



A

B

C

D

E

F

G

H

I

L

M

N

O

P

Q

R

S

T

U

V

Z

# GLOSSARY

## for UniTS International Students and Researchers

### A

#### **ABBONAMENTO - Season ticket**

It is a ticket or a subscription that you can use repeatedly during a certain period. You can buy season tickets for buses, trains, gym, cinemas, theatre performances, etc.

#### **ACCESSO LIBERO – Open Admission**

Open admission to a Degree course allows *perspective students* (*futuri studenti*) to enrol in the first year without any selection and limit of available places.

#### **ACCESSO PROGRAMMATO – Limited Admission**

Degree courses with a limited number of places have a limited admission. In this case *perspective students* (*futuri studenti*) have to pass a selective procedure before to enrol in the first year, as an exam or an interview or a check of entry *requirements* (*requisiti*).

#### **ANNO ACCADEMICO (A.A.) - Academic Year**

An academic year is the time period of university courses and exams. Each academic year is composed by two *semesters* (*semestri*). It usually begins in September and ends in August/September of the following year.

#### **ALLOGGIO - Accommodation**

Accommodations for students may be residences, guesthouses, or private accommodation (rooms, flats). Students have various options in Trieste, as *ARDIS* Residence Hall and the Residence in the former Military Hospital.



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

<https://www.units.it/en/prospective-students/accommodation-and-facilities>

**C**

## **AGENZIA DELLE ENTRATE - Italian Revenue Agency**

**D**

The Revenue Agency is in charge for the **tax code (Codice fiscale)**; it collects tax revenues, provides services and assistance to taxpayers and carries out assessment and inspections.

**E**

It also provides cadastral services and registration of rental contracts, handles the e-invoice for public authorities and the Health Insurance Card.

**F**

<https://www.agenziaentrate.gov.it/portale/web/english>

**G**

## **ANAGRAFE, UFFICIO ANAGRAFE - Register office (at Municipality)**

**H**

It is the Municipality office where births, marriages and deaths are officially recorded. It is also in charge for the registration for residency status of EU citizens who stay 90 days or more in Italy. It is in charge also for the registration of extra-EU citizens who stay in Italy less than 90 days. This registration is required also for **the National Health system (SSN - Sistema Sanitario Nazionale)**, driving licenses, enrolling children at school, claiming for family benefit, etc...

**L**

<https://www.comune.trieste.it/anagrafe>

**M**

## **APPELLO D'ESAME - Exam Date**

**N**

Students can take each exam on different dates which are decided by the competent teaching structure, the **Department (Dipartimento)**. Each Department establishes at least six exam dates along the three **examination periods (sessioni d'esame)**, at least two exam dates in the first and second examination period and at least one in the third one.

**O**

**P**

## **ARDIS (Agenzia Regionale per il Diritto allo Studio) - Regional Agency for Access to Higher Education**

**Q**

**R**

It is the Regional Agency for Access to Higher Education. It offers some services to students enrolled at one of the regional Universities, as accommodation, catering and scholarships.

**S**

<http://www.ardiss.fvg.it/>

**T**

## **ASSEGNO DI RICERCA - Research grant**

**U**

According to article 22 of the Italian Law no.240/2010, the winner of a selection for a research grant is awarded the status of ASSEGNISTA DI RICERCA (research grantholder) by the stipulation of a contract to carry out a research activity on a continuous basis for a period of at least 12 months. Research activity has to be coordinated with the competent **Department (Dipartimento)**, which has activated the selection.

**V**

**Z**

<https://www.units.it/en/research/research-opportunities>



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

A

B

C

## **ATTIVITÀ DIDATTICHE IN SOPRANNUMERO – Additional Teaching Activities**

D

Students can add additional teaching activities to their *study plan* ([piano di studi](#)) up to 18 CFUs in *Bachelor's Degrees* ([Laurea Triennale](#)) or 12 CFUs in *Master's Degrees* ([Laurea magistrale](#)), 30/60 CFUs in 5-year single cycle Master's Degrees without any extra charge. Beyond these limits, additional teaching activities have to be approved by the competent didactic structure. Additional teaching activities' marks are not calculated for the average of the examinations envisaged by the course of study.

E

F

<https://www.units.it/en/how/study-plans-and-examinations>

G

## **ATTIVITÀ FORMATIVA - Learning Activity**

H

Learning activities comprise all activities that allow students to enrich their academic experience, as courses, seminars, workshops, *internships* ([tirocini](#)), project works, languages and the degree thesis.

I

L

M

B

N

## **BANCOMAT, SPORTELLO BANCOMAT – ATM, Cash dispenser**

O

An ATM (Automated Teller Machine) is a machine usually located in a wall outside a bank or a post office, from which you can take money out of your bank/postal account using a special card.

P

It is also used to indicate the card, i.e. the rectangular piece of plastic often with your signature that allows you to take money out from your bank/postal account or for paying in a shop.

Q

R

## **BIBLIOTECA - Library**

S

A place, building or room containing collections of books, periodicals, films and recorded music for use or borrowing by the public or the members of an institution. Trieste has many libraries in its area.

