



UNIVERSITÀ  
POLITECNICA  
DELLE MARCHE

# International Students' HANDBOOK

Academic Year  
2023-2024





Marche Polytechnic University is a **scientific higher education institution** of excellence deeply connected with the territory and with a strong **international vocation**.

You will find 5 main *cultural areas*:  
*Agriculture, Economics, Engineering, Medicine and Sciences*

More than **50** study courses including **Double Degree** programmes and an expanding variety of courses **entirely taught in English** for you to choose from.

27+ destinations within the Erasmus Project

45+ destinations for postgraduate traineeships

◦ ***Jump into your FUTURE: step-by-step guide for easy Enrolment***

◦ ***Find all the relevant information to study in Ancona***

◦ ***To-Do list before & as you arrive in Italy***

◦ ***Didactic offer, University services***

◦ ***Tuition fees, Accommodation***

◦ ***Scholarships*** and much more

**WELCOME TO**  
***Marche Polytechnic University***



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## CONTACTS

International Relations Office [international@univpm.it](mailto:international@univpm.it)

Agriculture, Engineering and Sciences → 071220 **4617**

Economics → 071220 **7215**

Medicine → 071220 **6096**



# CHOOSE YOUR COURSE

## Our brand-new **English** programmes:

Marche's Polytechnic University [UNIVPM] aims at broadening its international appeal with **3 new courses entirely in English**.

To answer the many challenges and changes imposed by the **technological evolution** to many aspects of our socio-economic life we have implemented the Bachelor's Degree in **Digital Economics and Business**.

The same developments in digital systems have, in the last decades, involved the medical field.

Last but not least among the newly introduced English courses we have the Master's Degree in **Green Industrial Engineering**, which will take place in **Pesaro** in collaboration with the **University of Urbino**.

Our educational offer doubles down on the concepts of **innovation** and **integration** between new technologies and different scientific fields with the **Medicine and Surgery** single-cycle Master's Degree course, entirely taught in English, which combines the *standard MBBS degree* (LM-41) with *Biomedical Engineering knowledge and practices*.

At the end of this innovative course called **Medicine & Technology** (MedTECH LM-41) the student will obtain a double degree: the *standard Medicine & Surgery Master degree* with, if interested, the possibility to obtain another *Bachelor's degree in Biomedical Engineering*.

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2

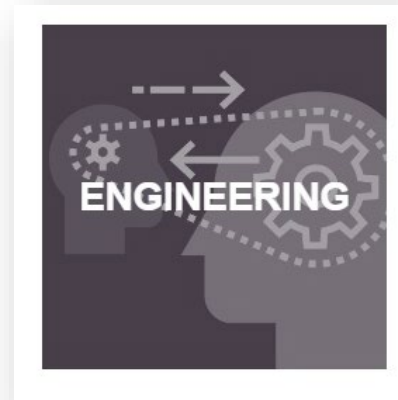
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## DIDACTIC OFFER and ENGLISH COURSES

# CHOOSE YOUR COURSE

- You can scroll through our full **Didactic Offer** by visiting our → [specific website at THIS link.](#) ←
- You can browse through English-taught courses only, we've listed them → [HERE on our website](#) ←
- Looking for a Double Degree Programme? → [Click HERE](#) ← to be redirected to the relative page of our website

↓↓ Otherwise, click on one of the 5 cultural areas to go straight to its courses ↓↓



## DIDACTIC OFFER and ENGLISH COURSES

## Installments and deadlines

Tuition fees are due in three installments:

- The **first installment** amounts to € 156,00. It includes € 140,00 for the regional tax and € 16,00 for stamp duties; the **first installment** must be paid upon enrollment or registration, not later than **the first week of November 2023**. If the course requires an admission test, the first installment is to be paid within the terms indicated in the related calls.
- The **second** and **third** installments vary according to the course chosen and the ISEE Indicator.

International students who are not resident in Italy, or international students who are resident in Italy but are not financially independent, need to apply for ISEE parificato\*

Payment deadline for the **second and third installments**: please check annual deadlines in the [dedicated web page](#).

## TUITION FEES

## What's the ISEE INDICATOR\*?

Marche's Polytechnic University has adopted a tuition fee system which includes the *regional tax, stamp duties* and an amount which depends on the student's *household income* and the *course chosen*.

The student's household income must be determined through the *Equivalent Economic Status Indicator* (ISEE Indicator), i.e. a financial tool that assesses the effective income and asset situation.

# Simulate your fees

Use the Tuition Fee Calculator to calculate the fees applicable to you.

