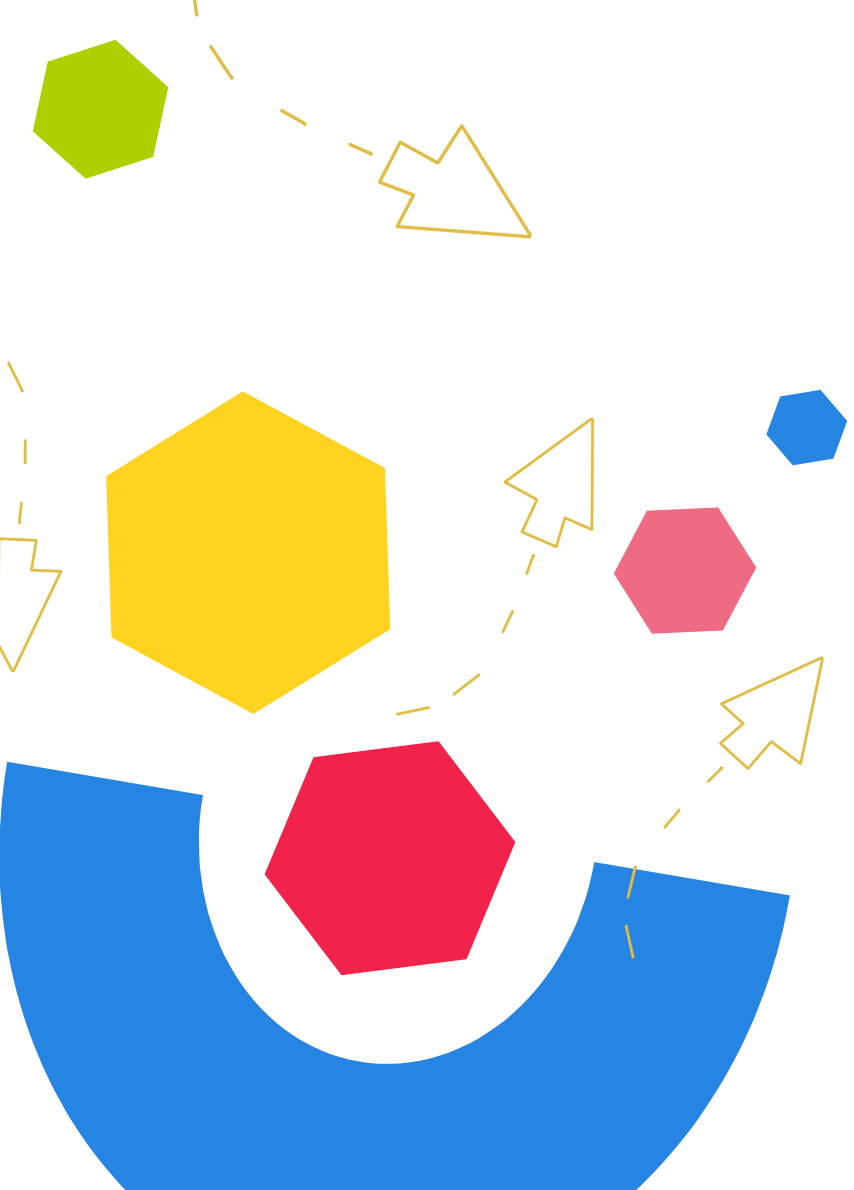

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PRACTICAL GUIDE FOR INTERNATIONAL STUDENTS

LANGUAGE SCIENCES AND CULTURAL STUDIES FOR SPECIAL NEEDS

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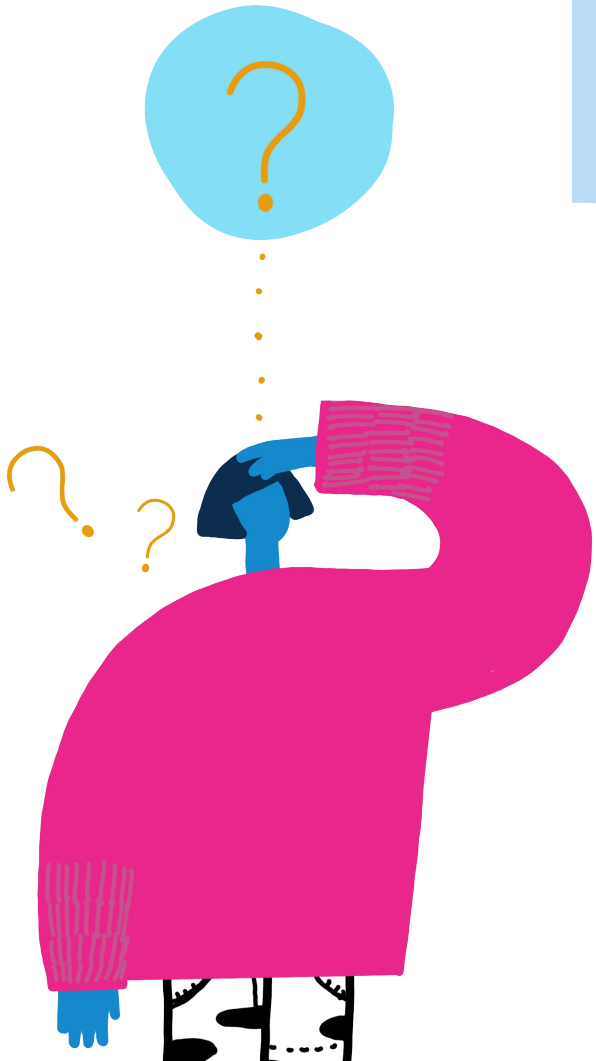

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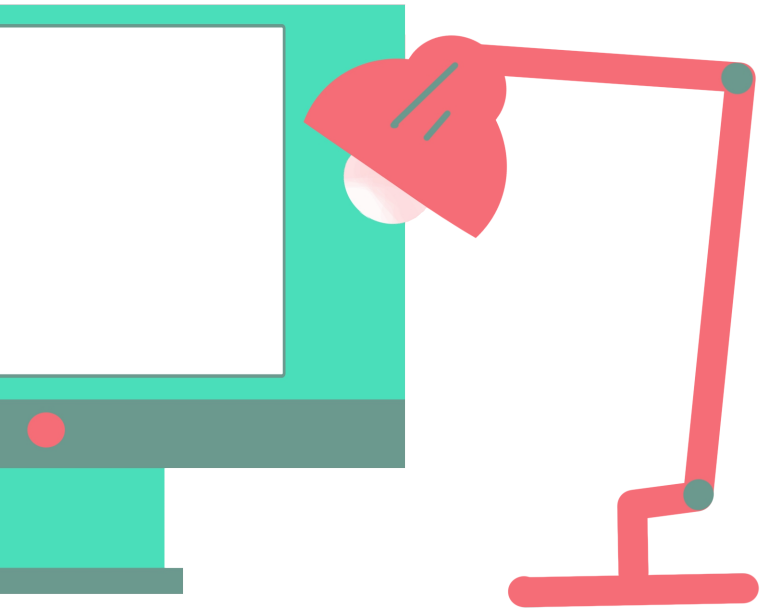

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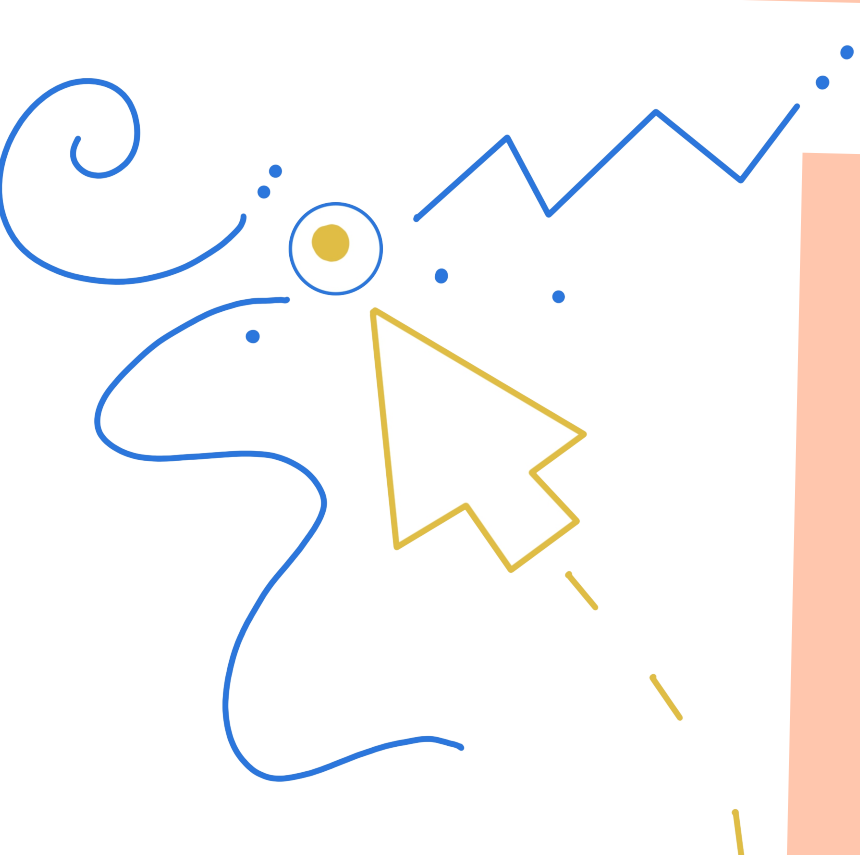

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1. Course introduction

Language Sciences and Cultural Studies for Special Needs is an international second-level degree (‘Laurea Magistrale’) in Linguistics (‘LM39-Linguistica’) offered by the Department of Humanities, Social Sciences and Cultural Industries (DUSIC) of the University of Parma. Upon graduation you will be awarded the second-cycle degree certificate (‘Laurea Magistrale’).