T

U

The University of Trieste Library System (SBA) is in charge of the preservation, development, promotion and management of the book, document and archive collections and fosters access to online information resources. The University Library System includes 15 libraries dedicated to the following study areas: Humanities; Science, Technology and Life Sciences; Economics, Law, Political and Social Sciences. If you are a student at the University of Trieste you may log on to licensed services from BiblioUniTS using your University credentials ([Esse3](#)).

V

Z



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

A

B

<https://www.biblio.units.it/SebinaOpac/.do?locale=eng>

C

## **BOLLETTINO POSTALE - Postal giro slip**

D

A printed paper used for a payment transfer at the Post office; a postal order. A giro postal is used for the payment the *stay permit's application* ([permesso di soggiorno](#)) or for the registration with [SSN](#).

E

(see a [fac simile](#) of a filled out postal giro slip for the request of residence permit)

F

## **BORSA DI STUDIO – Scholarship (Grants)**

G

Money awarded to a person by an organization.

H

The University of Trieste offers grants and scholarships to recognise the merit and support the studies and educational progress of the highest performing students and graduates. Grants are awarded for work to be carried out, while *scholarships* ([borse di studio](#)) are mostly in recognition of work that has been completed (degree thesis, papers, etc.).

I

L

<https://www.units.it/en/prospective-students/grants-and-scholarships>

M

**BUS > see TRASPORTI PUBBLICI – Public Transport**

N

O

C

P

## **CAF (Centro di Assistenza Fiscale) – Centre for fiscal assistance**

Q

A CAF (Centre of fiscal assistance) is an agency where people can have support on fiscal issues. International researchers and students can ask support for the fulfilling of the [ISEE certification](#) or for assistance to family reunion's VISA.

R

## **CALENDARIO DIDATTICO – Academic Calendar**

S

Periods of classes, timetables of different courses, number and exam dates. *Departments* ([Dipartimenti](#)) define their academic calendars according to the Trieste University's internal Regulations.

T

U

## **CAREER DAY**

V

Event organised to facilitate the meeting between students or recent graduates and firms. Job@UniTS is the Career Day organised by the University of Trieste. The Career Day of the University of Trieste offers its students workshops and seminars about access to the labour market and opportunities to fix an interview with the participating firms or submit their CVs.

Z





# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

<https://www2.units.it/sportellolavoro/jobunits/>

**C**

**CAREER SERVICE > see Placement**

**D**

**CARRIERA STUDENTI > see PIANO DI STUDI – Study Plan**

**E**

**CERIMONIA DI LAUREA - Graduation Day**

**F**

The Graduation Day is a formal event where students, who passed their **final exam (esame di laurea)** celebrate their graduation.

**G**

<https://www.units.it/en/how/graduation>

**H**

**CFU (CREDITO FORMATIVO UNIVERSITARIO) – CFU (University credits)**

**I**

It is the system to measure students' commitment for each **learning activity (attività formative)** indicated in the **study plan (piano di studi)**. It corresponds with 25 study hours. In Italy to complete a study course (BA+MD) students are requested to achieve 180 CFUs (120+60).

**L**

<http://www.cimea.it/en/services/the-italian-higher-education-system/credit-system.aspx>

**M**

**CLA (Centro Linguistico di Ateneo) – University Linguistic Centre**

**N**

It is the University Centre which offers language courses (Arabic, Chinese, Greek, German, etc.) to the University of Trieste's community.

**O**

<https://iuslit.units.it/it/CLA>

**P**

**CLab – Contamination Lab**

**Q**

The CLab is an aggregator of innovative teaching programmes and a support service for the creation of new businesses. This container will provide areas for innovative teaching and co-working, and a "making corner" for prototype development. In addition to the co-working provided to the winners of the selection competitions, the Contamination Lab (CLab) offers all UniTS students a mentoring service and access to thematic seminars as well as **internships (tirocini)** and training events.

**T**

<https://www.units.it/en/start-opportunities/contamination-lab>

**U**

**CODICE FISCALE - Tax Code**

**V**

Tax code is a personal Italian code which allows to identify individuals in their relations with public authorities and administrations. It is requested for example for the opening of a bank/post account, for the stipulation of a work contract, to apply for Italian **National Health Service (SSN – Sistema Sanitario Nazionale)**, to rent a flat, etc. For individuals it is formed

**Z**



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

**C**

by 16 alphanumeric characters determined on the basis of personal data (surname, name, gender, place and date of birth). Tax codes are issued by the **Italian Revenue Agency (Agenzia delle Entrate)**.

**D**

<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>

**E**

## **CONTO CORRENTE – bank/postal account**

**F**

A personal current account which you can open in a bank or **post office (ufficio postale)**. An Italian current account is requested to get the salary paid.

