provided a valid email address otherwise the account can not be activated

**Personal Data**

Surname	Name
Italian Tax Code (for foreign students is automatically generated)	Gender
Date of Birth	Place of Birth
Nationality (as in Passport)	Email

**PLEASE TAKE NOTE OF THE ITALIAN TAX CODE GENERATED BY THE SYSTEM**

**Home address**

City	Postal Code
Country	Address
Phone	

**Postal address**

c/o	Send Mail
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**Other Addresses**

Mobile Phone	Fax
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Goback Confirm

## STEP 2 – ACCOUNT ACTIVATION

After confirming the registration, you will be shown this confirmation screen. You will receive a confirmation email as in the sample below.

### Student Registration

HOME > Student Registration >

Registration : **Step 4/4**

#### Result of the Registration

**YOU HAVE 24 HOURS TO VALIDATE YOUR ACCOUNT**

Registration successfully completed! Within a few hours you will receive an e-mail. Click on the confirmation link to complete your registration.

[Click here to access to our services](#)

#### Registration to the Portal of University of Palermo

Traduci messaggio in: Italiano | Non tradurre mai da: Inglese

**THIS IS A SAMPLE OF THE ACTIVATION EMAIL  
YOU WILL RECEIVE**

**UP** University of Palermo <immaweb.noreply@unipa.it>  
A: Utente corrente

Dear **TEST GRADUATE**,  
welcome at the University of Palermo Internet portal.

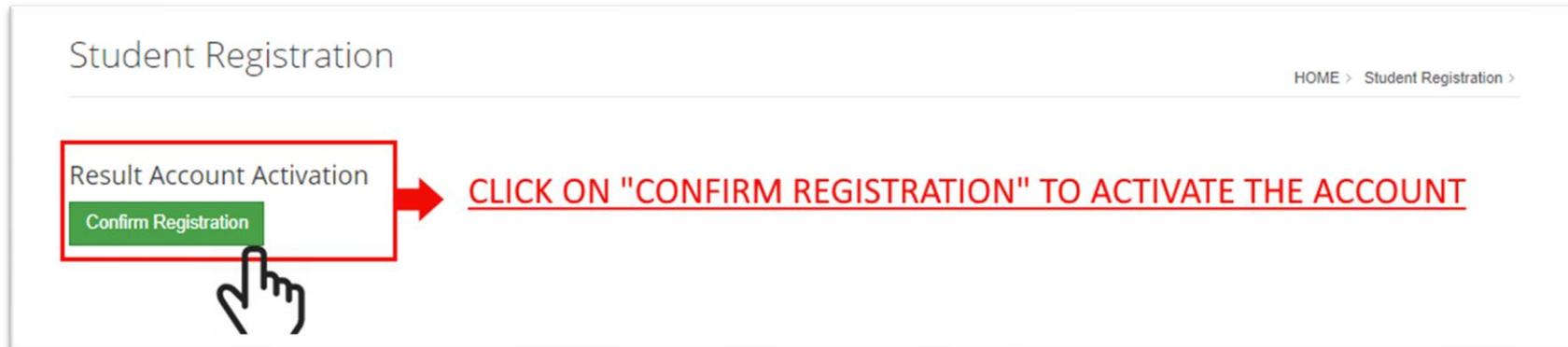
**CLICK ON THE LINK TO ACTIVATE THE ACCOUNT**

To confirm your registration please click on the following link:  
<http://immaweb.unipa.it/immareg/creg.seam?u=RSMTST99D01Z112G&t=Ozoyhar2MQDFHhI>

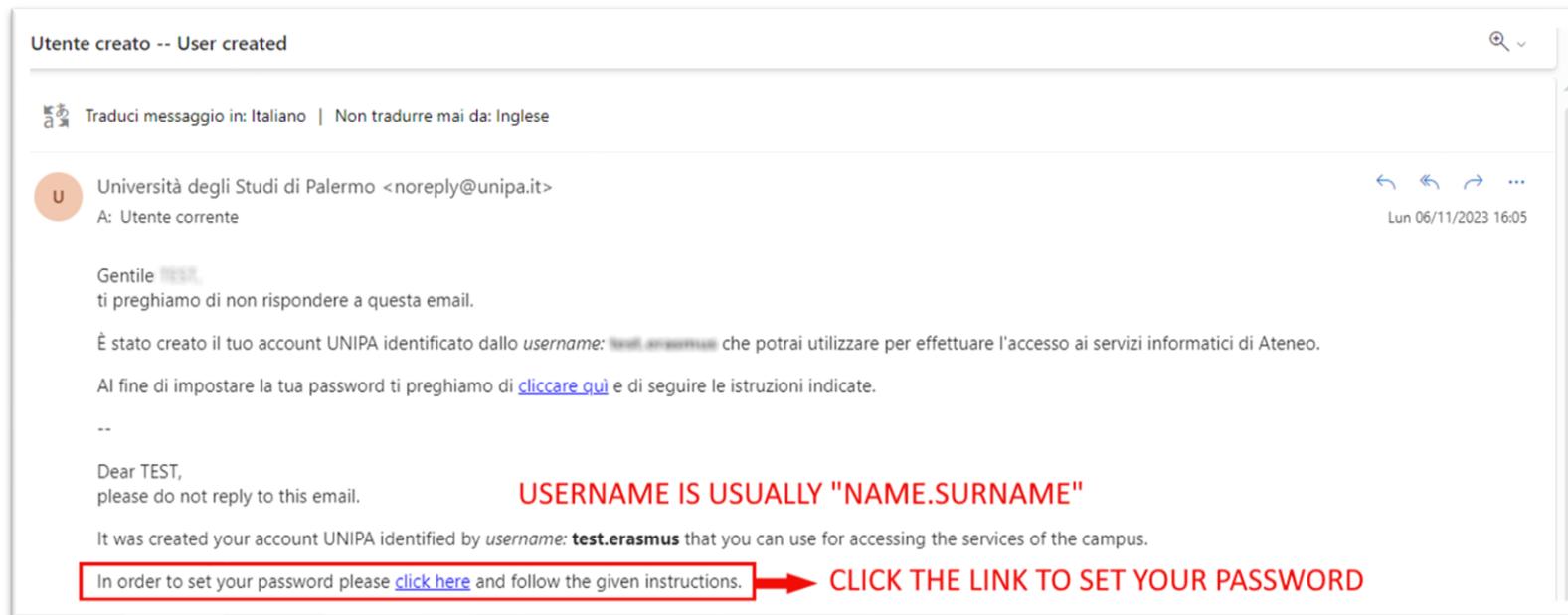
After you'll receive another email containing more detailed instructions on how to access to the Internet portal.