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It is a two-year programme in which all the core subjects are taught in English. Most of them are delivered in a blended mode, both on-campus and online.

- Grounding and advanced linguistic and cultural competence in English and a second foreign language (German, French, Russian, or Italian as a Second Language);
- Research skills in the field of Language Sciences and Educational Linguistics;
- Grounding competences in the field of Inclusive Language Education;
- Basic skills in Instructional Design;
- Grounding competencies in the study and practice of accessibility to media and culture (SDH and audio description).

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The course devotes specific attention to aspects related to language learning and teaching, with reference to Special Educational Needs affecting communication and language, such as developmental language disorders, learning disorders and sensory disabilities.

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In this respect, it aims to form language experts able to operate with learners with special needs, both in educational contexts (school) and in academic research (university), or in a variety of fields related to the language industry, such as publishing houses (both traditional and digital), language testers, language schools, and online language teaching companies.

1.1 What you will study

The degree programme has a duration of two academic years. Its didactic path consists of a set of core subjects, which are related to Language Sciences and English Language and Literature, and a specialization in a second language. Core subjects are compulsory for each student. The specialization in a second language offers you the possibility to choose between two study paths:

1) Second Language curriculum.
2) Italian as a Second Language curriculum.

As part of your didactic career, you will have to carry out an **internship** (page 106) in your second year of studies. The internship is compulsory and cannot be substituted with other subjects.

At the end of your two-year programme, you will have to successfully complete a self-learning **Research Methodology** (page 129) course unit and write a **final dissertation** (page 130).

In the following table you can have a look at all the course units and learning activities offered by the degree programme:

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FIRST ACADEMIC YEAR

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Further information about course units

- Compulsory

Core subjects

- Choose one among those offered

Second Language curriculum

- Choose one among those offered

Italian as a Second Language

Language curriculum

Course units

- Academic writing
- Soft skills for language learners and teachers
- Cognitive linguistics
- Language learning, teaching and assessment Language education for special needs
- Neuroscience and language
- English language and literature

- Langue française
- Lengua Española
- Deutsche Sprache
- Russkij jazyk

- Lingua italiana per stranieri

- Linguistica italiana e didattica della lingua
- Letteratura italiana contemporanea e teoria della letteratura

SECOND ACADEMIC YEAR

Further information about course units

- Compulsory

Core subjects

Second Language curriculum

- Choose one among those offered

Italian as a Second Language curriculum

Optative subjects

Course units

- English language and linguistics

- Langue française et littérature
- Lengua Española y literatura
- Deutsche Sprache und literatur
- Russkij jazyk i russkaja literatura

- Linguistica generale
- Didattica della letteratura italiana
- Geografia
- Intersemiotic Italian studies

- Clinical linguistics
- Instructional design for language teaching and learning
- Intercultural communication
- Special needs education

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SECOND ACADEMIC YEAR

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Further activities

Internship

- Internship is compulsory but you may choose between internal and external internship

- External internship
- Internal internship

Final examination

- Compulsory

- Research methodology
- Dissertation

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During your studies you are not asked to successfully complete all these course units. Your study plan mostly depends on the choice of the study path (‘curriculum’) and the optative course units you decide to take.

- To find out more about how to fill in your Programme of Study, go to the section **What is the Programme of Study** (page 68) of this document.
- To find out more about the internship, go to **Internship** (page 106) in the section **Study Here** (page 64) of this document.
- To find out more about the final examination, go to the **Graduating Here** section (page 127) of this document.

1.2 How you will study

Some courses make use of a blended teaching method, which integrates face-to-face and distance learning through special e-learning platforms.
Teaching activities are both in sync with traditional lessons and in deferred mode. In this respect, distance teaching offers you an alternative to face-to-face lessons and a way of interacting with peers and teachers outside the lecture hours.

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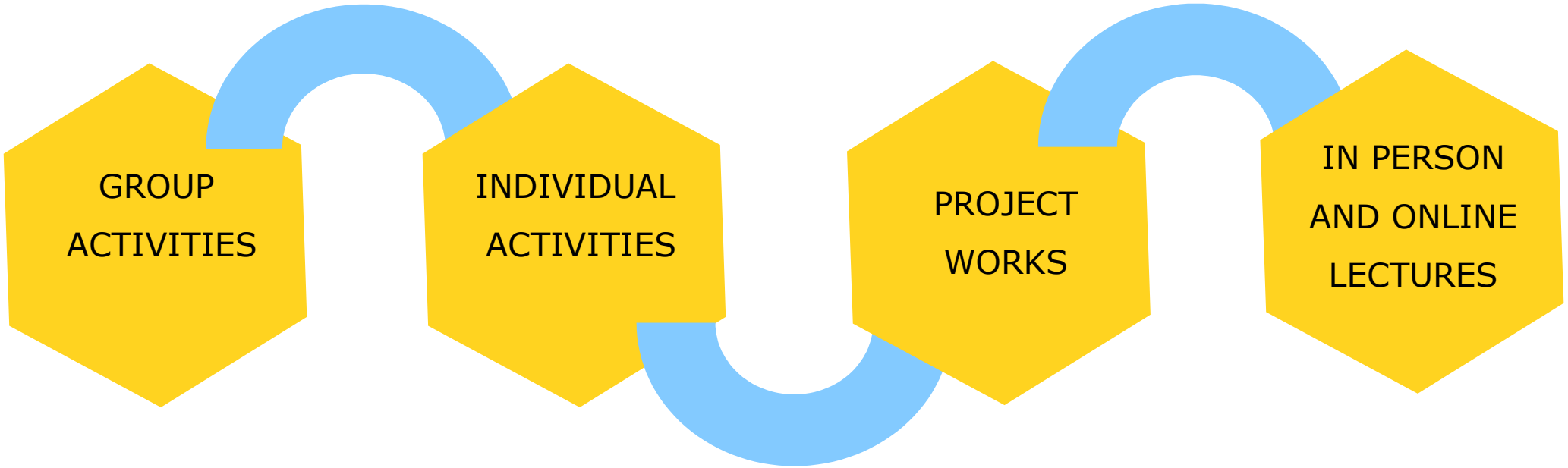

These teaching activities involve:

- Multimedia lessons realized with advanced distance learning tools, with the possibility of interactive work activities to be carried out individually or collectively;
- Interactive communication systems among students and between teachers and students;
- Online reception hours.

To find out more about online resources, go to **E-learning resources** (page 84) in the **Study Here** (page 64) section of this document.

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1.2.2 Assessment criteria

You will be assessed by any combination of three assessment methods:

- Coursework such as essays and presentations carried out throughout the course.
- Practical assessments of the skills and competencies acquired throughout the course.
- Written and/or oral examinations at the end of each course.

The exact mix of these methods differs between subject areas, year of study and individual courses. Coursework and practical assessments could be carried out either individually or collectively.

- To find out more about examinations, go to **Profit examinations** (page 93) in the **Study Here** sections (page 64) of this document.

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1.3 Why studying with us

By successfully completing the degree programme you will have acquired:

- Advanced knowledge of linguistic theories and methodologies;
- Specific knowledge of the structure of natural languages;
- Solid background in modern languages and their literatures;
- Skills related to the new languages of communication and information;
- Competencies in fields such as Language Education for Special Needs and instructional design applied to e-learning language education;
- Research skills in the field of Language Sciences and Cultural Studies.

1.4 How to get in touch with us

If you want to find out more about the course organisation, you can visit https://corsi.unipr.it/en/cdlm-lscssn/organizzazione-del-corso.

If you have questions about the courses and all the student activities, you might also get in touch with our tutors at the following website https://corsi.unipr.it/en/cdlm-lscssn/tutor-studenti.

If you are interested in this Degree Programme, you can contact the Course Orientation Delegate prof.ssa Nicoletta Cabassi.

If you have any problem concerning the correct performance of teaching activities you can contact the RAQ (Responsible for Course Quality Assurance prof.ssa Simonetta Anna Valenti.

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If you want to know if you are eligible for the Degree Programme or for a pre-evaluation, you can contact our Course Advisers:

- Prof. Michele Daloiso;
- Prof. Marco Mezzadri.

If you want to know more about the International exchanges you can contact:

- Prof.ssa Micol Beseghi;
- Prof. Corrado Confalonieri.

Further information is available at the Department website https://dusic.unipr.it/en/services/orientation.

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2. Enrolment

Language Sciences and Cultural Studies for Special Needs is an open-access degree programme. You can enrol in this programme without taking an entrance test.