<http://www.univpm.it/simulatore-tasse>

\*the outcome of the simulation is purely indicative

To get all the relevant information regarding tuition fees like *exemption*, *reduction* and *how to obtain your ISEE parificato* please visit the  
→ [dedicated page of our website](#) ←

## TUITION FEES





Each year Marche Polytechnic University offers grants to international students

Discover all the scholarships opportunities that UNIVPM, local and national institutions can offer you to enroll in one of the bachelor's or master's degrees taught in English or Italian at the University

On our website you will find information for international students, including a dedicated **scholarships section**.

Please also check

**UNIVPM - Tuition and Scholarship**

**ERDIS** (The Regional Body for the Right to Education), every year, offers students the opportunity to take scholarships, as well as various benefits regarding accommodation, transports and university canteens. You can consult the calls (also in English) on [www.erdiss.it](http://www.erdiss.it)



# SCHOLARSHIPS





Pictured: Faculty of Economics

# VISA PROCEDURES and ENROLMENT

These are the ***essential documents*** that you have to gather in your home country.

Depending on the course you will eventually choose you might be required to provide additional documents.

1. ID picture (*recent*)
2. Passport (*valid*)
3. Final highschool Diploma (*original copy*) obtained after a minimum of **12 years** of schooling.
4. Legalized translation (*Apostille*) of highschool Diploma into either *Italian* or *English*
5. Declaration of Value (*DoV*) issued by the competent Embassy

## NECESSARY DOCUMENTS

5.1 Instead of a DOV, you can also use the service offered by **CIMEA.it**

UNIVPM and CIMEA teamed up to offer students a reliable and quick way of recognizing school titles.

More info on the partnership and the service  
→ **here** ←



# Ask a professor's assessment

- **PRE-EVALUATION PROCEDURE FOR A.Y. 2023/2024 NOW AVAILABLE!**

**International students** (non-EU students applying for a visa and EU / EU equivalent students holding a foreign qualification) can apply for a **pre-evaluation of their application** for our courses.

A didactic commission will evaluate your curricular requirements and the adequacy of your personal preparation and will inform you about the outcome via email.

In case of positive outcome, you will be able to proceed with pre-enrolment on the University portal, through which the possession of necessary documents and additional requirements for enrolment will be verified.

***Find out if you meet the admission requirements for the courses you are interested in!***



### Pre-enrolment on UNIVERSITY portal

International students applying for a VISA and living abroad will have to complete a pre-enrolment procedure before starting the enrolment.

In case you need a visa to enter Italy, you should apply for the pre-enrolment in our university on the [UNIVERSITY website](#), filling in the 'Pre-enrolment Form' within a deadline *to be defined*.



On this ministerial platform you will be asked to upload the **essential documents** listed at page 9 of this guide.



**Please note:** *our institution highly suggest using a personal e-mail account that you have access on. This is important to maintain a direct contact between the University and the potential students, without third-party filters.*

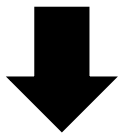
## PRE-ENROLMENT



# Now WHAT?

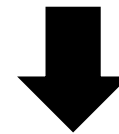
You've already picked your study course and applied for pre-enrolment to UNIVPM via UNIVERSITALY.it

YOU PICKED A **FREE ACCESS** COURSE?



→CLICK HERE!←

YOU PICKED A **RESTRICTED ACCESS** COURSE?



→CLICK HERE!←

If you chose a free access course at UNIVPM, the last important requirement you have to meet is the relevant language assessment test, organized by our Centre for Linguistic Support (CSAL\*).

There will be different sessions, a candidate who fails the first may register for the following date and try again. This means you have three shots at passing the italian language exam.



The tests will be carried out online and will aim at evaluating the following skills: ***listening, reading comprehension*** and ***use of language*** (*ITALIAN* or *ENGLISH* based on the course you chose)



[Click HERE](#) to learn more about the language exams, registration, Test dates and modalities.

# CSAL Language Knowledge Assessment

According to Italian current legislation, students must demonstrate they have an **adequate initial preparation**, which is verified by means of a **specific test**.

**It is not selective**, but in the event that the student does not take the test or the result of the test is not positive, the student is assigned **additional educational obligations (OFA)** to be fulfilled by the deadline set in the Academic Regulations of the Study Programs.

The OFA test takes place online in different sessions.

Please consult [ORIENTA.UNIVPM web pages](#) or our **Faculties' web-sites** to register and attend the preliminary test.