[← Rispondi](#) [→ Inoltra](#)

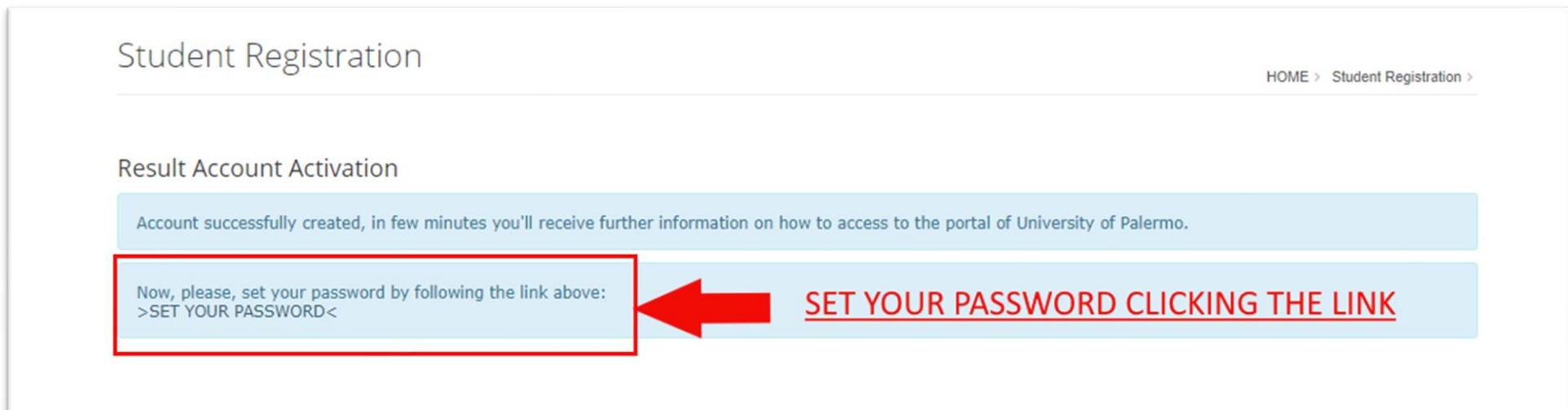
**2.1** After clicking the confirmation link in your email, you can now confirm your account, and set your password as shown below.



**2.3** After clicking the confirmation link in your email, you can now confirm your account. You will now receive a new email containing the information of the account, in particular your **USER** that usually is *name.surname*



**2.4** Set your password, paying attention to save the your user information, password, Italian tax code.



## 2.5 Set your password and save the information.

Password e Sicurezza ✕

Utilizza una password esclusiva per questo sito.

La compromissione di password utilizzate per altri siti potrebbe arrecare gravi danni all'Ateneo.

### Imposta password

A<sup>3</sup> Portale di Gestione delle Identità > Imposta password

**One Time Password**

  
**Nuova Password**

  
**Conferma Nuova Password**

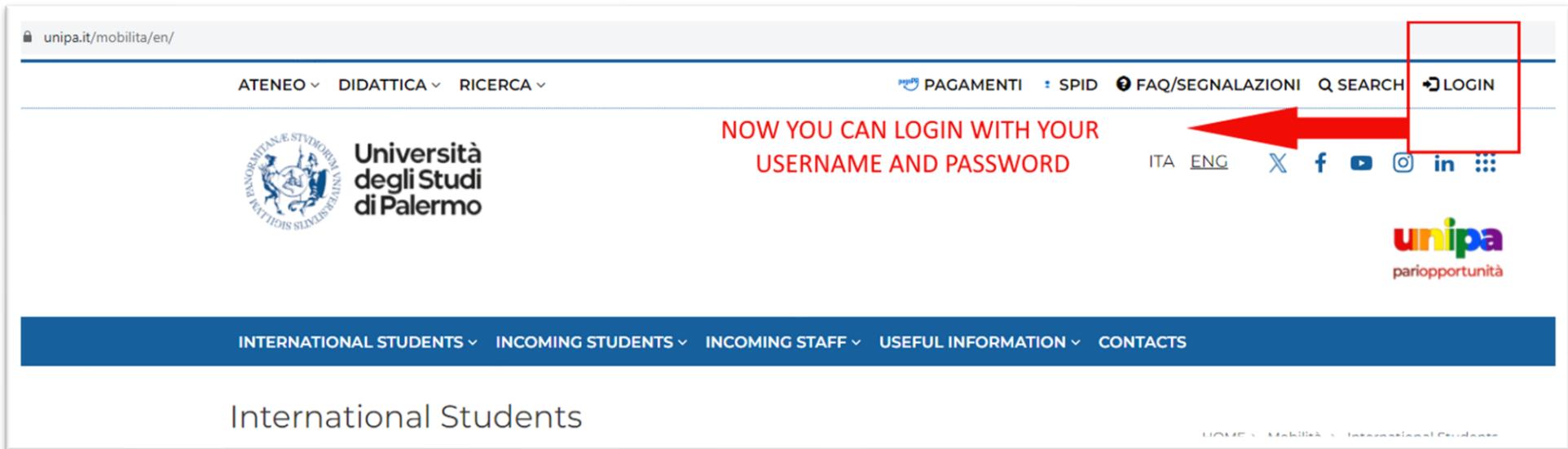
**Imposta password**

Ricorda che la tua nuova password deve essere di lunghezza compresa tra 8 e 20 caratteri e deve comprendere almeno una lettera maiuscola ed una cifra. Sono inoltre ammessi i seguenti caratteri speciali @ # \$ ! % \* ? & \_

## STEP 3 – LOGIN AND ERASMUS APPLICATION

Now you are ready to login on the Student Portal using your username and password. If you can't find your username, you can find it in the registration email as explained in **STEP 2**. If you do not remember your password, you can recover it using the “forgot password” button.

You can login using the button as shown below.