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2.1 Entry requirements

2.1.1 General entry requirements

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Italian applicants

- First-level Italian certificates from Class L-11 (Lingue e Culture Moderne) and L-12 (Mediazione Linguistica);
- First-level Italian certificates from Classes other than L-11 or L-12 holding at least 6 credits (CFU) in L-LIN/01 or L-LIN/02, L-ANT/03, M/STO/02, M-STO/04, at least 6 CFU in L-FIL-LET/12, at least 6 CFU in M-GGR/01, at least 6 CFU in L-LIN/10 or L-LIN/11, and at least 18 CFU in L-LIN/12;
- Credits in L-LIN/12 (English Language and Translation) or an international language certificate to be chosen between IELTS (minimum score: 6.5) or TOEFL (minimum score: 79).

International applicants

- First-level degree certificates in Language and Cultural Studies and/or Language Mediation (or equivalents);
- You must carry out the pre-evaluation form to check your eligibility at **https://www.idem.unipr.it/secure/pre_admission**
- An international language certificate to be chosen between IELTS (minimum score: 6.5) or TOEFL (minimum score: 79);

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2.1.2 Language requirements

To study in the Language Sciences and Cultural Studies for Special Needs degree programme you must possess a language competence in English at B2+/C1 CEFR level at least. Evidence can be attested as follows:

- Adequate number of credits (CFU) obtained during your Bachelor degree;
- International language certificate, i.e. IELTS (minimum score: 6.5) or TOEFL (minimum score: 79).

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To enrol in the Second Language curriculum you must also possess a language competence in the second language you intend to study:

- French, German and Spanish at B2+/C1 CEFR level;
- Italian (only for international students choosing Italian as a Foreign Language curriculum) at B2+/C1 CEFR level;
- Russian at B1+/B2 level.

Evidence can be attested through an adequate number of credits (18 CFU from L-LIN/04, L-LIN/07, L-LIN/14, L-LIN/21 courses) obtained during your Bachelor degree or an International Language certificate.

The Admission Board may ask applicants to perform an interview to prove their language and cultural/disciplinary competencies.

If you have questions and/or doubts about the entry requirements, you can write to **linguistics@unipr.it**.

2.2 How to enrol

The enrolment procedure is the same for all applicants. However, several preliminary steps may be required depending on your country of origin (see below).

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2.2.1 Preliminary steps for EU applicants

If you are an EU citizen outside of Italy, you must take the following preliminary steps before proceeding with the enrolment procedure:

1) Translate your degree certificate into Italian
2) Obtain the Declaration of Value ("Dichiarazione di Valore") to officially certify your degree's compliance

To get the Declaration of Value, you must apply to the Italian diplomatic representations in the country where your qualification has been achieved. The same representation will have to issue you with the Declaration of Value.

Once you are in possession of the Declaration of Value and the Italian translation of your degree certificate, you can enrol in the degree programme, following the same procedure of Italian students.

1
TRANSLATION INTO ITALIAN OF THE DEGREE

2
DECLARATION OF VALUE OF YOUR QUALIFICATION

3
ENROLMENT IN THE DEGREE PROGRAMME

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The following citizens are equated with EU citizens:

- Citizens of Norway, Iceland and Liechtenstein (ECC Regulations Nos. 1408/71, 1612/68 and 574/74, as well as Regulation No. 307/1999 providing for the extension to students of the rules contained in the same Regulations 1408/71 and 574/72);
- Nationals of Switzerland (Bilateral Agreement signed on 06/21/1999 and ratified on 04/17/2022, transposing Regulations 1408/71 and 307/99 aforementioned);
- Citizens of the Republic of San Marino (Treaty of Friendship and Good-Neighbourliness of March 31, 1939, ratified by Law No. 132 of June 6, 1939);
- Refugees and holders of subsidiary protection.
- Personnel serving in Foreign Diplomatic Representations and International Bodies based in Italy – accredited with the Italian State or the Santa Sede – and their dependents, limited to spouses and children;
- Non-EU citizens holding a type of residence permit other than a residence permit for study purposes.

2.2.2 Preliminary steps for non-EU applicants

If you are a non-EU citizen, you must take the following preliminary steps before proceeding with the enrolment procedure:

1) Pre-evaluation of your previous education and any Italian language certifications
2) Pre-enrolment on the Universitaly portal to apply for an entry VISA and the final validation of your qualifications

Non-EU citizens holding a type of residence permit other than a residence permit for study purposes are equated with EU citizens and must follow the preliminary steps for EU applicants.

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1
PRE-EVALUATION OF YOUR QUALIFICATIONS

2
PRE-ENROLMENT ON UNIVERSITALY

3
ENROLMENT IN THE DEGREE PROGRAMME

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2.2.2.1 Pre-evaluation

Pre-evaluation is compulsory to determine your eligibility for admission into a second-degree programme taught in English, i.e., Language Sciences and Cultural Studies for Special Needs.

The pre-evaluation procedure is as follows:

1) Register on the University Online Registry Service (Esse3 system)
2) Fill in the form at
   https://www.idem.unipr.it/secure/pre_admission
3) Get the Acceptance Letter

After filling in the pre-evaluation form, the University will carry out a preliminary assessment of your academic qualifications. If you are eligible for admission, you will receive an Acceptance Letter.

It is essential that you keep the Acceptance Letter, as it will be required for the pre-enrolment phase. Failure to do so will compromise the success of your enrolment procedure.

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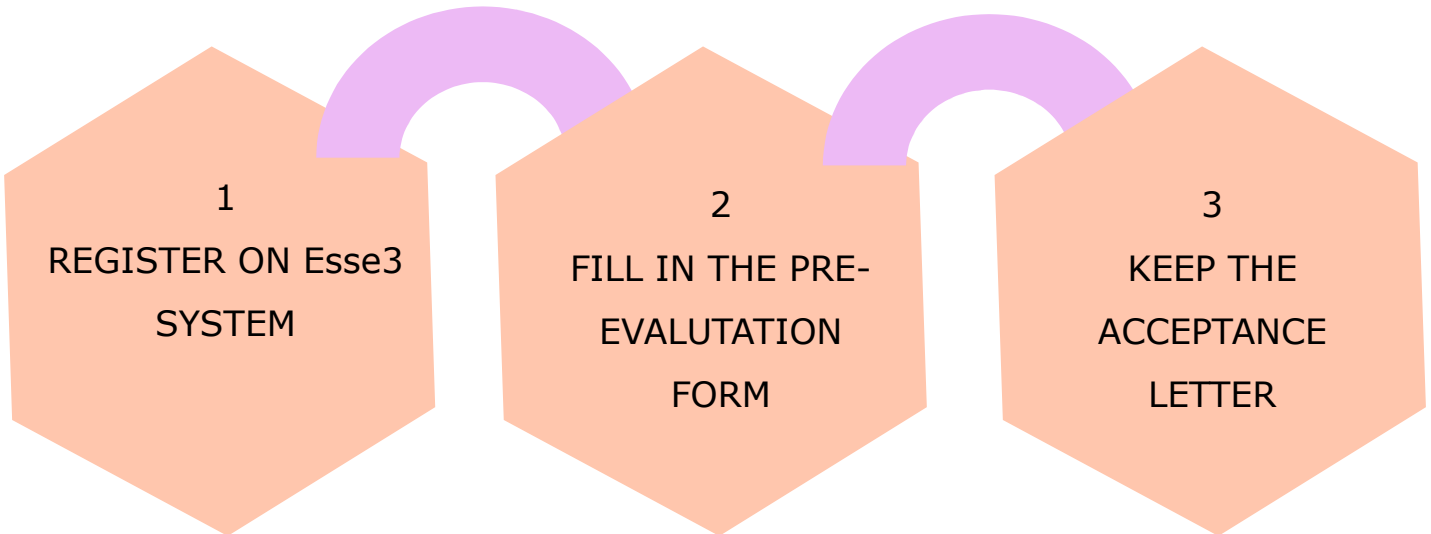
You can look at the deadlines for requesting the pre-evaluation of your academic qualifications at

https://www.unipr.it/en/studenti-e-studentesse-extra-ue



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2.2.2.2 Pre-enrolment

After successfully completing the pre-evaluation phase, you must register on the **Universitaly portal** to obtain the final validation of your qualifications and an **entry VISA** (page 45) for Italy. Registration on the portal allows you to access the pre-evaluation form. When filling in your pre-enrolment form, it is important to:

- Select the University of Parma and the Language Sciences and Cultural Studies for Special Needs degree programme;
- Specify the Italian Embassy or Consulate where you will apply for the entry VISA;
- Upload the Acceptance Letter.

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Your pre-enrolment form to be officially approved by the University of Parma, which will automatically forward its reply to you and your selected Italian Embassy or Consulate, which will proceed with the VISA issuing process (see below).
Once the outcome of your Universitaly pre-enrolment has been confirmed, you can proceed to the enrolment.

Here you can find detailed information about the pre-enrolment procedure on Universitaly.

Remember that the Universitaly pre-enrolment procedure **does not** automatically guarantee your final admission yet!

Before proceeding with the enrolment, it is compulsory to send the following documents presented in the original to **segreteria.corsiumanistici@unipr.it** (Student Registry Office for Humanities degree programmes):

- Translated and legalized degree certificate.
- Declaration of Value.
- Copy of the awarded entry VISA for Italy.

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2.2.2.2.1 How do I get the entry VISA for Italy?