Please, note that, until the educational debt is recovered, students are not able to take some of the exams as establish in the Didactic regulation of the courses of study.

## **Preliminary knowledge test – OFA debt**

If you picked a **restricted access** course the next step is to *read carefully* its Call for Application, *follow the procedures* described and *respect the deadlines* as outlined in the document.



Medicina e Chirurgia



**TOLC-MED call for application**



Medicine and Technology



**IMAT call for application**



Building Engineering-Architecture



**Admission Test call for application**

## **Restricted Admission Degree programmes**



Your Student Life in ITALY starts now, make it official with the final Enrolment!

- 1 REGISTER in the university platform → [Esse3web](#)
- 2 FILL the on-line enrolment application form
- 3 UPLOAD a recent picture
- 4 PRINT and SIGN the enrolment application form
- 5 PAY the first installment of the fees
- 6 ATTACH the necessary documents as PDF



Check out our **step-by-step** guide for enrolment



More information about the procedure **available here**



**Remember to do so within November 6<sup>th</sup> 2023, otherwise you will incur in an extra fee.**

For restricted-access courses please consult their Calls for Application.

# ENROLMENT – easy online procedure

Students from abroad have the opportunity to exploit:

- University residences made available by [ERDIS](#) for the UNIVPM students: Regional Agency for the Right of the University Study (ERDIS) provides an opportunity for non-residents students to access in the Student Houses as a result of winning the regional scholarship or that are included in the list of applicants for places that have remained unoccupied

- Residences on private flats with negotiated rent contracts provided by the Municipality of Ancona: you can ask for help and consult the [Informa Giovani of Ancona](#)

For further information, please send an email to:

[info.accommodation@univpm.it](mailto:info.accommodation@univpm.it)

If our accommodation facilities are fully booked, you can rent a private flat.

**Renting a privately-owned flat in Ancona is really affordable.**

**The cost of a single room amounts to around 200-250 € per month**, while a place in a double room is 150-200 € per month.

**In some periods of the year, vacant rooms are very difficult to find.** Renting a room through an estate agent is also possible, but it can be more expensive.

**IMPORTANT!**

The best period to look for a room is during summer months, don't wait until you arrive in Italy to start looking for accommodation.

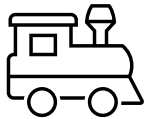
**Sometimes Embassies require the student to provide proof of accommodation for the first 30 days in order to issue the VISA.**

# ACCOMMODATION



The nearest airport is "[Ancona International Airport](#)" located in Falconara Marittima:

If you arrive **by airplane**, a [bus service](#) from the airport will take you to the centre of Ancona:



If you arrive **by train**, you need to stop at "*Stazione Centrale*" of Ancona. Then, from the train station, you can take the bus (Conerobus):

- line 1/4 in the direction of "Tavernelle" for the *Faculties of Engineering, Agriculture and Sciences*;
- line 1/4 in the direction of "Piazza IV Novembre" for the *Faculty of Economics* (stop "Piazza Roma") and for the *International Relations Office* (stop "Piazza Roma");
- line 30 in the direction of "Ospedale Regionale" for the *Faculty of Medicine*.



Tickets can be purchased at the tobacco shop inside the station.

**Buses** run from 7.00 am until 22.30 pm. After that, you can use a taxi service.



# HOW TO REACH US



# WELCOME IN ANCONA



Pictured: Faculty of Medicine and Surgery



Welcome!

In this section you will find a useful TO-DO-LIST of the most important things to take care of upon your arrival in Ancona.

In the final red section you will also find all the **services** and information for consulting and modifying your curricula, entering the reserved area, browsing the educational structures and services, free time, and other information



*Have a good navigation!*



Residence Permit (non-EU only)  
Tax Code (Revenue Agency)  
Bank Account  
NHS – Health Insurance

Badge & Park  
Study Plan  
Exams and Credits Recognition  
Didactic calendar and Lectures timetable

Request a certificate  
Graduation Exam  
UNIVPM Apps  
More Services..

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# YOUR LIFE IN ITALY

Italian law requires non-EU citizens, planning to stay in Italy for more than 3 months, to apply for the residence permit **within 8 working days** from their arrival in Italy.

## WHAT to do?

In order to apply for the residence permit, non-EU citizens have to collect a kit for the residence permit application at any **Post Office** (*Ufficio Poste Italiane*). You will need to attach to the application the following documents:

1. photocopies of all the pages of your passport;
2. copy of the certificate stating the course you will enroll in, with the stamp of the Italian Embassy/Consulate in your Country, released by the Embassy/Consulate;
3. copy of your Health insurance;
4. a € 16 duty stamp (marca da bollo). You can buy it at the Tobacconist's (Tabacchi shop).