The screenshot shows the website [unipa.it/mobiliita/en/](http://unipa.it/mobiliita/en/). The navigation bar includes links for ATENEO, DIDATTICA, RICERCA, PAGAMENTI, SPID, FAQ/SEGNALAZIONI, SEARCH, and LOGIN. The LOGIN button is highlighted with a red box, and a red arrow points to it from the text "NOW YOU CAN LOGIN WITH YOUR USERNAME AND PASSWORD". The website also features the logo of the Università degli Studi di Palermo, social media icons for X, Facebook, YouTube, Instagram, and LinkedIn, and the unipa pariopportunità logo. A blue navigation bar at the bottom contains links for INTERNATIONAL STUDENTS, INCOMING STUDENTS, INCOMING STAFF, USEFUL INFORMATION, and CONTACTS. The main content area displays "International Students" and a breadcrumb trail: HOME > Mobilità > International Students.

**3.1** Insert username and password and access the platform by clicking “Accesso con credenziali di Ateneo” as shown below. Username is usually *yourname.yoursurname* and the password is the one chosen by you. If you need to recover your user or your password you can click on “Username dimenticato” or “Password dimenticata”.

Università degli Studi di Palermo

Accedi a A3

Area Intranet

Nome utente

Password

Accesso con credenziali di Ateneo

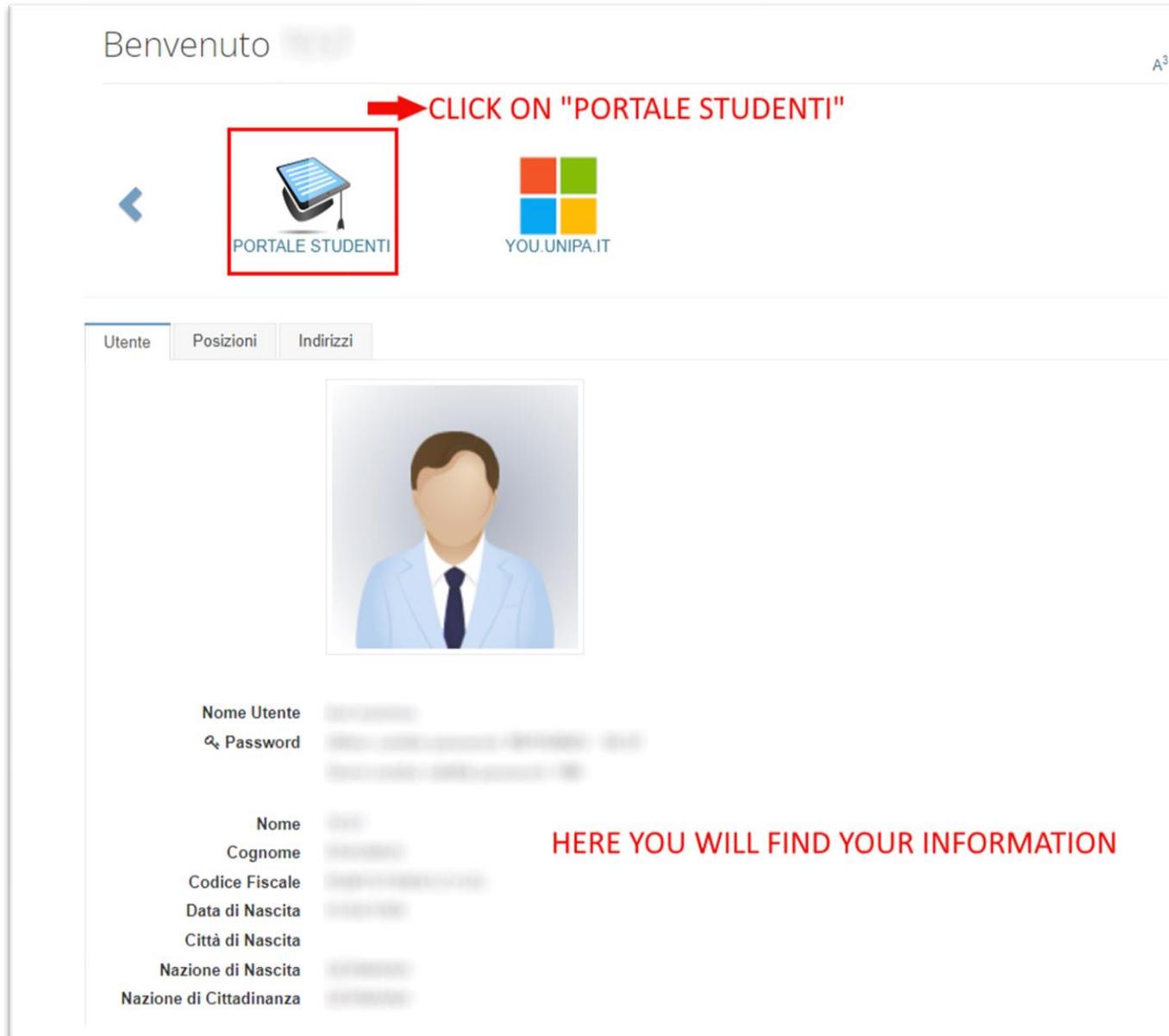
Entra con SPID

Entra con CIE

- ▶ Username dimenticato?
- ▶ Password dimenticata?
- ▶ Serve aiuto?
- ▶ Informativa privacy

Servizio curato dall' Area Sistemi Informativi di Ateneo | Dichiarazione di accessibilità

**3.3** After your login, you will access your profile. Go on “STUDENT PORTAL” as shown in the picture below or by clicking the following link: <https://immaweb.unipa.it/immaweb/home.seam>



The screenshot shows a user profile page. At the top, it says "Benvenuto" followed by a blurred name and a small "A3" icon. Below this, there are two main navigation options: "PORTALE STUDENTI" (represented by a graduation cap icon) and "YOU.UNIPA.IT" (represented by a four-colored square icon). A red arrow points to the "PORTALE STUDENTI" icon with the text "CLICK ON 'PORTALE STUDENTI'". Below these icons, there are three tabs: "Utente", "Posizioni", and "Indirizzi". The "Utente" tab is active, showing a placeholder profile picture of a man in a suit. Below the profile picture, there is a list of user information fields, each with a blurred value:

- Nome Utente
- Password
- Nome
- Cognome
- Codice Fiscale
- Data di Nascita
- Città di Nascita
- Nazione di Nascita
- Nazione di Cittadinanza

Red text at the bottom right of the profile section reads: "HERE YOU WILL FIND YOUR INFORMATION".

**3.4** Click on “INCOMING STUDENTS” and then in “NEW APPLICATION” to start your enrolment procedure. You can also add your profile picture as shown below.