After successfully completing the pre-enrolment on the Universitaly portal, you may start your VISA processing. You will need a study VISA type-D to enter Italy for enrolment in an Italian university.

The University of Parma will automatically notify you and the relevant Italian Embassy or Consulate of the successful validation of your Universitaly pre-enrolment.

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At this point, you must contact the relevant Italian Embassy or Consulate to schedule an interview, in which you will be tested on your Italian or English proficiency level (depending on the language of instruction of your chosen degree programme).

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In addition, the relevant Italian Embassy or Consulate will also evaluate your personal, financial, and organizational conditions, such as:

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ECONOMIC MEANS OF SUBSISTENCE DURING YOUR STAY

- The minimum amount of Euros you have to declare as economic means of subsistence during your staY;
- It is quantified as € 460.28 per month for each month of duration of the academic year, equal to € 5983.64 per year;
- All VISA applications declaring below the minimum amount will be rejected
- Visit **https://www.esteri.it/en/** for official information;

PROOF OF ADEQUATE ACCOMODATION DURING YOUR STAY

For instance:

- Campus accomodation
- Rental agreement
- Confirmed hotel booking of at least 30 days
- Private house (the owner must provide a declaration of hospitality signed in front of a notary public)

ENGLISH LANGUAGE PROFIENCY

For instance:

- Certified level of at least B2 according to the Common European Framework of Reference (CEFR) for Languages: Learning, Teaching, Assessment
- Certified from the Institutional wich issued your Bachelor degree stating that the programme used English as the language of instruction

PROOF OF CONFIRMED FLIGHT BOOKING

It is always recommended to check the requested documentation for your VISA application at **https://vistoperitalia.esteri.it/home/en#BMQuestionario**

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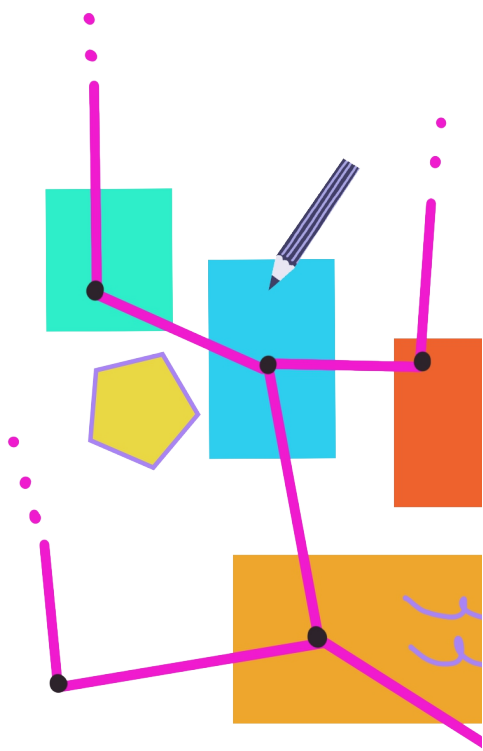
2.2.3 Enrolment procedure

You can start the enrolment procedure once you have successfully completed the required preliminary steps for EU and non-EU applicants (see above).

The enrolment procedure is entirely online through the Esse3 system.

It is a four-step procedure:

1) Registration on the University Online Registry Office (Esse3 system)
2) Enrolment
3) Payment of the first instalment
4) Confirmation of enrolment



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2.2.3.1 Registration

Registration provides you with the institutional credentials to access your reserved area of the Esse3 system. Once logged in the reserved area, you will have access to all the online procedures, including enrolment.

You can register at

https://www.idem.unipr.it/start/registra

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1) **STEP 1** Email validation: Insert your email address into the system. You will receive a validation code which allows you to proceed with the registration.
2) **STEP 2** Personal data: Provide your personal information, ID card, and residential address.
3) **STEP 3** Data confirmation: Confirm or modify your personal data, except your email address.
4) **STEP 4** Activation of credentials: You will receive an email with **temporary USERNAME** (8-digit numerical code) **Password Activation Code**

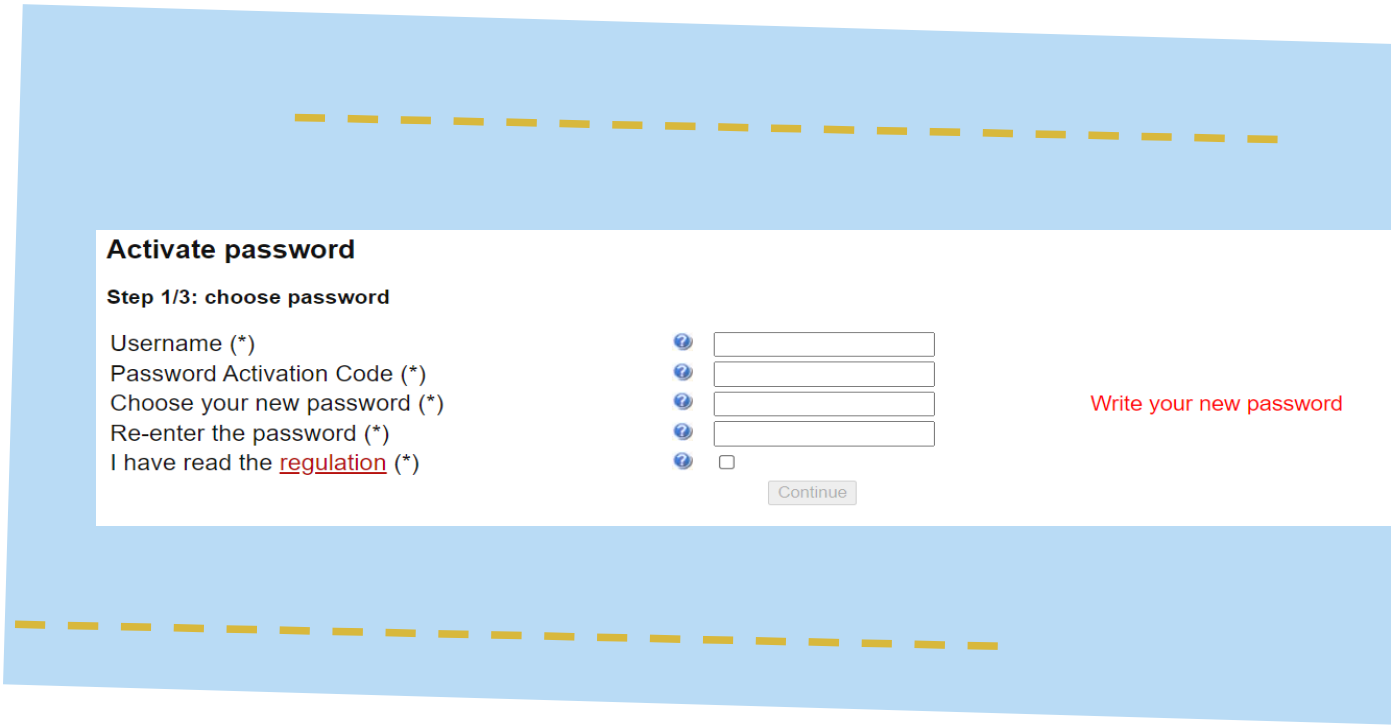
Activate your credentials at **https://www.idem.unipr.it/start/attivapwd**

STEP 1
EMAIL
VALIDATION

STEP 2
PERSONAL
DATA

STEP 3
DATA
CONFIRMATION

STEP 4
ACTIVATION OF
CREDENTIALS



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Here you can find detailed information about how to register on the Esse3 system and how to recover forgotten credentials.

In case of need you can call the dedicated number **0521 902050**, the toll-free number **800904084** or write to **helpdesk.studenti@unipr.it** specifying your personal data (name, surname, tax code) and the problem encountered.

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2.2.3.2 Enrolment

The enrolment procedure is entirely online through the Esse3 system. For the entire duration of the enrolment, you must have:

- An Internet-connected device
- A valid ID (ID card or passport) in digital format
- The **Tax Code** (page 57) or health card in digital format
- Your previous degree certificate
- A valid e-mail address (to which you will receive the confirmation of your enrolment)
- A passport-size photograph in digital format
- The completed **A51 form** (**only if** you want to enroll in the part-time programme).