## WHERE?

The nearest Post Office to our offices is located in **Largo XXIV Maggio, Ancona.**  
(near "Piazza Cavour")

Another central Post Office can be found in **Banchina Nazario Sauro, Ancona.**  
(near the port)

A more accessible Post Office for people who don't live in the city center is located in **Piazza Rosselli 31, Ancona**  
(near the train station)

# RESIDENCE PERMIT

After filling out the application form, you have to hand it in at any Post Office. *The postal expenses amount to € 30,00.*

In order to obtain the **electronic residence permit card** *you will also have to pay € 70,46.*

*Costs may vary depending on changes of national rules.*

The P.O. employee will give you a receipt. Always bring with you the postal receipt or at least a copy of it, together with your passport until you receive your electronic residence permit.

Together with the receipt, the P.O. will give you a sheet indicating the day and time of the appointment at the Questura Immigration Office in order to get the fingerprints.

**It is compulsory to go and get fingerprinted on the day and at the time indicated in the appointment sheet issued by the P.O..**

## WHERE?

QUESTURA UFFICIO  
IMMIGRAZIONE/  
IMMIGRATION OFFICE:  
**Via G. Gervasoni n.19 -**  
60129 Ancona  
Tel. **07122881**  
Opening hours for  
information  
**Thursday 8.30 – 12.30**

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To renew your residence permit you need to submit the application at least 60 days before the expire date. It's strongly recommended to apply for renewal before the deadline. In order to collect the renewal application submission kit, you can go to any Post office.

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# RESIDENCE PERMIT

The tax identification number ("*codice fiscale*") is a personal code that identifies each person living in Italy. The "tax code" provides a mean of identification for foreign citizens in their relations with public authorities and other administrations.

For example, it is necessary to enroll to the university, open a bank account, buy an Italian sim card or rent a flat.

For more detailed information on the tax identification number please visit the website:

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

## WHAT to do?

The tax identification number can be obtained from the offices of the Italian Revenue Agency ("*Agenzia delle Entrate*"), by submitting an application indicating the personal data and a photocopy of your passport.

It is necessary to make an appointment, possibly through the Internet page of the office.

## WHERE?

The "Agenzia delle Entrate" Office of Ancona is located in

**Via Palestro n.15**

(near Piazza Pertini)

Tel. 071 2274411

# TAX CODE



It's suggested to open an Italian bank account for everyday expenses but also, for example, in order to receive the payment of a scholarship.



In order to open an account in any Italian bank, you will need to submit your passport and your Tax Code ("*Codice Fiscale*").



There is no need to arrange appointments in order to open an account. This process can be completed quickly, at the bank you choose or online.

For more information regarding requirements, ToC, policies check the banks' websites.

# Open your **BANK ACCOUNT**

If you are not in possession of a private medical insurance, you are strongly recommended to apply for the Italian National Health Service (*Servizio Sanitario Nazionale-SSN*), in order to use public health service.

The registration to the **National Health Service** lasts one year, it refers to the calendar year (1 January-31 December) and cannot be split up. The registration fee for students amounts to about € 150,00 per year. For working students, the registration to the National Health Service is mandatory.

The **necessary documents** for the registration are:

- Residence permit
- Identity document (Passport)
- Codice fiscale (Tax Code)
- Document certifying your residence or self-declaration of residence
- Payment receipt of registration fee

You need to apply at the *Local Health Authority (Aziende Sanitarie Locali - ASL)* closest to your place of residence.

Upon registration, a health card is issued. On the card you will find your identification number, your name and the name of your assigned doctor. The health card expires together with your residence permit. You can access health services only by showing your health card.

## WHERE?

The ASL Offices are located in:

**Viale Della Vittoria, 9**

- 60123 Ancona

(telephone 0715965886).

**Viale Cristoforo Colombo, 106**

- 60127 Ancona

(telephone 800 645 333)

# NHS – Health Insurance

# MARCHE



Ancona  
Ascoli Piceno  
Fermo  
Macerata  
Pesaro  
San Benedetto  
del Tronto

## WHERE WE ARE

# ANCONA



# BEING A STUDENT @ UNIVPM

# REGISTRAR'S OFFICES LINKS



*Agriculture*



*Economics*



*Engineering*



*Medicine and Surgery*



*Sciences*



After the enrollment, you can collect your university badge at the registrar's office of your Faculty (*check opening days and hours*).