The screenshot shows the UNIPA Student's Portal interface. At the top, there is a navigation bar with flags for Italy and the UK, and a menu with items: HOME, APPLICATIONS, PAYMENTS, PH, INCOMING STUDENTS, SUPPORT, LIBRARIES, and OTHERS. Below the navigation bar, the page title is "Student's Portal". A red box highlights the "INCOMING STUDENTS" menu item, which has a sub-menu containing "New application form" and "My applications". A red arrow points from the "New application form" option to the text "CLICK HERE TO START A NEW APPLICATION". Below the navigation bar, there is a "HOME" section with a yellow banner containing a warning icon and the text "Informazioni sul trattamento dei dati personali degli Studenti. Si prega di prenderne visione: [consulta l'informativa](#)". Below this, there is a section titled "What's UNIPA Student's Portal?" with a description of the portal's purpose and a link to activate the student profile. The "User Info" section is highlighted with a blue box and contains the following information: Photo: [VIEW / LOAD YOUR PHOTO](#), Name: ERASMUS TEST, Italian Fiscal Code: RSMTST99D01Z112G, and Birth Date: 01/04/1999. A blue arrow points from the "VIEW / LOAD YOUR PHOTO" link to the text "DO NOT FORGET TO UPLOAD YOUR PHOTO FOR THE ERASMUS APPLICATION". At the bottom, there is a section titled "User Login and Network Services Data" with the following information: Username: test.erasmus, User Messages: [View](#), and Last Login: 06/11/2023 17:03:39.

## STEP 4 – APPLICATION SUBMISSION AND LEARNING AGREEMENT

You can now proceed with your application submission; your data will be automatically displayed as shown below. You can click on “NEXT” to continue and start your application.

The screenshot shows a web page titled "Student's Portal" with a breadcrumb trail "HOME > Student's Portal". The main heading is "Application form for incoming students". Below this is a "Help" section with a light blue box containing text: "This online module is aimed at incoming students who intend to spend a period of study at University of Palermo in accordance with international exchange programs. The application procedures start from this on-line application form (obligatory) that students must fill in within the deadlines." Below the help section is a "Profile Information" section. On the left, there are several input fields for personal data, and on the right, there is a red text message: "YOUR INFORMATION WILL BE AUTOMATICALLY DISPLAYED". At the bottom left, there is a green "Next" button with a red border, and next to it, the text "CLICK 'NEXT' TO CONTINUE" in red.

Student's Portal HOME > Student's Portal

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### Application form for incoming students

#### Help

This online module is aimed at incoming students who intend to spend a period of study at University of Palermo in accordance with international exchange programs. The application procedures start from this on-line application form (obligatory) that students must fill in within the deadlines.

#### Profile Information

**YOUR INFORMATION WILL BE AUTOMATICALLY DISPLAYED**

**Next** **CLICK "NEXT" TO CONTINUE**

**4.1** Now, please select the correct information about: Academic year (2023/24 for spring semester 2024), the EXCHANGE PROGRAMME (for Study or for Traineeship according to your mobility plan)

Student's Portal HOME > Student's Portal

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Application Form Step: 1

**Help**

Please perform the following steps

1. select the correct agreement between your university and the University of Palermo;
2. specify your personal data, some special requirements, your knowledge of italian language and the data related to your staying in Palermo.

**Mobility Agreement**

**i** Enter the data and press Search agreement

Academic Year\*  
2023/2024

Degree\*

Filter

Exchange programme\* **SELECT THE EXCHANGE PROGRAMME (STUDY OR TRAINEESHIP)**

- ERASMUS+ FOR STUDY
- ERASMUS+ FOR TRAINEESHIP
- ERASMUS+ FOR STUDY (extra UE)
- ERASMUS+ FOR TRAINEESHIP (extra UE)
- EXCHANGE FOR STUDY (extra UE)
- EXCHANGE FOR PLACEMENT (extra UE)
- VISITING FOR STUDY (UE)
- VISITING FOR TRAINEESHIP (UE)

**4.2** Select the correct CYCLE OF STUDY: this is important because if you put the wrong cycle, your agreement won't be displayed later.

1st CYCLE → Bachelor Students / Undergraduates

2nd CYCLE → Master Students / Post graduated / degree

3rd CYCLE → PhD Students

The screenshot shows a web form titled "Mobility Agreement". At the top, it says "Enter the data and press Search agreement". There are three dropdown menus: "Academic Year\*" (set to 2023/2024), "Exchange programme\*" (set to ERASMUS+ FOR STUDY), and "Degree\*". The "Degree\*" dropdown is highlighted with a red box and contains the text "SELECT ALSO THE CYCLE OF STUDY" in red. Below this, the dropdown menu is open, showing three options: "1st cycle (bachelor students / undergraduated)", "2th cycle (master students / post graduated / degree)", and "3th cycle (PhD students)". A green button labeled "Search agreement" is positioned to the right of the "Degree\*" dropdown. A red arrow points from the "Search agreement" button to the text "THEN CLICK ON 'SEARCH AGREEMENT'" in red. The entire form area is enclosed in a thin orange border.

**4.3** After you correctly select the exchange programme and the cycle, you will have the full list of the agreements,

Please search for your University, using the Erasmus Code or the name of the University. Do not use the “Filter” box but instead use the search feature clicking on the keyboard CTRL and F as explained below, then click “Select”

**IMPORTANT** Your University might have more agreements: pay attention to the FIELD OF STUDY as explained below. If you can't find your agreement please contact your International Relations Office at your Home University and ask to contact by email [erasmus.agreement@unipa.it](mailto:erasmus.agreement@unipa.it) specifying the problems.

The screenshot shows a web application interface for searching Erasmus agreements. At the top, there are input fields for 'Academic Year' (2023/2024), 'Degree\*' (1st cycle), and 'Exchange programme\*' (ERASMUS+ FOR STUDY). A green 'Search agreement' button is visible. A search bar at the top right contains the text 'WIEN'. A red arrow points from the search bar to the search results table. A red box highlights the search bar with the text: 'WE SUGGEST USING THE SEARCH TOOLBAR (CTRL+F) AND INSERTING THE NAME OF YOUR UNIVERSITY IN THE SAMPLE SEARCH WAS WITH "WIEN" KEYWORD'. Another red box highlights the 'ERASMUS+ FOR STUDY Languages, not further defined' row in the table, with the text: 'WHEN SELECTING, PAY ATTENTION TO THE FIELD OF STUDY'. A third red box highlights the 'Select' button for this row, with the text: 'AFTER YOU FIND YOUR AGREEMENT CLICK ON "SELECT"'. The table lists various agreements with columns for 'Type of Incoming Student', 'Sending institution', and 'Receiving institution'. The 'Receiving institution' for all listed agreements is 'UNIVERSITY OF PALERMO (ITALIA)'. The 'Sending institution' includes 'FAN S. NOLI UNIVERSITY - EXTRA UE (ALBANIA)', 'UNIVERSIDAD NACIONAL DE ROSARIO - PIS (ARGENTINA)', 'UNIVERSITAET WIEN (AUSTRIA)', 'FACHHOCHSCHULE TECHNIKUM WIEN (AUSTRIA)', 'KATHOLIEKE UNIVERSITEIT LEUVEN (BELGIO)', 'UNIVERSITE CATHOLIQUE DE LOUVAIN (BELGIO)', 'HAUTE ECOLE CHARLEMAGNE (BELGIO)', and 'ANGEL KANCHEV UNIVERSITY OF RUSE (BULGARIA)'. Each row has a 'Select' button on the right.