**G**

## **CORSO SINGOLO – Single Course**

**H**

Students can register at a university to attend single courses as well and not only a complete bachelor's or master's degree course. Each course has a fixed number of **university credits (CFUs)**. At the University of Trieste applications for single courses are allowed up to a maximum of 36 credits per year. Credits acquired for single courses can be recognised for a subsequent course of study (but not to gain entrance to years after the first) or as an integration to a **study plan (piano di studi)** (e.g. to apply for a Master's degree). If students choose a course with a limited number of places, they must prior obtain the approval (nullaosta) to attend courses from the department responsible for the course. For the procedure to follow, contact in advance the Student Secretariat.

**I**

**L**

**M**

**N**

<https://www.units.it/en/how/single-courses>

**O**

## **CONVENZIONE DI ACCOGLIENZA - Hosting Agreement**

**P**

The Hosting Agreement is a document requested by the Italian **Ministry of the Interior (Ministero dell'Interno)** to apply for **entry clearance** for research (**Nulla Osta** per ricerca) when extra EU researchers stay in Italy more than 90 days and have to apply for a research **visa (visto)**, in order to pursue a research activity. It is signed by the researcher and the hosting university. It is an agreement which defines the research project approved by the hosting **Department (Dipartimento)** and states the working conditions offered.

**Q**

**R**

<https://www.units.it/en/research/welcome-office/researchers>

**S**

## **CURRICULUM**

**T**

**U**

The curriculum is the whole of university and extra university **learning activities (attività formative)** planned by the Academic Regulations of each Degree Course.

**V**

## **CUS (Centro Universitario Sportivo) –Trieste University Sport Centre**

**Z**

The Trieste University Sport Centre offers different sports and activities to its students and staff.



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

A

B

<https://www.cus.units.it/>

C

D

D

E

**DEPOSITO CAUZIONALE (CAUZIONE) - Deposit / Security deposit**

F

Sum given to a landlord, lender or seller of a home or apartment as proof of intent to move-in and care for the domicile. It is a measure for the recipient to cover expenses for damages or lost property.

G

H

**DICHIARAZIONE DI PRESENZA - Declaration of presence**

It is requested to declare the presence of foreigners from a Schengen State who stay in Italy for study, research, tourism, business or visit purposes. It is not requested when they stay in a hotel, since there is a registration form in charge of the hotel or when they come from a non-Schengen State, because this latter are requested to register according to different procedures.

I

L

M

**DICHIARAZIONE SOSTITUTIVA DELL'ATTO DI NOTORIETÀ - Declaration in lieu of an affidavit**

It is a Declaration on personal conditions, as family status or permanent residence. For example, it can be requested when applying for **family reunification** (**ricongiungimento familiare**) or EU long-term **residence permit** (**permesso di soggiorno** per lungosoggiornanti).

N

O

P

**DIPARTIMENTO - Department**

Departments are the facilities which organise and coordinate research and teaching activities. They are centres of responsibility with managerial autonomy and an own budget; they draw up acts with external relevance. At University of Trieste there are 10 (ten) departments.

Q

R

S

<https://www.units.it/en/research-structures/departments>

T

**DIPLOMA CONGIUNTO – Joint Degree**

U

A Joint Degree programme is an integrated international course of study in partnership with another university abroad. Students enrolled in a Joint Degree programme study at home university and at partner university abroad. At the end of the programme they obtain a joint degree **qualification** (**titolo**) belonging to both partner universities.

V

Z

**DIRITTO ALLO STUDIO - Right to university study**





# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

**C**

**D**

**E**

**F**

**G**

**H**

**I**

**L**

**M**

**N**

**O**

**P**

**Q**

**R**

**S**

**T**

**U**

**V**

**Z**

“Diritto allo studio – Right to university study” refers to benefits related with **tuition fees (tasse universitarie)**, **scholarships (borse di studio)** and **services offered by the Regional Agency for the Right to Higher Education (ARDIS)**, as **accommodations (alloggi)** and catering.

<https://www.units.it/en/prospective-students/grants-and-scholarships>

## **DOPPIO DIPLOMA - Double Degree**

A double degree Programme is an integrated international course of study in partnership with another university abroad. Students enrolled in a Double Degree programme study at home university and at partner university abroad and at the end of the programme they achieve the degrees of both partner universities.

## **DOTTORATO – PhD course/Research Doctorate**

The PhD (Research Doctorate) is the third and highest level of University education and is aimed at imparting the skills and competencies necessary to carry out highly qualified research either at academic institutions or at public or private institutions. A Doctoral programme usually has a three-year duration and may include study periods abroad as well as training activities at private and public institutions. In Italy, the admission and recruitment processes are governed by national laws and the university's own regulations. Each candidate must undergo an official public selection process. Some of the places available are funded; the funding bodies may be the Italian Ministry of Universities and Research, the University itself on its own budget or a public or private institution. Eligible non-Italian candidates must hold an academic **qualification (titolo)** awarded by a non-Italian Institution, declared as equivalent to an Italian degree by the Academic Board for the sole purposes of admission to the Doctorate. Every year the University of Trieste publishes an official admission announcement on its website.