If you need a park permit, please, check how to ask for it in your registrar's office web page.



## Opening Hours:

### **From January to August**

from 11.00 to 13.00 Monday and Thursday  
from 15.00 to 16.30 Wednesday  
(closed Tuesday and Friday)

### **From September to December**

from 10.00 to 13.00 Monday and Thursday  
from 15.00 to 16.30 Wednesday

# MARCHE POLYTECHNIC UNIVERSITY

## *SERVICES*

Badge and park permit

**UNIVERSITÀ POLITECNICA DELLE MARCHE**

italiano english español Ricerca Cerca

Home page

Benvenuto nell'Agenda WEB dell'Università Politecnica delle Marche

**Orario delle lezioni**

- Per corso di studio
- Per docente
- Per insegnamento

**Occupazione delle aule**

**Prenota il tuo posto a lezione**

- Nuova prenotazione
- Le mie prenotazioni
- Gestisci il tuo profilo

**Lista degli eventi filtrata per sede, tipo, stato o parola chiave**

**Informazioni sull'App MyUnivpmAgenda**

Potrai ottenere maggiori informazioni sugli eventi (mappe, dati di contatto del docente, elenco degli eventi, etc) cliccando su ogni cella.

*Didactic calendars: enter on the web site of your Faculty, click on **"Didattica"** and then choose the appropriate link referred to your course.*

Consult lessons timetable in the APP [MyUnivpm Agenda](#).  
You can also reserve your seat.

# MARCHE POLYTECHNIC UNIVERSITY

## *SERVICES* Didactic calendars and lectures timetable

- **Study Plan** → When filling out the study plan, the student chooses the courses of his interest based on the ones available and offered by the study courses. The sum of compulsory and free-choice exams constitute the study plan of a student.
- 

In November, enrolled students can submit their study plan, with the choice of exams and elective teaching activities, by entering their reserved area and following the dedicated procedure.

Please, check the methods and criteria for submitting the study plan on the web page of your registrar's office. On your Faculty website, you can find all the information on your course (*presentation, calendars, study plan, activities, contacts...*).



Click on "**Didattica**" > "**Offerta formativa**" and choose the course you're enrolled in.

# MARCHE POLYTECHNIC UNIVERSITY

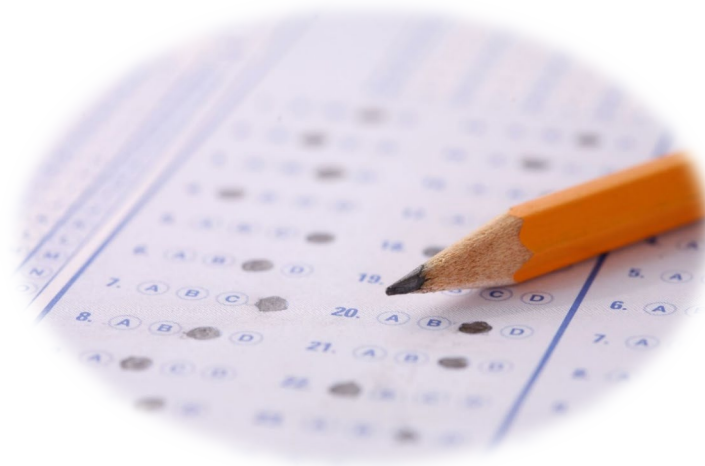
## *SERVICES*

Consult the didactic offer  
and chose your study plan

To register for an exam session, you have to enter in your reserved area and choose the exam you want to take.

Please, before registering for an exam, check which are the bridging course (*propedeuticità*) required by your study plan.

You can also check dates and timetables of your exams in the My Agenda App



If you have a *previous university career*, you can ask the **recognition of academic credits**. The recognition can be either integral or partial. Please, check conditions and how to present the request on the web page of your registrar's office.

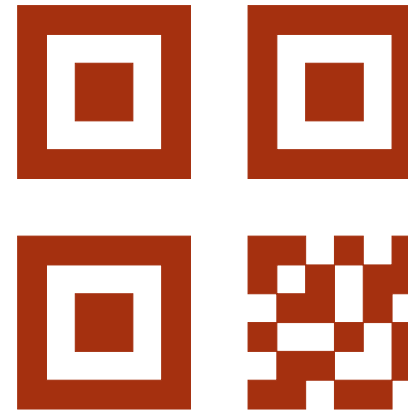
# MARCHE POLYTECHNIC UNIVERSITY

## *SERVICES* How to take an exam and Recognition of credits from previous careers



If you need to ask for a certificate regarding your academic career, you can contact the registrar's office of your Faculty or, alternatively, visit the web site, download and submit the appropriate form.