Type of Incoming Student	Sending institution	Receiving institution	
ERASMUS+ FOR STUDY Sports	FAN S. NOLI UNIVERSITY - EXTRA UE (ALBANIA) Erasmus Code: SMS-NOLI ALBANIA NA REKTORATI@YAHOO.COM NA	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 BELLAFIORE MARIANNA MARIANNA.BELLAFIORE@UNIPA.IT NA	Select
ERASMUS+ FOR STUDY Languages, not further defined	UNIVERSIDAD NACIONAL DE ROSARIO - PIS (ARGENTINA) Erasmus Code: PIS- ROSARIO MR. BUSSOLA DIEGO RRII-HUM@UNR.EDU.AR +543414802670	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 MINARDI GIOVANNA GIOVANNA.MINARDI@UNIPA.IT +3909123899224	Select
ERASMUS+ FOR STUDY Languages, not further defined	UNIVERSITAET WIEN (AUSTRIA) Erasmus Code: SMS-A WIEN01 N/A AAA@AAA.IT N/A	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 CARACAUSI MARIA ROSA MARIAROSA.CARACAUSI@UNIPA.IT +3909123899556	Select
ERASMUS+ FOR STUDY Business and administration, not further defined	FACHHOCHSCHULE TECHNIKUM WIEN (AUSTRIA) Erasmus Code: SMS-A WIEN20 N/A AA@AA.AA N/A	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 SCANNELLA ENZO ENZO.SCANNELLA@UNIPA.IT N/A	Select
ERASMUS+ FOR STUDY Sociology and cultural studies	KATHOLIEKE UNIVERSITEIT LEUVEN (BELGIO) Erasmus Code: SMS-B LEUVEN01 N/A ELKE.TIMMERMANS@INT.KULEUVEN.BE 32(0)16 323767	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 DI GIOVANNI ELISABETTA elisabetta.digiovanni@unipa.it 09123897007	Select
ERASMUS+ FOR STUDY Philosophy and ethics	UNIVERSITE CATHOLIQUE DE LOUVAIN (BELGIO) Erasmus Code: SMS-B LOUVAIN01 COSTANTINO MAEDER COSTANTINO.MAEDER@UCLouvain.BE +3210478132	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 MISURACA PIETRO PIETRO.MISURACA@UNIPA.IT +3909123899564	Select
ERASMUS+ FOR STUDY Business and administration (broad programmes)	HAUTE ECOLE CHARLEMAGNE (BELGIO) Erasmus Code: SMS-B LIEGE43 ANNE MARIE MARTIN LANERO ANNEMARIE.MARTINLANERO@HECH.BE +3242547604	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 ROMANA NICOLA NICOLA.ROMANA@UNIPA.IT +39.09123895249	Select
ERASMUS+ FOR STUDY ICTS	ANGEL KANCHEV UNIVERSITY OF RUSE (BULGARIA) Erasmus Code: SMS-BG ROUSSE01 PROF PHD JULIANA POPOVA JPPPOVA@UNI-RUSE.BG +35982888255	UNIVERSITY OF PALERMO (ITALIA) Erasmus Code: I PALERMO01 TEGOLO DOMENICO DOMENICO.TEGOLO@UNIPA.IT +39.09123891119	Select

**4.4** Now is time to create your LEARNING AGREEMENT: we only accept Learning Agreement generated by the UniPa system; no other agreements will be accepted. To select the subjects, start inserting the Subject Names and related ECTS as foreseen at your Home University; then click on SELECT to search for the subject related at the University of Palermo. If you want to perform research activities, you can select the box as shown below.

Application Form Step: 2

Help

Please specify the **Learning Agreement** with all the subjects that you want to follow at University of Palermo. If you want to perform also some **research activities**, please specify this in the fields below.

Learning agreement

Enter the data of sending institution and fill receiving institution with Select button

**Insert here the Subject Name and n° of ECTS  
as foreseen at your Home University**

Sending institution

<b>Subject name</b>	<b>Number of ECTS Credits</b>
<input type="text" value="INSERT COURSE NAME AS FORESEEN AT YOUR HOME UNIVERSITY"/>	<input type="text" value="N° OF ECTS AT YOUR HOME UNIVERSITY"/>
	(Format example: 6.0)

Receiving institution (University of Palermo)

Click on "Select" to search the related subject at UniPa

**Subject name**

Select ←

Research Activities

I want to perform research activities If you intend to perform Research Activities you must check this box and describe the activity and n° of ECTS (optional and agreed with your teacher coordinator)

**Research description**

**Number of Ects**

(format: 6.0) Enter 0.0 if you will not get any ects from this research activities.

**4.5** First check the subject from the UniPa Course Catalogue, at the following link: <https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam>, and search for the Courses related to the subject you want to undertake. (**e.g. below with Statistics and Data Science Course as sample**). You can use the filters provided by the Course Catalogue or just the CTRL+F search tool of the browser as in the sample below

The screenshot shows a web browser window with the URL [offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam](https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam). The page displays a grid of course cards. A search bar in the top right corner contains the text 'statis' and shows '3/3' results. A red box highlights the search bar and the first card, which is for 'SOCIAL WORK AND ORGANISATIONAL PSYCHOLOGY - LM-51'. Another red box highlights the 'Course data' link on the second card, 'STATISTICS AND DATA SCIENCE - LM-82'. A red arrow points to this link. A red text annotation says 'click on "Course Data" to see all the subjects'. Another red text annotation says 'You can use the filter tool or simply the CTRL+F search tool as shown'. The course cards include details such as 'Master's Degree (MSc) - Free access', curriculum year numbers, and lists of subjects.