<http://www2.units.it/dott/en/>

## **E**

### **EDUROAM**

The University of Trieste has joined the Eduroam world-wide federated roaming for Research & Education. People belonging to the University of Trieste (Teaching Staff, Personnel, Students) may access other Eduroam member institution networks and, vice versa, enabled users from other Eduroam member institutions may connect to the University of Trieste's network. This is achieved automatically after the very first configuration from every Eduroam point of presence around the world. Guests can connect to the wireless network Eduroam using their home institution's credentials.





A

B

<https://eduroam.units.it/guests/>

C

D

## **EQUIVALENZA – Eligibility/Equivalency**

E

In academic recognition procedures it is defined also as “eligibility”. A **qualification (titolo)** is equivalent to another, if both belong to the same level of education in the international classification and to the same sector, if they have the same nature (academic, professional or research) and carry the same academic rights. In Italian recognition procedures the equivalency determines only the recognition of some legal rights of the qualification and is valid only for the scope of the requested evaluation. It may refer also to the academic recognition of a foreign qualification to the corresponding Italian qualification.

F

G

H

## **EQUIPOLLENZA - Nostrification**

I

It refers to a **qualification (titolo)** which is equal to another because both have the same legal value. In case of a foreign qualification, a qualification is recognised equal to another if all its elements (level, nature, length, credits, academic and professional rights, curriculum of studies, etc.) correspond to those of the Italian qualification.

L

M

<https://www.units.it/en/how/recognition-foreign-qualifications>

N

## **ESAME - Exam**

O

Exams can be taken at the end of each course with an oral or written test. They are evaluated on a 30-point scale and the minimum passing **mark (voto)** is 18/30, while the best one is 30/30 with honor (con lode). Before each exam the candidate has to identify himself by an identity card. All exams are open to public. After the exam' assessment, candidates can view their papers within next **exam session (sessione d'esame)**. Students should register for exams through their **Personal Area (Area Personale – ESSE 3)**. Results of exams are published on the respective University webpage. When receiving the result of an exam, students can accept it through their Personal Area. If they are not satisfied with the result, they are allowed to refuse it and try taking the exam again in the next exam session.

P

Q

R

S

## **ESAME DI LAUREA- Final Exam**

T

Degree is awarded only if students pass their final degree exam. Students are admitted to the final exam if they have acquired all **CFUs** required by their **study plan (piano di studi)**. Modalities and evaluation of the final exam are defined by Degree Course Regulations. Anyway, for **Master's Degree (Laurea Magistrale)** it is also required a preparation of an original thesis under the guidance of a **supervisor (relatore)**, eventually with possible co-supervisors. It is possible to write the thesis in a foreign language, but in this case, student has to write a brief presentation in Italian. The final **mark (voto)** is on a 110-point scale, eventually with honour (con lode). The minimum passing mark is 66/110.

U

V

Z



A

B

<https://www.units.it/en/how/graduation>

C

D

E

## ESSE 3 (SERVIZI ONLINE) – Online Services

F

Each enrolled student receives institutional credentials – personal and not transferable – to access University on-line services, as his/her Personal Area (ESSE 3), the institutional email by which the University communicates with students, digital documents of the University Library System, etc. After logging in ESSE 3, students can choose their course of study, view and change their **study plan** (piano di studi), pay **tuition fees** (tasse universitarie), enrol for an **exam** (esame), register for the **final exam** (graduation; esame di laurea), download administrative certificates, etc.

I

<https://www.units.it/en/online-services-students>

L

M

F

N

## FREQUENZA - Attendance

O

Attendance is the participation in **educational activities** (attività formative). Students may be required to attend compulsory classes, practice exercises and workshops depending on their Degree Programme.

P

Q

## FOTODATILOSCOPICO / RILIEVI FOTODATILOSCOPICI - Fingerprinting

R

Application for **stay permits for research** (permesso di soggiorno) implies an appointment at **Questura** (Police Headquarters) for fingerprinting.

<https://www.units.it/en/research/welcome-office>

S

## FUTURI STUDENTI - Prospective students

T

U

The University of Trieste offers a number of Bachelor's and Master's Degrees entirely or partially taught in English, as well as many PhD international programmes that lead to an international career in companies and research institutions. Prospective students will be supported by the **Orientation Service** (Orientamento) with **enrolment** (immatricolazione) procedures.

V

Z

<https://www.units.it/en/prospective-students/why-units>



A

B

C

D

E

F

**G**

## **GIORNATA DI ACCOGLIENZA - Welcome Day**

The Welcome Day is an event where the University welcomes international students, both students arriving with an exchange programme (incoming mobility students) and degree seeking students. During the event international students are encouraged to visit the university and the city, as well as to get to know the main university services and meet local students.

G

H

I

L

M

**I**

## **IMMATRICOLAZIONE - Enrolment Procedure**

It is the process to register at a University. Each degree course could have different deadlines and enrolment procedures in **open admission** (**accesso libero**) or envisage a selection procedure for courses with **limited access** (**accesso programmato**). For further information, please consult the website of the course you are interested in.