You must access your reserved area with your credentials (see Registration page 49) at

https://unipr.esse3.cineca.it/Root.do;jsessionid=69134C5CE3 41DA52D

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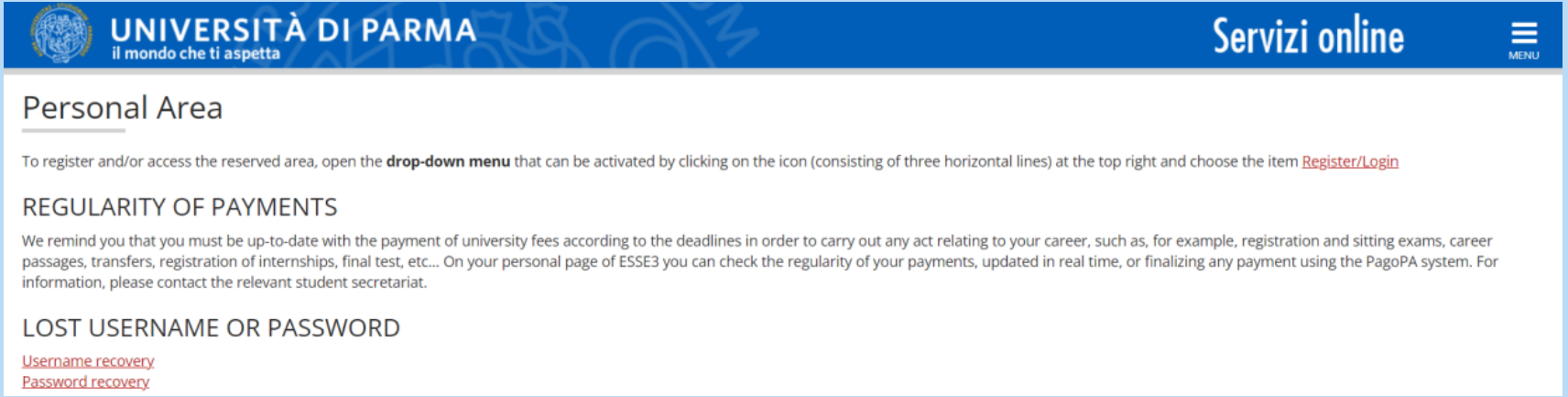

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1) **STEP 1** Enter the Esse 3 System with your institutional credentials (username and password);
2) **STEP 2** Select the “Menu” option in the top right corner of your reserved area;
3) **STEP 3** Select the “Registrar’s Office” option;
4) **STEP 4** Select the “Enrolment” option and then “On-Line Enrolment”;
5) **STEP 5** Follow the intructions and upload the requested documents;
6) **STEP 6** Download the enrolment application (“domanda di immatricolazione”)

STEP 1
ENTER THE
ESSE3 SYSTEM

STEP 2
SELECT THE
"MENU"
OPTION

STEP 3 SELECT
"THE
REGISTRAR'S
OFFICE"
OPTION

STEP 4
SELECT THE
"ENROLMENT"OPTION
AND THEN "ON-LINE
ENROLMENT"

STEP 5
FOLLOW THE
INSTRUCTIONS AND
UPLOAD THE
REQUESTED
DOCUMENTS

STEP 6
DOWNLOAD THE
ENROLMENT
APPLICATION

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2.2.3.2.1 Where and how do I get my Tax Code

The Tax Code is the so-called Tax Identification Number ('Codice Fiscale') that all applicants must possess during the enrolment procedure.

The Tax Identification Number must be officially issued by the national Agenzia delle Entrate or by the Italian Embassy/Consulate.

Any Tax Identification Number obtained using online simulators will not be accepted.

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Depending on your current location, there are two ways to get the Tax Identification Number:

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YOU ARE ALREADY IN ITALY

- You may request the Tax Identification Number to the local Agenzia delle Entrate agency;
- The copy of the Tax Code must be provided jointly with the request for the Residence Permit ("Permesso di Soggiorno")

YOU ARE STILL IN YOUR HOME COUNTRY

- You may request your Tax Identification Number to the relevant Italian Embassy or Consulate;
- You must send a copy of the retrieved document to the University Student Secretariat together with the other compulsory documents.

If you want to get more information about the Tax Identification Number you can visit

Individuals - Tax identification number for foreign citizens - Agenzia d

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2.2.3.3 Payment of the first instalment

Once you have completed the enrolment procedure, you may proceed with the payment of the first instalment.

1) **STEP 1** Enter the Esse 3 system with your institutional credentials (username and password)
2) **STEP 2** Select the “Menu” option in the top right corner of your reserved area
3) **STEP 3** Select the “Registrar’s Office” option
4) **STEP 4** Select the “Payments” option
5) **STEP 5** Check and/or download the “bollettino IUV” to proceed with the payment

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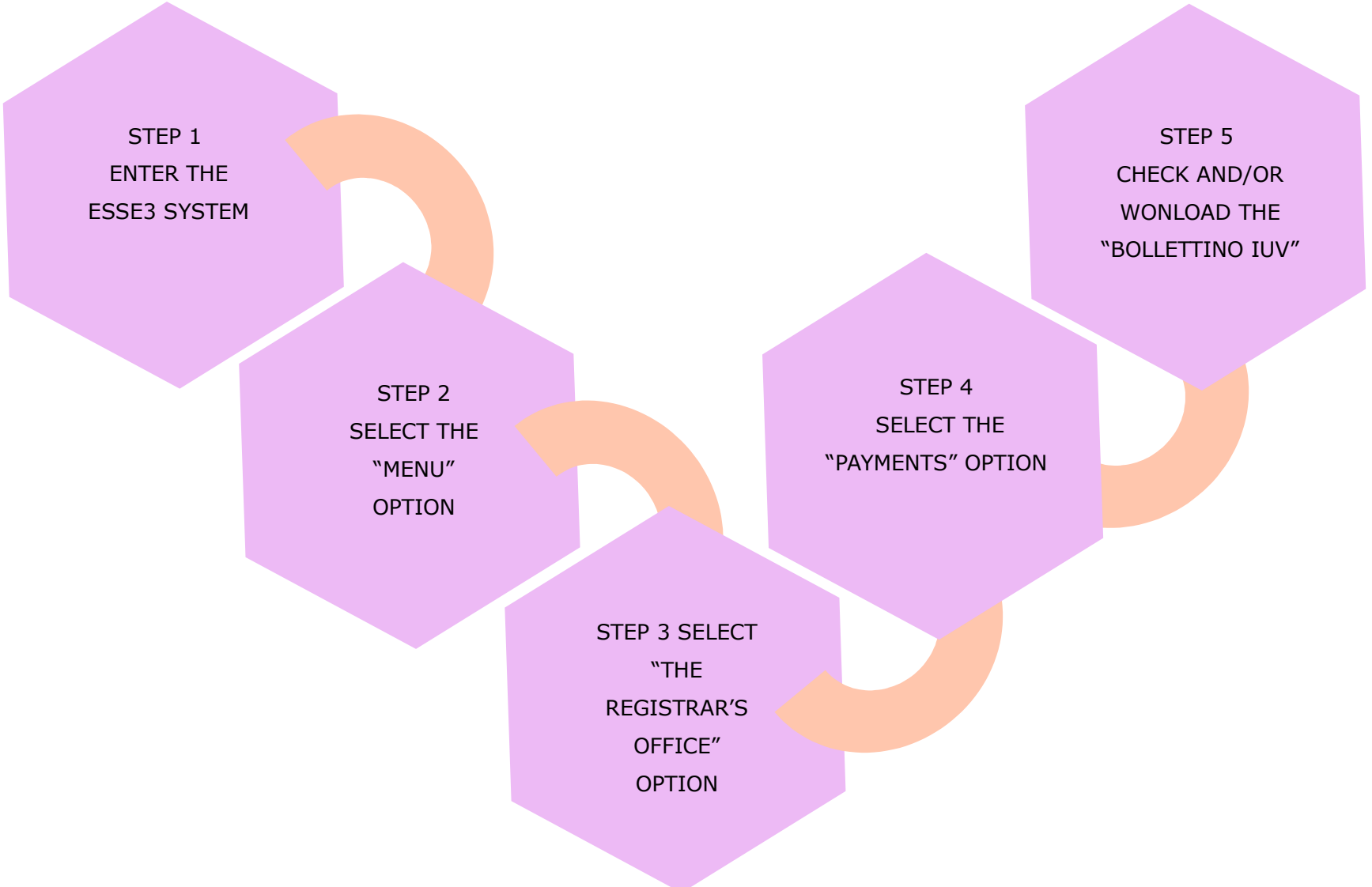

Please note the **deadlines of payment**. The date of payment shown on the electronic receipt is decisive in this respect.

Payments can be made through international bank transfer. The indicated payment must correctly contain:

- Student's name and surname
- Invoice ref. Number

The bank details for the transfer are the following

- Account holder's name: Università di Parma
- Bank address: Crédit Agricole Italia S.p.A – Agenzia di Parma – Via Università, 1 – 43121 Parma
- IBAN: IT 25 L 06230 12700 000038436533
- BIC/SWIFT: CRPPIT2P

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Send the copy of the international bank transfer receipt to the Student Registry Office for Humanities degree programmes, together with the other requested documents.

If you want to find out more about fees and contribution, you can visit **https://www.unipr.it/en/node/101070**.

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2.2.3.4 Confirmation of enrolment

If you have successfully completed the precedent steps, you will receive an email from the University of Parma to your registered email address.

In the received email you will find:

- Confirmation of enrolment
- Matriculation number (‘numero di matricola’)
- Institutional email address (name.surname@studenti.unipr.it)
- Information related to the student card

From now on, the University will contact you by referring to your matriculation number and institutional email address.

3. Study Here

3.1 How is the programme structured?

You can enrol in the programme as full-time or part-time student. The course units and learning activities are the same for both full-time and part-time programmes. The only difference is the amount of ECTS credits (CFU) that you must obtain each academic year.

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3.1.1 Full-time programme

The full-time programme has a duration of two years subdivided into four semesters. Each semester consists of two modules.

If you enrol as a full-time student, you have to obtain approximately 30 ECTS credits (CFU) per semester. This means that you have to obtain 60 ECTS credits (CFU) each academic year.

However, it is possible to make some changes depending on the course outline and your needs.