Master's Degree (MSc) - Free access  
**SCIENCE OF PREVENTIVE AND ADAPTED PHYSICAL ACTIVITY AND SPORT PERFORMANCE - LM-67, LM-68**  
The curriculum is chosen in year number: 2

- SCIENCES AND TECHNIQUES OF PREVENTIVE AND ADAPTED PHYSICAL ACTIVITY (LM-67)
- SCIENCES AND TECHNIQUES OF PREVENTIVE AND ADAPTED PHYSICAL ACTIVITY (LM-68)
- SCIENCES AND TECHNIQUES OF SPORT PERFORMANCE (LM-67)
- SCIENCES AND TECHNIQUES OF SPORT PERFORMANCE (LM-68)

Master's Degree (MSc) - Free access  
**SOCIAL WORK, INEQUALITIES AND SOCIAL VULNERABILITIES - LM-87**  
The curriculum is chosen in year number: 1  
Course data

Master's Degree (MSc) - Free access  
**STATISTICS AND DATA SCIENCE - LM-82**  
Course data ←

Master's Degree (MSc) - Free access  
**SOCIAL WORK AND ORGANISATIONAL PSYCHOLOGY - LM-51**  
The curriculum is chosen in year number: 1  
Course data

Master's Degree (MSc) - Free access  
**SPATIAL PLANNING - LM-48**  
Course data

Master's Degree (MSc) - Free access  
**TOURISM SYSTEMS AND HOSPITALITY MANAGEMENT - LM-49**  
Course data

click on "Course Data" to see all the subjects

You can use the filter tool or simply the CTRL+F search tool as shown

**4.6** After you open the Course Catalogue selected, you can search for the subject you want to undertake; subjects with lessons in English are marked with an asterisk (\*). You can ask your teacher coordinator for more information about the courses. Take note of the Course Code as show below that will be used to search your subject for the learning agreement. We also suggest contacting your Teacher Coordinator at UniPa (name and surname are mentioned in the Agreement) in order to ask for any questions related to the didactics.

Course Code	Course Title	Credits	Other Info
06318	SCIENCE OF FINANCE BERRITTELLA (PA)	6.0	1
15506	RISK MANAGEMENT SCANNELLA (PO) (*) in english	6.0	1 V C SECS-P/11
18122	TOPICS IN MACRO AND FINANCIAL ECONOMETRICS CIPOLLINI (PO) (*) in english	6.0	1 V C SECS-P/05
18132	GAME THEORY MODICA (PO) (*) in english	6.0	1 V C SECS-P/01
19862	MATHEMATICS DIDACTICS AND TEACHING METHODOLOGY CERRONI (PO)	6.0	1 V C MAT/04
23500	STATISTICAL MACHINE LEARNING SOTTILE (RD) (*) in english	6.0	1 V C SECS-S/01
01662	ENVIRONMENTAL BIOMONITORING NASELLI FLORES (PA)	6.0	2 V C BIO/03
03553	GENETICS CORONA (PA)	6.0	2 V C BIO/18
18103	BIG DATA & ANALYTICS LA CASCIA (PO)	6.0	2 V C INF/01
18119	SCENARIO ANALYSIS FOR FINANCE CIPOLLINI (PO)	6.0	2 V C SECS-P/05
18125	DATA AND MODELS FOR MANAGEMENT DECISIONS DARDANONI (PO) (*) in english	6.0	2 V C SECS-P/03
18128	FINANCIAL PLANNING AND CONTROL QUARCHIONI (RD) (*) in english	6.0	2 V C SECS-P/07
18584	OPEN DATA MANAGEMENT TECHNIQUES TAIBI (IE)	6.0	2 V C INF/01
18649	DOCIMOLGY WITH DOCIMOLGY WORKSHOP	6.0	2 V C M-PED/04
19272	ARTIFICIAL INTELLIGENCE AND DEEP LEARNING LO BOSCO (PA) (*) in english	6.0	2 V C INF/01
19976	BID DATA MANAGEMENT ROMBO (PO) (*) in english	6.0	2 V C INF/01
20732	EMOTIONAL INTELLIGENCE IN DEVELOPMENT D'AMICO (PA)	6.0	2 V C M-PSI/04
22375	GENETIC STATISTICS AND BIOINFORMATIC APPLICATIONS BERTOLAZZI (RD)	6.0	2 V C SECS-S/01

**4.7** Now that you found your courses, go back on your application procedure: step 1 will be SELECTING THE FACULTY/SCHOOL as shown below and then click “SELECT”. If you don’t know which faculty/school is related to your course, you can ask your teacher coordinator, or select one and then check in the step 4.8 if the courses is available.

Application Form Step: 2

Help

Please specify the **Learning Agreement** with all the subjects that you want to follow at University of Palermo. If you want to perform also some **research activities**, please specify this in the fields below.

Search teaching

**i** The field 'Faculty/School' and a field among 'Course unit code', 'Course unit description', 'Number of ECTS credits' are required fields to search a subject.

Faculty/School\*

BASIC AND APPLIED SCIENCES / SCIENZE DI BASE E APPLICATE  
LAW AND SOCIAL-ECONOMIC STUDIES / SCIENZE GIUR. ED ECON.-SOCIALI  
HUMAN SCIENCES AND CULTURAL HERITAGE / SCIENZE UMANE E DEL PATRIM.CULTURALE  
MEDICINE AND SURGERY / MEDICINA E CHIRURGIA  
POLYTECHNIC / POLITECNICA

Number of ECTS Credits

(Format example: 6.0)

Back Search

Course description

1) Select the Faculty/School then click on "select".

## 4.8 Step two will be selecting the COURSE, from the list as shown below.

Application Form Step: 2

Help

Please specify the **Learning Agreement** with all the subjects that you want to follow at University of Palermo. If you want to perform also some **research activities**, please specify this in the fields below.

Search teaching

**i** The field 'Faculty/School' and a field among 'Course unit code', 'Course unit description', 'Number of ECTS credits' are required fields to search a subject.