<https://www.units.it/en/prospective-students/admissions>

O

P

Q

R

## **INAIL (Istituto Nazionale Assicurazione Infortuni sul Lavoro) - National Institute for Insurance against Accidents at Work**

It is the Italian National Institute for Insurance against Accidents at Work; it is a non-economic public body that manages insurance against accidents at work and occupational diseases. Work contracts (and some fellowships) are subject to the registration with INAIL which is performed by the employer at the beginning of the work contract/fellowship.

S

T

U

V

## **INPS (Istituto Nazionale Previdenza Sociale) - National Institute for social security**

It is the National main retirement and welfare institute for workers in Italy. INPS manages also family benefits, unemployment benefits and other social benefits.

Z





A

B

<https://www.inps.it/nuovoportaleinps/default.aspx>

C

**ISEE - ISEE Certification**

D

The ISEE indicator is a criterion to evaluate the family economic situation. This indicator is obtained by combining and assessing some factors: income, assets and the composition of the family. It gives the opportunity to take advantages of social benefits, such as financial aid and to take part in **ARDIS** calls for housing services. It is issued by **CAF**.

E

F

<https://www.units.it/en/prospective-students/fees-and-concessions>

G

H

L

I

**LAUREA (TRIENNALE) – Bachelor’s Degree (First Cycle Degree Programme)**

L

A First Cycle Degree Programme consists in three years of study, leads to a basic degree and it is called in Italy Laurea (Bachelor’s Degree). This **qualification (titolo)** provides students with 180 university credits (CFUs).

M

In Italy, to be admitted to a Bachelor’s Degree, it is required a high school diploma after conclusion of a five-year school or other educational qualification obtained abroad and considered eligible.

N

O

<https://www.units.it/en/students/courses-and-programmes>

P

**LAUREA MAGISTRALE (or simply MAGISTRALE) – Master’s Degree (Second Cycle Degree Programme)**

Q

Master’s Degree or Second Cycle Degree Programme consists in two years of more specialized study after the conclusion of First Cycle Degree Programme. This kind of **qualification (titolo)** provides students with 120 university credits (CFUs) and the final title of ‘Master’s Degree’.

R

S

<https://www.units.it/en/students/courses-and-programmes>

T

**LIBRETTO – University Registration book (Transcript of records)**

U

It is the electronic booklet where all records obtained during student’s academic career are registered. Students can access their libretto by logging in **ESSE3** in their Personal Area.

V

Z



A

B

C

## M

### MARCA DA BOLLO - Revenue stamp

Revenue stamps are stamps used to pay governmental taxes and fees. It may be requested for administrative procedures (e.g. permit of stay's application) and its amount can vary according to the procedure requested. They can be bought in tobaccos shops.

E

F

G

### MASTER – Master Courses

In Italy a Master corresponds to an advanced training course, which aims at the acquisition of particular skills in specific scientific, technical and professional sectors. A Master can be at 1<sup>st</sup> level (for those having a [Bachelor's Degree](#)) or at 2<sup>nd</sup> level (for students having a [Master's Degree](#)). The Master's courses generally last one year and require that the student achieves 60 CFUs.

I

L

[http://www2.units.it/immatricolazioni/master\\_eng/](http://www2.units.it/immatricolazioni/master_eng/)

M

### MATRICOLA (NUMERO DI) - Matriculation Number

The Matriculation Number is a number which identifies each student upon enrolment at the university. It is required for several services (e.g. to register for an exam, to borrow books from university libraries, etc...) and it represents the student's username to access Personal Area ([ESSE3](#)) within the university website. Matricola is a term used also to define a first-year student.

N

O

P

### MINISTERO DELL'INTERNO – Ministry of the Interior

The Ministry of the Interior is the Italian political authority for the administration of internal affairs. It is responsible for internal security and the protection of the constitutional order, for immigration and administrative questions. It controls the State Police (Polizia di Stato) and the **Local Government Office** ([Prefettura](#)). The [Nulla Osta](#) (**entry clearance**) online procedure is regulated by the Ministry of Interior.

Q

R

S

<https://www.interno.gov.it/it>

T

### MODULO (Modulo formativo) – Course Unit

It is the part of a course: some courses can be divided into one or more parts; each part is called "modulo". Usually at the end of each course unit, there is an exam.

U

V

Z



A

B

C

D

E

F

G

H

I

L

M

N

O

P

Q

R

S

T

U

V

Z

## N

### **NULLA OSTA - Entry clearance**

It is the document to get an entry visa for Italy. For example, the Nulla Osta for research (entry clearance for research) is issued by the local [\*\*Sportello Unico Immigrazione - SUI\*\*](#).

<https://www.units.it/en/research/welcome-office>

### **NUMERO CHIUSO – Limited enrolment > see ACCESSO PROGRAMMATO**

## O

### **OBBLIGO FORMATIVO AGGIUNTIVO (OFA) - Additional courses**

OFA are additional activities that Universities identify as necessary to fill any gaps in the educational curriculum of students enrolling in first-year degree courses.