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3.1.2 Part-time programme

The part-time programme has a duration of four years, and it halves the number of ECTS credits (CFU) to be obtained each academic year.

If you enrol as a part-time student, you have to obtain 30 ECTS credits (CFU) each academic year. To find out more about the part-time programme, you can visit **Part-time students | Università degli studi di Parma (unipr.it)**.

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3.1.3 Double degree and international programmes

If you are a student enrolled in a double degree programme or other international programmes, such as Erasmus+ or Erasmus Overworld, you could substitute a part of the course units with others offered by the partner university abroad. You could also add additional course units to your Programme of Study.

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3.2 Whats is the programme of study?

The Programme of Study is a set of compulsory and optative course units (page 79) that you must take to graduate. Its compilation occurs each academic year and it is compulsory for every student enrolled at the University of Parma.

It may differ depending on your academic year of enrolment and the study path (‘curriculum’). You have the possibility to choose between two different study paths:

- Second language curriculum
- Italian as a Second Language curriculum

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FIRST ACADEMIC YEAR

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Core subjects

Language science subjects which are compulsory for all students enrolled in the degree programme

Lists of core subjects with their ECTS credits (CFU)

- Academic writing (3 CFU)
- Soft skills for language learners and teachers (3 CFU)
- Cognitive linguistics (6 CFU)
- Language learning, teaching and assessment (6 CFU)
- Language education for special needs (6 CFU)
- Neuroscience and language (6 CFU)
- English language and literature (12 CFU)

Second Language curriculum

You can choose to study one second language among those offered

Lists of second languages with their ECTS credits (CFU)

- Langue française (12 CFU)
- Lengua española (12 CFU)
- Deutsche Sprache (12 CFU)
- Russkij jazyk (12 CFU)

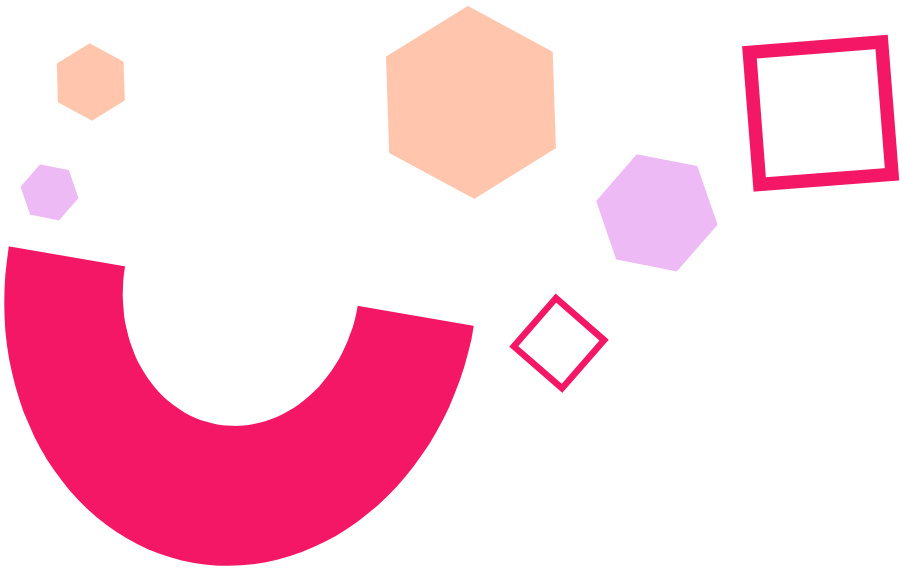
FIRST ACADEMIC YEAR

You can choose to study one second language among those offered

Italian as a second Language curriculum

Lists of units with their ECTS credits (CFU)

- Lingua italiana per stranieri (12 CFU)
- Linguistica italiana e didattica della lingua (12 CFU)
- Letteratura italiana contemporanea e teoria della letteratura (12 CFU)



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SECOND ACADEMIC YEAR

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Core subjects

Language science subjects which are compulsory for all students enrolled in the degree programme

Lists of core subjects with their ECTS credits (CFU)

- English language and linguistics (12 CFU)

In addition, you must choose one unit among:

- Clinical linguistics (6 CFU)
- Instructional design for language teaching and learning (6 CFU)
- Intercultural communication (6 CFU)
- Special needs education (6 CFU)

Second Language curriculum

You can choose to study one second language among those offered

Lists of second languages with their ECTS credits (CFU)

- Langue française et literature (12 CFU)
- Lengua española y literature (12 CFU)
- Deutsche Sprache und Literatur (12 CFU)
- Russkij jazyk i russkaja literature (12 CFU)

SECOND ACADEMIC YEAR

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Italian as a Second Language curriculum

You can choose to study one second language among those offered

Lists of units with their ECTS credits (CFU)

- Linguistica generale (6 CFU)
- Didattica della letteratura italiana (6 CFU)
- Geografia (6 CFU)
- Intersemiotic Italian studies (6 CFU)

Other course units

You can choose to study one second language among those offered

Lists of units with their ECTS credits (CFU)

- Sign language and linguistics (6 CFU)
- Instructional design for language teaching and learning (6 CFU)
- Intercultural communication (6 CFU)
- Special needs education (6 CFU)

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Since the other course units are optative, you may also choose any of the course units offered by the University of Parma which are not already part of your Programme of Study.

First-year students have the possibility to anticipate ECTS credits (CFU) which are scheduled for the second academic year.

Second-year students can also include up to 12 ECTS credits (CFU) in addition to the minimum amount of ECTS credits required to graduate.

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3.2.1 When do I fill in the Programme of Study?

You must regularly control the deadlines for the compilation of your Programme of Study because there are specific periods of time in which you are allowed to fill in or modify your Programme of Study.

This means that you cannot make any adjustments outside the indicated deadlines. If you want to modify your Programme of Study, you will have to wait for the re-opening of compilation time slot.

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To check for periods of time in which you can proceed with the compilation of the Programme of Study you can visit this website **Compilazione del piano degli studi | Dipartimento di Discipline Umanistiche, Sociali e delle Im**

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3.2.2 What is the difference between compulsory and optative course units?

Compulsory course units are core subjects that must be taken by all students enrolled in the degree programme. Optative course units are optional course units that you can choose among a set of free or restricted-choice course units offered by the university. When filling in your Programme of Study, it is compulsory to choose optative courses depending on the number of ECTS credits (CFU) you need to obtain to graduate.

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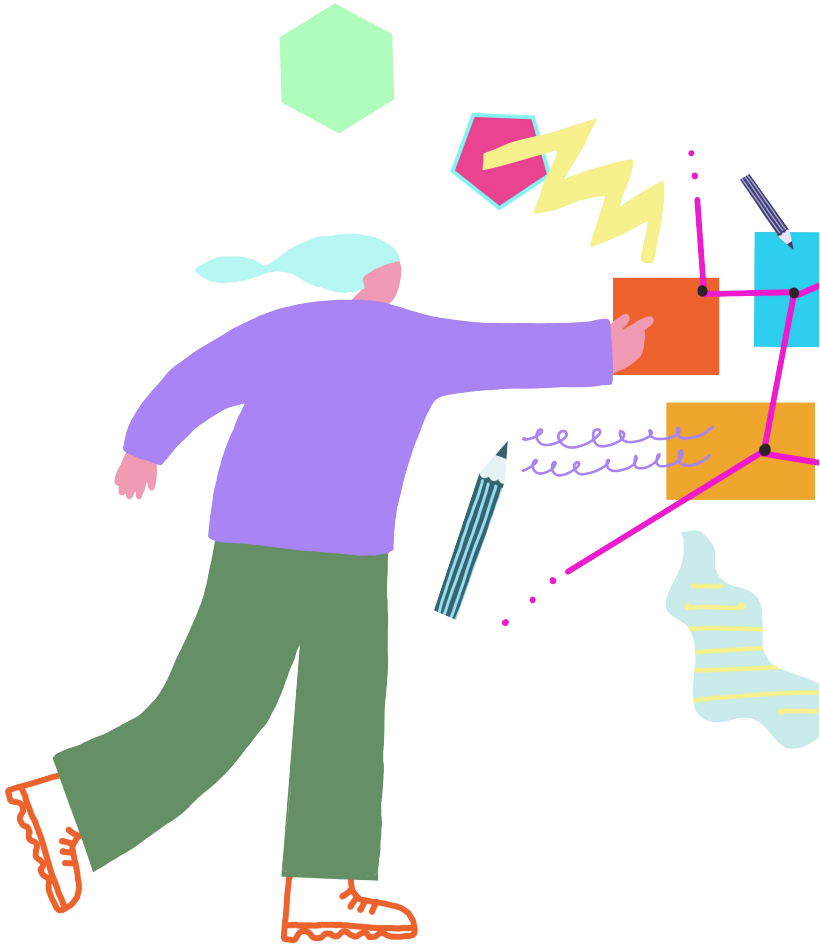
3.2.3 How do I fill in the Programme of Study?

You must fill in and submit your Programme of Study each academic year to complete the teaching evaluation questionnaires and to register for examinations.



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STEP 1
ENTER THE ESSE3 SYSTEM

STEP 2
SELECT THE "MENU" OPTION

STEP 3 SELECT THE "STUDY PLAN" OPTION

STEP 4
SELECT THE "CAREER PLAN" OPTION

STEP 5
FILL IN YOUR PROGRAMME OF STUDY

At this point you will be able to select the compulsory and elective course units you want to take during your studies.