Faculty/School\*

BASIC AND APPLIED SCIENCES / SCIENZE DI BASE E APPLICATE

Select

Course

CONSERVATION BIOLOGY (2261) / BIOLOGIA DELLA CONSERVAZIONE  
PRECISION AGRICULTURE (2293) / AGRICOLTURA DI PRECISIONE  
SCIENCES AND TECHNOLOGIES FOR THE DEFENSE AND CONSERVATION OF THE SOIL (2294) / SCIENZE E TECNOLOGIE PER LA DIFESA E LA CONSERVAZIONE DEL SUOLO  
BIODIVERSITY AND TECHNOLOGICAL INNOVATION (2295) / BIODIVERSITA' E INNOVAZIONE TECNOLOGICA  
BIOMOLECULAR INDUSTRIAL BIOTECHNOLOGIES (2296) / BIOTECNOLOGIE INDUSTRIALI BIOMOLECOLARI  
**HUMAN FEEDING AND NUTRITION SCIENCES (2245) / SCIENZE DELL'ALIMENTAZIONE E NUTRIZIONE UMANA**  
DATA, ALGORITHMS, AND MACHINE INTELLIGENCE (2270) / DATA, ALGORITHMS, AND MACHINE INTELLIGENCE  
ANIMALE PHARMACEUTICS AND NUTRACUTICS (2278) / FARMACEUTICA E NUTRACEUTICA ANIMALE  
ARTIFICIAL INTELLIGENCE (2291) / INTELLIGENZA ARTIFICIALE  
MEDITERRANEAN AGRICULTURAL SYSTEMS (2292) / SISTEMI AGRICOLI MEDITERRANEI  
GASTRONOMIC SCIENCES (2300) / SCIENZE GASTRONOMICHE  
BIOLOGY (2108) / SCIENZE BIOLOGICHE  
MOLECULAR AND HEALTH BIOLOGY (2195) / BIOLOGIA MOLECOLARE E DELLA SALUTE  
BIODIVERSITY AND ENVIRONMENTAL BIOLOGY (2196) / BIODIVERSITA' E BIOLOGIA AMBIENTALE  
MATHEMATICS (2158) / MATEMATICA  
CHEMISTRY (2159) / CHIMICA  
GEORISK AND GEORESOURCES (2229) / GEORISCHI E GEORISORSE  
BIOTECHNOLOGIES (2075) / BIOTECNOLOGIE  
CHEMISTRY (2076) / CHIMICA

2) After, you can select the "Course" using the list displayed

**4.9** After selecting the course, you can search for the unit courses you want to add in your learning agreement; use the field “Course Unit Code” inserting the code from the Course Catalogue as explained in points 4.5 and 4.6, then click on “SEARCH”. The courses will be displayed below. Then click **select** to add the subject.

### Search teaching

**i** The field 'Faculty/School' and a field among 'Course unit code', 'Course unit description', 'Number of ECTS credits' are required fields to search a subject.

**Faculty/School\***

POLYTECHNIC / POLITECNICA

Select

**Course**

STATISTIICS AND DATA SCIENCE (2235) / STATISTICA E DATA SCIENCE

**Course unit code**

18584 ← insert the unit code here

**Course unit description**

**Number of ECTS Credits**

(Format example: 6.0)

Back Search

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**Course description** select the subject

**OPEN DATA MANAGEMENT TECHNIQUES (18584) / TECNICHE PER LA GESTIONE DEGLI OPEN DATA** Select

Faculty/School POLYTECHNIC / SCUOLA POLITECNICA  
Course STATISTIICS AND DATA SCIENCE / 2235 - STATISTICA E DATA SCIENCE - CLASSE LM-82 - CORSO DI LAUREA MAGISTRALE BIENNALE  
Ects credits 6.0  
Term/semester 2

**4.10** Another way to find your courses will be inserting KEYWORDS in the Unit Description; in this way you will be able to see all the courses that can be selected and added in your learning agreement. Once you found your subject, click “SELECT”

Please specify the **Learning Agreement** with all the subjects that you want to follow at University of Palermo. If you want to perform also some **research activities**, please specify this in the fields below.

### Search teaching

**i** The field 'Faculty/School' and a field among 'Course unit code', 'Course unit description', 'Number of ECTS credits' are required fields to search a subject.

**Faculty/School\***  
BASIC AND APPLIED SCIENCES / SCIENZE DI BASE E APPLICATE

**Course**  
HUMAN FEEDING AND NUTRITION SCIENCES (2245) / SCIENZE DELL'ALIMENTAZIONE E NUTRIZIONE UMANA

**Course unit code**

**Course unit description**  
food

**Number of ECTS Credits**

(Format example: 6.0)

### Course description

<b>METABOLIC SYNDROME AND GASTRO-INTESTINAL SYSTEM DISEASES AND FOOD ALLERGY (20998) / SINDROME METABOLICA E MALATTIE DELL'APPARATO GASTRO-INTESTINALE E ALLERGIE ALIMENTARI</b> <input type="button" value="Select"/>	
Faculty/School	BASIC AND APPLIED SCIENCES / SCUOLA DELLE SCIENZE DI BASE E APPLICATE
Course	HUMAN FEEDING AND NUTRITION SCIENCES / 2245 - SCIENZE DELL'ALIMENTAZIONE E NUTRIZIONE UMANA - CLASSE LM-81 - CORSO DI LAUREA MAGISTRALE BIENNALE
Ects credits	9.0
Term/semester	1

<b>FOOD SCIENCE AND TECHNOLOGIES (06345) / SCIENZE E TECNOLOGIE ALIMENTARI</b> <input type="button" value="Select"/>	
Faculty/School	BASIC AND APPLIED SCIENCES / SCUOLA DELLE SCIENZE DI BASE E APPLICATE
Course	HUMAN FEEDING AND NUTRITION SCIENCES / 2245 - SCIENZE DELL'ALIMENTAZIONE E NUTRIZIONE UMANA - CLASSE LM-81 - CORSO DI LAUREA MAGISTRALE BIENNALE
Ects credits	3.0
Term/semester	2

Add Keywords based on the subjects

Click on "Search"

Subjects will be displayed, and you can select to be added in your Learning Agreement

**4.11** Now, once selected the subject, you can click on ADD TO LEARNING AGREEMENT; **repeat the same procedure for all the subjects you want to include in your Learning Agreement.**

Learning agreement

Enter the data of sending institution and fill receiving institution with Select button

Sending institution

Subject name  
Languages

Number of ECTS Credits  
9  
(Format example: 6.0)

Receiving institution (University of Palermo)

Subject name  
LANGUAGES AND SOCIETY - 9.0 Ects  
Select

ADD TO LEARNING AGREEMENT

After you can add it to the Learning Agreement

## STEP 5 – APPLICATION SUBMISSION AND MANDATORY DOCUMENTATION

After completing your Learning Agreement, it's time to upload the required documents and submit your application for the acceptance by our offices. You'll be able to review a summary of your information and make any necessary changes if needed by going back.