### **ORARIO (dei corsi) – (course) Timetable**

Courses' timetables are available some weeks before the beginning of the **semester** (**semester**), they indicate day, class hours, university building and room where courses are to be held.

### **ORARI DI UFFICIO - Opening hours / office hours**

Opening hours (or office hours) is the period of time when offices are open to public. It defines the hours when the administrative personnel can assist and provide information to public in person. It is important to check in advance the office's opening hours and set an appointment.

<https://www.units.it/en/how/student-secretariats-office-hours>

### **ORIENTAMENTO – Orientation Service**

The Orientation Service provides information to prospective students on degree programmes, application procedures, entry exams, student fees and special reductions.

During the year, the Trieste University Orientation Service organises counselling meetings for secondary schools and runs the event "Porte Aperte" - the University Open Days on its main and regional campuses. The Service also takes part in counselling fairs to present courses and services for students of the University of Trieste.

<https://www.units.it/en/counselling-service>





A

B

C

P

D

## **PATRONATO - Welfare agency**

E

It helps foreign citizens to manage procedures such the request/renew of **the permit of stay** (**permesso di soggiorno**), **family reunion** (**ricongiungimento familiare**) procedures, unemployment application, family benefits. A fee may be requested according to the type of service.

F

G

<http://www.welcomeoffice.fvg.it/practical-info/daily-life/immigration-and-fiscal-services/patronati/>

H

## **PERMESSO DI SOGGIORNO - Permit of Stay (or Residence Permit)**

I

In order to stay in Italy more than three months, extra EU citizens have to obtain a Stay Permit (or Residence Permit).

L

<https://www.units.it/en/research/welcome-office/researchers>

M

## **PIANO DI STUDI - Study Plan**

N

The study plan is the list of all learning activities (courses, laboratories, internships, etc.) that have to be attended and completed in order to gain the **qualification** (**titolo**). Check regularly under your Online **Registration Book** (**libretto**) on the Online Services page (**ESSE3**) of the University of Trieste that your study plan is correct and up-to-date. In some cases, you can amend your study plan: some changes require approval by the departmental responsible for learning activities.

O

P

<https://www.units.it/en/how/study-plans-and-examinations>

Q

## **PREFETTURA - Local Government Office**

R

The office manages the registration of extra-EU citizens upon their arrival in Trieste and **family reunion** (**ricongiungimento familiare**) procedures. It also manages the Integration agreement procedure.

S

T

[http://www.prefettura.it/trieste/contenuti/Sportello\\_unico\\_per\\_l\\_immigrazione-46824.htm](http://www.prefettura.it/trieste/contenuti/Sportello_unico_per_l_immigrazione-46824.htm)

U

## **PROCEDURA DI AMMISSIONE - Admission procedure**

V

The admission procedure foresees what student should do to enroll in a university course of study. There may be envisaged an admission test, depending on the degree programme.

Z

<https://www.units.it/en/prospective-students/admissions>



A

B

## PROVA D'ESAME – Exam(ination) Test

C

In order to gain the university **credits (CFUs)** related to each learning activity, students must pass an **exam (esame)** (or other forms of evaluation). Tests may be written, oral or pass/fail assessments.

D

E

F

G

Q

H

## QUESTURA – Police Headquarters

I

Questura is the Police Headquarters where extra EU students and researchers receive their **Permit of Stay (permesso di soggiorno)**. Extra EU students and researchers should go to Questura on the basis of an appointment that they receive upon sending the postal kit for the residence permit's request at post offices. In Trieste Questura is located in Via Matteo Demenego e Pierluigi Rotta 2.

L

M

<https://questure.poliziadistato.it/it/Trieste>

N

O

R

P

## RELATORE (della tesi) – Supervisor (thesis supervisor)

Q

The supervisor is a professor who guides graduating students in writing their final thesis. Students can choose their supervisor by checking professors' teaching subjects and research interests. In case of a supervisor from a different **department (dipartimento)**, it will be necessary to find a second supervisor (*correlatore*) of the department where the student is enrolled.

R

S

T

## REQUISITI - Requirements

U

In order to enroll at a degree course (Bachelor's or Master's Degrees) it could be necessary to possess some requirements, that means to possess competences and/or **qualifications (titolo)**. They may vary depending on the course.

V

Z

## REQUISITI DI ACCESSO - Admission requirements



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

**C**

**D**

**E**

**F**

**G**

**H**

## RICEVUTA POSTALE - Postal receipt (postal slip)

**I**

When an extra EU researcher requests the **residence permit (permesso di soggiorno)** and sends the postal kit at the **Post Office (ufficio postale)**, he/she receives a postal receipt/slip where it is indicated also the date of the appointment with **Questura (Police Headquarters)** for fingerprinting and issue of the residence permit. With this slip the University of Trieste admits the researcher to sign the research grant contract necessary to start his/her research activity.