3.2.3.1 Full-time programme procedure

You must fill in and submit your Programme of Study online through the Esse3 system.

3.2.3.2 Part-time programme procedure

Part-time students must fill in their Programme on Study on paper. You will receive a paper copy of the Programme of Study, together with directions for its completion, to your institutional e-mail address (@studenti.unipr.it).

In case of non-receipt of your Programme of Study you have to contact the Course Didactics Office at **linguistics@unipr.it**.

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3.2.3.3 Useful guidelines and contacts

Here you can find detailed information about the compilation of the Programme of Study.

If you have questions or problems with the compilation of the Programme of Study, you can write to the Student Registry Office at **segreteria.corsiumanistici@unipr.it**.

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If you need educational and guidance information about the compilation of your Programme of Study, you can also get in touch with the following contacts, depending on your study path:

- **Prof. Michele Daloiso** → Second Language curriculum
- **Prof. Marco Mezzadri** → Italian as a Second Language curriculum

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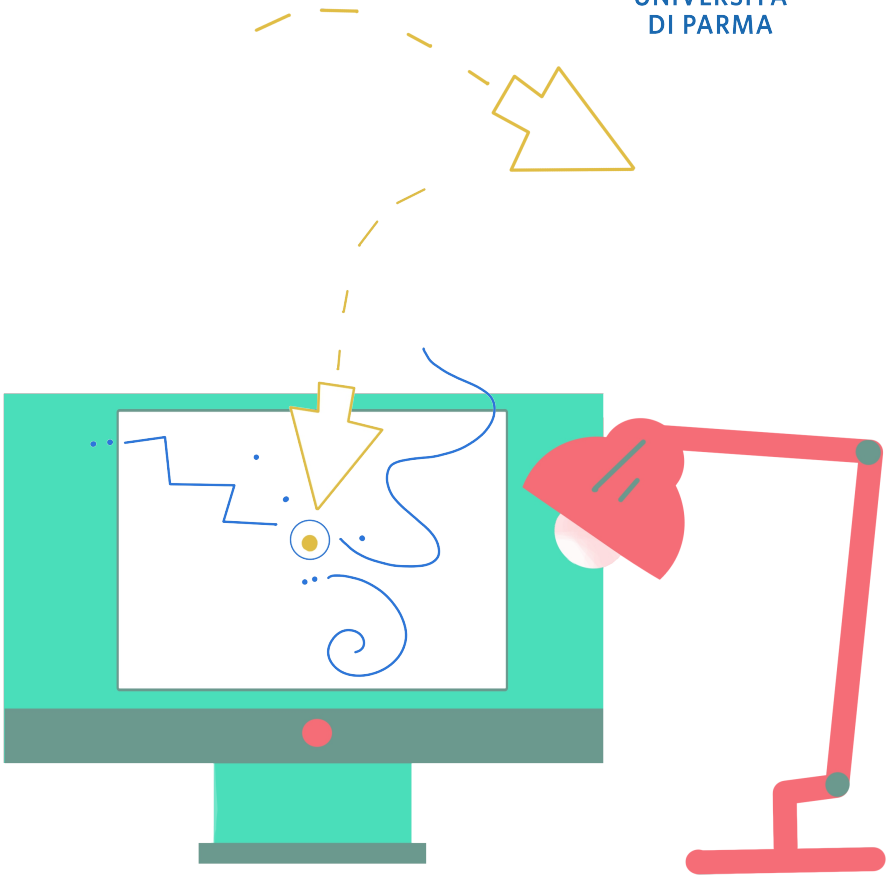
3.3 E-learning resources

As a student you have e-learning resources where you can find useful information about the course contents, services and tools available to facilitate your studies.



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3.3.1 Elly platform

The Elly platform is an online teaching portale where you can find:

- teaching materials uploaded directly by professors;
- video recording of classes;
- compulsory and optional courses;
- information on the university degree courses;
- guidelines for university services and tools (Student Agenda, Esse3, U-Gov, Office 365).

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Video recordings of classes or other teaching materials will be available on the Elly portal for a period of at least 15 days.

When logging into the Elly DUSIC portal you have to make sure to access the platform designed for the academic year you are currently enrolled in. For example if you are enrolled in the academic year 2022/23, you will have to log into the Elly DUSIC Academic Year 2022/23.

If you want to find out more about the Elly platform you can visit this website

Elly-Online Education | Università degli studi di Parma (unipr.it)

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3.3.2 MS Teams

The MS Teams platform is an e-learning resource which is used for distance learning. Every course unit has a specific “team” on MS Teams that you can join using a code provided by the course professor. By joining the “team” you will be able to participate in online classroom. You can also use the MS Teams platform to communicate with professors during their online reception hours.

Here you can find guidelines to join a “team” on MS Teams.

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3.3.3 Student Agenda

The Student Agenda is a platform where you can find the updated schedule of all the didactic activities of the degree courses offered by the DUSIC Department.

- Here is the link to access the Student Agenda
  Web Agenda | Università degli Studi di Parma (unipr.it)
- You can also download the "UniPR Mobile" application on your smartphone. Using this App you can find useful information about examination dates, messages from lecturers or class schedules.
- If you want to find out more about UniPR Mobile you can visit this website
  UniPR Mobile - The Official App of University of Parma | Università deg

If you want to find out more about the Esse3 system you can visit this website **https://www.unipr.it/en/node/100513.**

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3.3.4 Esse3 system

The Esse3 system provides you with an online registry services to manage all the various aspects of your academic career.

Through Esse3 you will be able to access and/or modify:

- Your personal information
- Self-certification of your ISEE ('Equivalent Economic Situation Indicator')
- Self-certification of your university career (enrolment, degree, tax return)
- Your Programme of Study
- Announcements for the Erasmus+ project
- Payment slip ('bollettino MAV')
- Examination dates
- Your fee status
- Your graduation application

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3.3.5 Where can I find more information about online services?

You can check all the university online services at the following link

Online services | Università degli studi di Parma (unipr.it)

If you need IT support while using the online resources you can find a list of useful contacts **here**.

For any enquiries regarding e-learning resources you can have a look at the guidelines on the Centro SELMA website **Guide per la didattica online (unipr.it)**

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3.4 Profit Examinations

Profit examinations (‘appelli d’esame’) are part of the assessment criteria selected to evaluate your learning. By passing profit examinations you will be able to obtain the ECTS credits (CFU) requested by each course unit you must take to graduate.
Examinations could be written and/or oral depending on the course unit.
The profit examinations of each course unit may be structured on one or more exams:

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You can find more information about the profit examinations' structure at

Exams | Università degli studi di Parma (unipr.it)

EXAM SESSION	Examinations consisting of a single exam, which is referred to as "exam session"
PARTIAL EXAM(S)	Examinations consisting of several exams, These will all be "partial exams" except for the last one, which will count as "exam session" Examples of partial exams could be: • Written exams (partial exams) followed by final oral exam (exam session)

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3.4.1. When do I register for profit examinations?

The Examination Notice Board will give you the possibility to search for specific examinations by selecting the conditions that most suit your needs:

1) Date or date range (from… to…) → it shows all the examinations taking place in the selected period
2) Department → it shows the list of departments of the University of Parma
3) Course of Study → it shows the degree programme offered by the University of Parma
4) Teaching Activity → it shows the examinations scheduled for the selected course unit
5) Professor → it shows the examinations carried out by the selected professor