As specified below, it is mandatory to download the **APPLICATION FORM** and **LEARNING AGREEMENT**.

The screenshot shows a web interface for application submission, divided into three main sections: Summary application, Download, and Attachments.

- Summary application:** A form with fields for ID application, Application status, Type of Incoming Student, Sending institution, Departmental coordinator at the sending institution, Departmental coordinator at the University of Palermo, Starting Date (dd/mm/yyyy), Duration of stay in months, and Duration of stay in days. A red arrow points to the right side of this section with the text "Here you have a summary of your application".
- Download:** A section with a blue information icon and the text "Please download the following documents:" followed by a list: "Application form" and "Learning Agreement". A red arrow points to this list with the text "IMPORTANT: Download the Application Form and the Learning Agreement The documents must be signed and stamped following the information decribed". Below this is a note: "To be signed by the student and by the sending institution before uploading as an attachment to this application. Also upload your applicant's photo (jpeg image 420x480 px)."
- Attachments:** A section with a "Requested attachments\*" dropdown menu and a "File\*" upload button labeled "Scegli file" with the text "Nessun file selezionato". A red arrow points to this section with the text "Here you can upload the files."

## 5.1 STEPS TO COMPLETE THE APPLICATION:

- 1) **DOWNLOAD AND PRINT THE APPLICATION FORM AND LEARNING AGREEMENT.** Only documents generated by the system are accepted. No other Learning Agreement or documents will be accepted.
- 2) The **APPLICATION FORM** must be Signed and Stamped by your International Relation Office;
- 3) The **LEARNING AGREEMENT** must be signed by You and by the Coordinator from your University. The signature of the UniPa Coordinator is mandatory for all Traineeship mobilities and only for Medicine Students.
- 4) Upload valid ID/Passport
- 5) Upload your Picture, it must be a recognizable photo with your face visible
- 6) Upload the Learning Agreement duly signed.
- 7) Upload the Application form duly signed and stamped.
- 8) After you upload all, **CLICK ON SEND APPLICATION FORM!**

The screenshot shows a web interface for uploading attachments. At the top, there is a brown header labeled "Attachments". Below it, a white box contains a "Requested attachments\*" dropdown menu with a list of options: "Applicant's photo (jpeg image 420x480 px)", "Applicant's photo (jpeg image 420x480 px)", "ID Card/Passport (pdf or jpeg file)", "Application form (pdf or jpeg file)", and "Learning agreement (pdf or jpeg file)". To the right of this menu is a "File\*" upload area with a "Scegli file" button and the text "Nessun file selezionato". A red arrow points from the "Scegli file" button to the "Requested attachments\*" dropdown. Below the dropdown is a green "Add attachment" button. At the bottom of the interface, there are three buttons: "Back", "GO TO LIST OF MY APPLICATIONS", and "SEND APPLICATION FORM". A red arrow points down from the "SEND APPLICATION FORM" button. Below the buttons, the text "AFTER YOU UPLOAD ALL, CLICK ON SEND APPLICATION" is written in red. To the right of the interface, there is a red text box with the heading "Do not forget to:" followed by a list of four items: "1) Add a profile picture, with your face visible", "2) Add a valid ID/Passport", "3) Add the APPLICATION FORM signed and stamped by your University International Relation Office", and "4) Add the LEARNING AGREEMENT (LA) signed by you, your teacher coordinator from your University." Below this list, another red text box states: "The signature in the LA of the UniPa coordinator is mandatory only for Medicine students and TRAINEESHIP".

Attachments

Requested attachments\*

Applicant's photo (jpeg image 420x480 px)

Applicant's photo (jpeg image 420x480 px)

ID Card/Passport (pdf or jpeg file)

Application form (pdf or jpeg file)

Learning agreement (pdf or jpeg file)

Add attachment

File\*

Scegli file Nessun file selezionato

Do not forget to:

- 1) Add a profile picture, with your face visible
- 2) Add a valid ID/Passport
- 3) Add the APPLICATION FORM signed and stamped by your University International Relation Office
- 4) Add the LEARNING AGREEMENT (LA) signed by you, your teacher coordinator from your University.

The signature in the LA of the UniPa coordinator is mandatory only for Medicine students and TRAINEESHIP

Back GO TO LIST OF MY APPLICATIONS SEND APPLICATION FORM

AFTER YOU UPLOAD ALL, CLICK ON SEND APPLICATION

**5.2** After you send the application, it will be evaluated by the UniPa incoming office, and you will receive an **ACCEPTANCE EMAIL if the application will be successful.**

In case some of the documents are not correct, you will receive an email with the correction needed, and you must again follow the indication provided, to complete your application. You can also view and delete the application by clicking the yellow icon (to modify) or the red x to delete your application.

My Application Forms

Se sei uno studente già iscritto presso l'Università degli Studi di Palermo clicca qui per Attivare il Profilo Studente

Click on this icon for view the related Application Form detail

**YOU CAN CLOSE AND CONTINUE YOUR APPLICATION, BY CLICKING THE BUTTON UNDER "MY APPLICATION"**

View

Application Form not deleted Refresh

No.	Description	A.Y.	Roll number	Creation & Last Modified	Step	State	Op.
3251401	Application form for incoming students (visiting, exchange, ERASMUS incoming)	2023/2024		07/11/2023 10:36:34	2	Da completare sul Web	 

New Application Form

## CONTACTS AND FINAL INFORMATION:

- For any questions regarding the administrative aspects and problems with the application procedure, you can send an email to [incoming.students@unipa.it](mailto:incoming.students@unipa.it) specifying your problems and eventually enclosing screens of the issue.
- For any questions regarding the agreements or you can't find your agreement, please contact your International Relations Office at your Home University, and ask to contact by email [erasmus.agreement@unipa.it](mailto:erasmus.agreement@unipa.it) specifying the problems.
- For any questions regarding the didactics, such as subject selection and other information, you can contact your TEACHER COORDINATOR that is mentioned in the agreement. Email can be found in the UniPa website.

*IRO INCOMING OFFICE*

**Educational offer is available here:**

<https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam>

Subject in English are marked with an asterisk (\*).

**Academic calendar is available here:**

<https://www.unipa.it/mobilita/en/useful-information/the-didactic-calendar/>

**FAQ about your mobility:**

<https://www.unipa.it/amministrazione/direzione generale/sspinternationalrelationsoffice/u.o.incoming/faq/>