**L**

**M**

**N**

<https://www.units.it/en/research/welcome-office/researchers>

**O**

## RICONGIUNGIMENTO FAMILIARE - Family Reunification

**P**

It applies when family members of non-EU citizens wish to come to Italy after the citizen's arrival. They can be requested by a person who is regularly living in Italy and holding a valid **permit of stay (permesso di soggiorno)** of at least 12 months. In this case family members need a **visa (visto)** for family purposes to enter Italy. Family members visa is issued according to **entry clearance's (Nulla Osta)** type that has been issued by the applicant. Applicant will be asked to submit proof of the relationship with the family member, appropriate income and **accommodation (alloggio)**.

**Q**

**R**

**S**

<http://www.welcomeoffice.fvg.it/practical-info/family/>

**T**

## RICONOSCIMENTO CREDITI - Credits Recognition

**U**

It is possible to enroll in a degree course and ask for recognition of previously attended **learning activities (attività formative)**, such as single courses, language certifications or computing certification achieved, **internships (tirocinio)**/work experience. Recognition is possible only for those activities which have not previously been used for other recognitions. **Enrolment (immatricolazione)** with recognized credits is not permitted for students simultaneously registered in another university **course** and who have requested a withdrawal from their studies.

**V**

**Z**





A

B

## RICONOSCIMENTO DI UN TITOLO – Recognition of Qualifications

C

It is intended as the process to facilitate the reciprocal recognition of higher education **qualifications** (**titolo**) between countries, which have ratified the “Lisbon Recognition Convention”. Italian Universities, Higher Education Institutions and AFAM Institutions are nominated as the competent bodies for the recognition of foreign qualifications for academic purposes, except for **PhD** (**dottorato**) qualifications recognitions whose competent body is the Ministry of University and Research (MUR).

D

E

F

G

H

S

## SEMESTRE - Semester

The University **Academic Year** (**Anno Accademico**) is divided in two parts. Each part is called ‘semester’. The first semester begins in September and ends late February, while the second semester starts early March and ends in June/July. Semesters include both classes and **examination periods** (**sessione d’esami**) (approximately January-February, June-July, September-October).

L

M

N

## SERVIZI CITTADINI - Town Services

Detailed information on public services offered by Trieste municipality (including civic museums, sports, transports, main events, etc.) is available on the *Comune di Trieste* official website.

P

Q

<https://www.comune.trieste.it/>

R

## SESSIONE D’ESAMI – Examination/Exam Period

Examination or exam periods are approximately on January-February, June-July, September-October. Students are usually allowed to take all the **exam** (**esame**) dates included in these periods.

S

T

<https://www.units.it/en/how/study-plans-and-examinations>

U

## SILENZIO DIDATTICO

Period of the academic year when lessons are suspended. Extra exam sessions could be fixed in this period.

V

Z



**A**

**B**

## **SPESE CONDOMINIALI - Building running costs**

**C**

This is a type of monthly costs that every owner of a flat has to pay to cover maintenance costs, repairs and security of buildings and common areas' fees. It could also include water bills and heating costs, according to the type of building.

**D**

<http://www.welcomeoffice.fvg.it/practical-info/accommodation/private-accommodation/useful-tips/>

**E**

**F**

## **SPID (Sistema Pubblico di Identità Digitale) - Public System for Digital Identity**

**G**

It entitles the access to all online services of the Public Administration with a single Digital Identity (username and password) that can be used from computers, tablets and smartphones. To request SPID credentials, you need: a valid Italian identity document (identity card or passport), your health card, an email address and a mobile phone number that you normally use.

**H**

**I**

**SPORT > see CUS**

**L**

## **SPORTELLO LAVORO (Ufficio PLACEMENT – CAREER SERVICE)**

**M**

The Career Service is responsible for placement and careers advice for prospective graduates, graduates and research students enrolled at the University of Trieste. The aim of the service is to support people to reduce the time needed for young people to enter labour market. Every day, staff provides information on employment opportunities, professional openings offered by study courses, continuing education initiatives, and the strengthening of active means of finding a job. Advice provided by the Career Service helps young people become more self-confident and aware of their own potential. The Career Service organises also **Career days**, job placement and recruiting activities and work-related events.

**N**

**O**

**P**

<https://www2.units.it/sportellolavoro/pagine/pagina/about-us/191/2>

**Q**

**R**

## **SSN (Servizio Sanitario Nazionale) - National Health Service**

**S**

The National Health Service (SSN) is a system of structures and services aimed at guaranteeing all citizens, on equal terms, universal access to the equitable provision of health services, in implementation of Article 32 of the Italian Constitution. Rules regarding medical and health assistance for foreign citizens vary according to their country of origin. EU and non-EU citizens domiciled in the local area of Trieste and not holding an E106/S1, E109/S1 or a **TEAM (European Health Insurance Card – Tessera Sanitaria Europea)** card can voluntarily register for the entire duration of their stay in Trieste. Voluntary registration with the Regional Health Service allows the foreign citizens to choose a family doctor and to use all services available to Italian citizens. To access health service, you need the **Health Card (tessera sanitaria)**, which is free; it is valid for 6 years or until the expiration of the **permit of stay (permesso di soggiorno)**.