When asking, please specify the purpose of your request. In some case you may need to present a stamp duty.



**MARCHE POLYTECHNIC UNIVERSITY**  
***SERVICES***   Request a certificate

In order to obtain a degree, a specialist degree and a master's degree, the student must pass a **final exam**, the content and methods of which are established by the [Didactic Regulations of the Degree Programs](#).

Students can apply exclusively online, from the reserved area at the "Laurea" link on ESSE3 WEB, in the periods expressly provided for each graduation session and published in each Registrar's office webpage.

Only students who have passed all the exams in their study plan, including the final internship exam, are admitted to the final exam of the degree course.



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**MARCHE POLYTECHNIC UNIVERSITY**  
***SERVICES***      Graduation exam



My UNIVPM: is the official app to manage your career at UNIVPM. With the app you can:

- Consult the training offer
- Consult the news for students
- View the available sessions
- Book you for exams
- Accept / Reject votes
- Consult the timetables and contacts of the student secretariats



**My UNIVPM Agenda:** Thanks to MyUnivpm you can:

- Consult the lesson timetable
- Reserve your place in class
- Consult your reservations based on the profile created

**DOWNLOAD:** [https://www.univpm.it/Entra/Universita\\_Politecnica\\_delle\\_Marche\\_Home/Univpm\\_App](https://www.univpm.it/Entra/Universita_Politecnica_delle_Marche_Home/Univpm_App)

# MARCHE POLYTECHNIC UNIVERSITY

## *SERVICES* Useful tools and apps!

- **E-learning platform** → UNIVPM offers its users an **e-learning platform** for the improvement and support of educational activities. All recognized users can access the system and benefit of the available contents.

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- **Internet Services** → **All students** enrolled on courses at the Università Politecnica delle Marche **have access to internet services** as soon as they have registered at the University as well as to their own **institutional e-mail address**.

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- **Students with disabilities / specific learning disorders** → UNIVPM has set up a special welcome service targeted to the needs of disabled students and those with SLD enrolled in the courses of our university to make **education easier** and more **accessible**.

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- **Part-time Students Collaborations** → Each year UNIVPM publishes a call for application for a **paid part-time collaboration program**, reserved for **enrolled students**. See the specifics and requirements at the link above.

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- **University Centre for Linguistic Support** → **Experienced** language **teachers**, freely available material for **self-studying**, classes-courses-seminars-certifications... in ***Italian, English, French, German*** and ***Spanish***.

# MARCHE POLYTECHNIC UNIVERSITY

## SERVICES



- **University Libraries** → *Economical-Juridical-Sociological Library* in Piazzale Martelli, 8  
*Technical-Scientific-Biomedical Library* in via Breccie Bianche  
*Medical Library* in via Tronto
- **University Sports Centre - CUS** → offers students the opportunity to practice team and individual sports. Consult the courses available on its website.
- **Life in ANCONA** → Ancona offers excellent conditions for study and research in a stimulating and comfortable environment. At the link you'll also find information regarding the **cost of living** for students, the **territory**, **entertainment** and much more.
- **Students' Associations** → University student associations offer cultural and recreational activities, as well as support students in all matters relating to their university career!
- **Infosheet** → A brief collection of fundamental information for **International Students** coming to study at Marche Polytechnic University.

# MARCHE POLYTECHNIC UNIVERSITY

## SERVICES



<https://www.youtube.com/user/UNIVPM1>



<https://twitter.com/UnivPoliMarche>



<https://www.instagram.com/univpm/>



<https://www.facebook.com/UNIVPM>

### Our Website

<https://www.univpm.it/Entra/>

### International students

E-mail: [international@univpm.it](mailto:international@univpm.it)

Agriculture, Engineering and  
Sciences → 071220 **4617**  
Economics → 071220 **7215**  
Medicine → 071220 **6096**

### Erasmus+ Programme

#### Incoming Students/Trainees

Tel.: +39 071 220 3019

E-mail: [erasmus.incoming@univpm.it](mailto:erasmus.incoming@univpm.it)

#### Outbound Mobility for Studies

Tel.: +39 071 220 3017 - 3018

E-mail: [erasmus.outgoing@univpm.it](mailto:erasmus.outgoing@univpm.it)

#### Internships abroad

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