**T**

**U**

**V**

**Z**

[http://www.units.it/sites/default/files/media/documenti/en/health\\_services\\_info\\_sheet.pdf](http://www.units.it/sites/default/files/media/documenti/en/health_services_info_sheet.pdf)



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

A

B

## SUI (Sportello Unico Immigrazione) – Immigration Office

C

It manages the issue of the **entry clearance** (**Nulla Osta**) for researchers and for **Family reunion** (**ricongiungimento familiare**).

D

E

F

T

G

## TASSE UNIVERSITARIE - Tuition Fees

H

Tuition fees is the amount of money that students must pay for studying at a University. Respecting the principles of the right to higher education, the University of Trieste adopts a fee system which will ensure that families know in advance exactly how much a student will have to pay. Fees are the same for all degree programmes and are calculated progressively depending on **ISEE**.

I

L

<https://www.units.it/en/prospective-students/fees-and-concessions>

M

## TESSERA SANITARIA - Health card

N

It is a personal document issued to individuals registered with the **Italian National Health Service** (**SSN**). It contains several information, such as the biographical data and the tax code. It shall be valid for 6 years or until the expiration of the **permit of stay** (**permesso di soggiorno**).

O

P

## TESSERA SANITARIA EUROPEA (TEAM) - European Health insurance card

Q

It is the European Health card issued by the National Health service in the country of residence. It is valid in any EU/EEA Member States and Switzerland and it covers for emergencies and medical care by a general practitioner.

R

<https://ec.europa.eu/social/main.jsp?catId=559>

S

## TIROCINIO / STAGE - Internship

T

Internships represent a period of training, giving students and recent graduates the opportunity to acquire professional competences and skills. By law, the maximum duration of an internship is 12 months for students, and 6 months for recent graduates. Recent graduates may begin their internship within 12 months from graduation.

U

V

<https://www2.units.it/sportellolavoro/pagine/pagina/about-us/191/2>

Z

## TITOLO – Qualification





# UNIVERSITÀ DEGLI STUDI DI TRIESTE

**A**

**B**

**C**

In Italy a qualification is a synonymous of study title. In order to be admitted to University, to **prospective students (future student)** it is requested a high/secondary school qualification which has to be evaluated if not earned in Italy.

**D**

## **TRASPORTI PUBBLICI – Public Transportation**

**E**

Public transportation in Trieste is managed by Trieste Trasporti Spa.

<https://www.triestetrasporti.it/>

**F**

## **TUTOR E TUTORAGGIO - Tutor and tutoring**

**G**

The Tutors are students who support other students in a different range of activities. Tutors provide other students with information regarding University life, administration or administrative procedures such as completing the **study plan (piano di studi)**. For some courses, academic tutors are especially selected for supporting other students in a specific subject; they are periodically available.

**H**

**I**

**L**

**U**

**M**

## **UFFICIO POSTALE - Post Office**

**N**

At Post Office you can mail letters or packages and buy stamps. Researchers from extra EU countries have to go to Post Offices to send the postal kit to request their **permit of stay (permesso di soggiorno)** to local **Questura (Police Headquarters)**.

**O**

<https://www.poste.it/>

**P**

## **URP (UFFICIO RELAZIONI CON IL PUBBLICO) – Public Relations Office**

**Q**

It provides counseling, as well as information and assistance to students.

**R**

<https://www.units.it/en/public-information-office>

**S**

**T**

**V**

**U**

## **VISTO - Visa**

**V**

To enter Italy, extra EU citizens must obtain a Visa based on nationality, country of residence, reasons for the visit and length of stay. Visa is given by the Italian Embassy/Consulate of the citizen's country of residence. The University of Trieste's Service for International Relations provides assistance and information to incoming researchers and

**Z**



# UNIVERSITÀ DEGLI STUDI DI TRIESTE

hosting **Departments (dipartimenti)** regarding **entry clearance (Nulla Osta)**, Visa and **permit of stay's (permesso di soggiorno)** procedures.

<https://www.units.it/en/research/welcome-office/researchers>

Website of the Italian Minister of Foreign Affairs: <https://vistoperitalia.esteri.it/home/en>

## VOTO - Mark

In Italy university marks are given on the basis of 30 points. When the student's performance is considered outstanding, a 'lode' (cum laude) can be added by the Commission. The minimum passing marks is 18/30. Marks below 18 are a fail.

## VOTO DI LAUREA - Final Mark

The final mark can range from a minimum of 66/100 to a maximum of 110/110, with possible honors (*with honours*).

Edited by: **SERVICE OF INTERNATIONAL RELATIONS**  
**Staff Unit Internationalisation**  
Piazzale Europa, 1, 34127 Trieste  
Phone: +39 040 558 7996 / 3029 / 3002  
Email: [servizi.ricerca@amm.units.it](mailto:servizi.ricerca@amm.units.it)  
[www.units.it](http://www.units.it) – [ateneo@pec.units.it](mailto:ateneo@pec.units.it)