1 DATE OR DATE RANGE

2 DEPARTMENT

3 COURSE OF STUDY

4 TEACHING ACTIVITY

5 PROFESSOR

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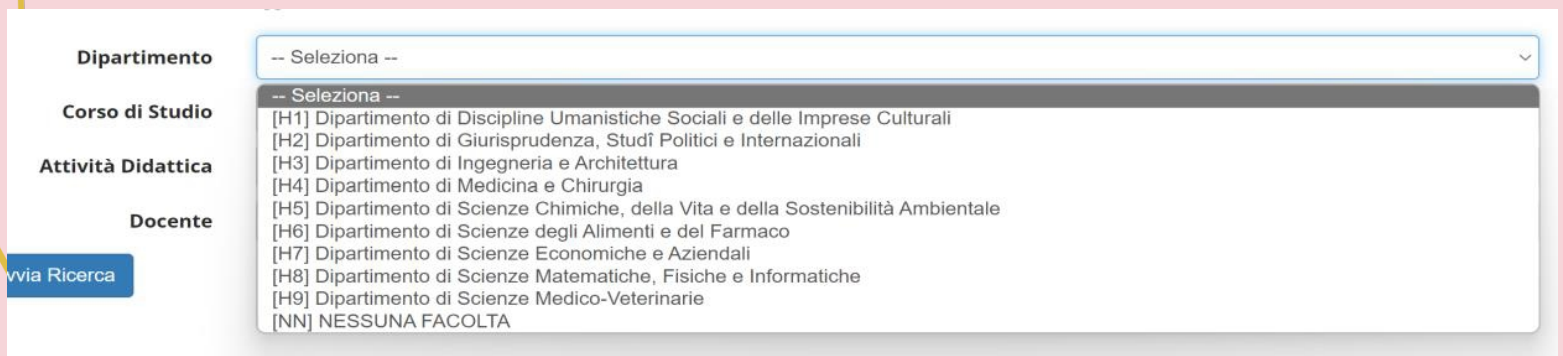
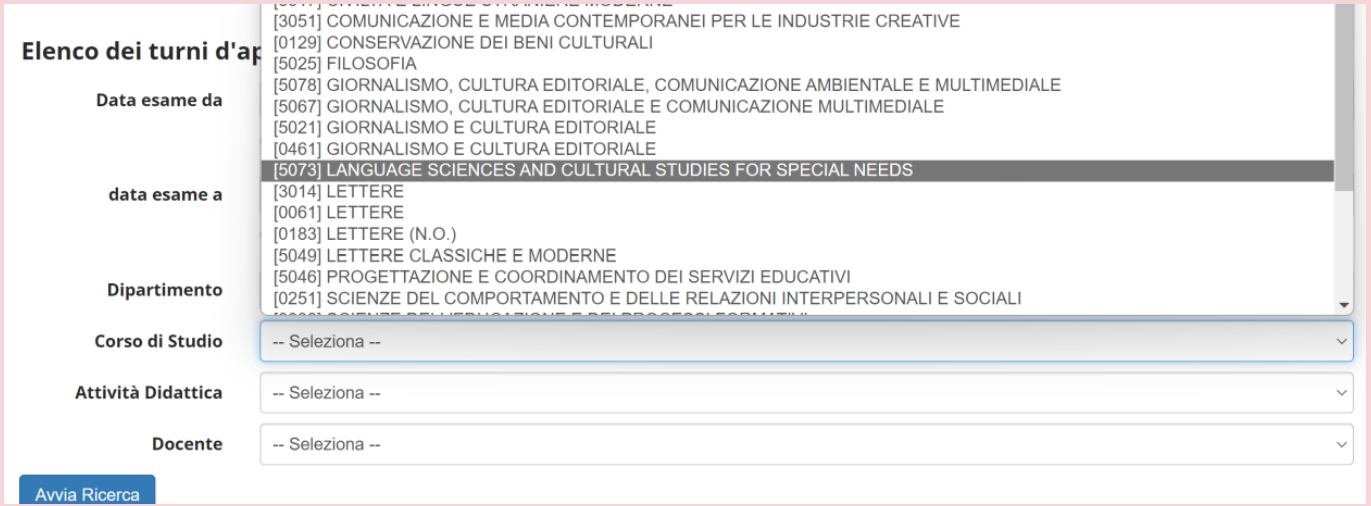
If you want to search for the lists of examinations of the Language Sciences and Cultural Studies for Special Needs programme, you must select ‘Dipartimento di Discipline Umanistiche Sociali e delle Imprese Culturali’.



Then you must select “Language Sciences and Cultural Studies for Special Needs”



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3.4.1.1 Calendar for examination sessions

You can sit for profit examinations during one or more examination sessions planned by the University of Parma. Every course unit schedule one to three possible exam dates each session. You have the possibility to select the exam date which most suit your needs among those offered.

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December to Frebuary	WINTER SESSION	• Three exam dates available
March to April	SPRING SESSION	• One exam date availabe
May to July	SUMMER SESSION	• Three exam dates available
August to September	AUTUMN SESSION	• One exam date availabe
October	EXTRAORDINARY SESSION	• Optional exam date, only at the discretion of the professor

You can find more detailed information about the calendar of examination sessions at **https://corsi.unipr.it/en/cdlm-lscssn/calendario-degli-esami.**

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3.4.2 How do I register for profit examinations?

You can register for examinations exclusively through the Esse3 system.

Registration in the Esse3 system is always compulsory for verbalising final examinations. Without such registration it will not be possible to upload a grade in your career booklet.

You are allowed to register for profit examinations on the Esse3 system only if:

- you have successfully submitted your **Programme of Study.**
- you have filled in the **Student Opinion Survey Questionnaire** (OPIS).

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1) **STEP 1** Enter the Esse 3 system with your institutional credentials (username and password)
2) **STEP 2** Select the “Menu” option in the top right corner of your personal area
3) **STEP 3** Select the “exams” option from the menu
4) **STEP 4** Select the “exam session” option to register for exam session that must be verbalised, i.e. result in your career booklet **or** Select the “partial exams” option to register for partial exams

You can find further information about the examination registration at Exams | Università degli studi di Parma (unipr.it).

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STEP 1
ENTER THE
ESSE3
SYSTEM

STEP 2
SELECT THE
“MENU”
OPTION

STEP 3
SELECT THE
“EXAMS”
OPTION

STEP 4
SELECT THE
“EXAM SESSION”
OPTION

STEP 4
SELECT THE
“PARTIAL EXAMS”
OPTION

3.4.3 What are the Student Opinion Survey Questionnaires (OPIS)?

Student Opinion Survey Questionnaires (OPIS) are surveys that every student must fill in at the end of the class cycle for each course unit. By filling in these questionnaires you will contribute to the improvement of teaching, quality and organisation of the study courses. It is compulsory to submit each OPIS through the Esse3 system before registering for a profit examination.

Here you can find the guidelines on how to fill in the Student Opinion Survey Questionnaires on Esse3.

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3.5 Internship

In your second academic year you must do an internship to integrate and complete your degree programme. The internship is compulsory for every second-year students to graduate.
The internship is automatically included in your Programme of Study, and it is worth 6 ECTS credits (CFU). Its duration is 150 hours.

The internship includes an agreement among three parties:

- Student.
- The University of Parma as the promoter.
- The host structure where the internship is carried out.

Here you can find further information about internships:

- **Curricular internships | Università degli studi di Parma (u**
- **https://helpdesktirocini.unipr.it**
- **Tirocinio, let's do it - YouTube**

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3.5.1 What type of internship can I do?

You can choose between two different types of internships depending on the choice of the host structure.

INTERNAL INTERNSHIP
(TIROCINIO INTERNO)

Carried out in the facilities of the University of Parma (centres or administrative units, UO)

- The host structure is the University of Parma

EXTERNAL INTERNSHIP
(TIROCINIO ESTERNO)

Carried out in qualified organisations or companies associated with the University of Parma

- The host structure is the organisation or company

When you are filling in the Programme of Study, it is important to specify whether you are planning to carry out an internal or external internship. Be sure of your choice, as you will have to wait the specific periods in which the compilation of the Programme of Study is open to change your previous selection.

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3.5.2 Where can I find active internships?

The Esse3 system is a useful resource that provides you with a list of possible internal and external internships you can apply for.

1) **STEP 1** Enter the Esse3 system with your institutional credentials (username and password)
2) **STEP 2** Select the "menu" option in the top right corner of your personal area
3) **STEP 3** Select the "tirocini e stage" option
4) **STEP 4** Select the "opportunità" option
5) **STEP 5** Look at all the possible internships available, toghether with the deadlines and information about how to apply for them

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You also have the possibility to search for specific internships by selecting the conditions that most suit your needs:

STEP 1
ENTER ESSE 3 SYSTEM

STEP 2
SELECT THE "MENU" OPTION

STEP 3
SELECT THE "TIROCINI E STAGE" OPTION

STEP 4
SELECT THE "OPPORTUNITÀ" OPTION

STEP 5
LOOK AT ALL THE POSSIBLE INTERNSHIPS AVAILABLE

To check whether an organisation or a company has an internship agreement with the University of Parma you must select the “tirocini e stage” option from the Esse3 menu. Then you select the “aziende” option to get a list of all the organisations and/or companies affiliated with the university.

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1) **STEP 1** Select the “tirocini e stage” option

2) **STEP 2** Select the “aziende” option

3) **STEP 3** Look at alla the organisations and/or companies affiliated with the University of Parma

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STEP 1
SELECT THE
“TIORICINI E
STAGE” OPTION

STEP 2
SELECT THE
“AZIENDE”
OPTION

STEP 3
LOOK AT ALL THE
ORGANISATIONS

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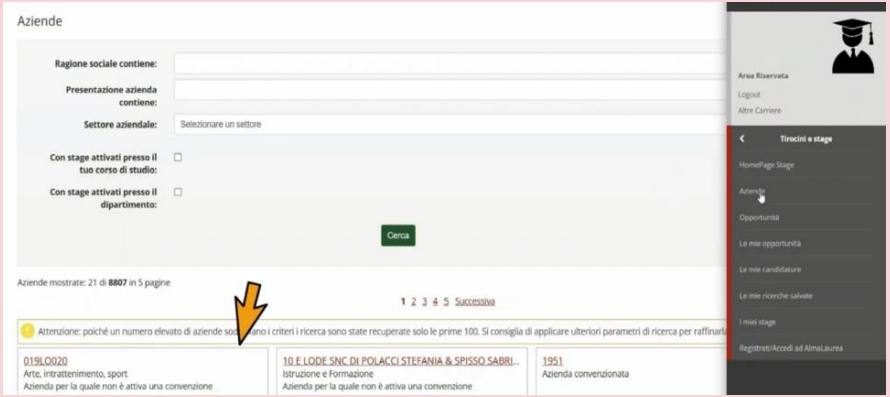
You also have the possibility to search for specific organisations and/or companies by selecting the conditions that most suit your needs:



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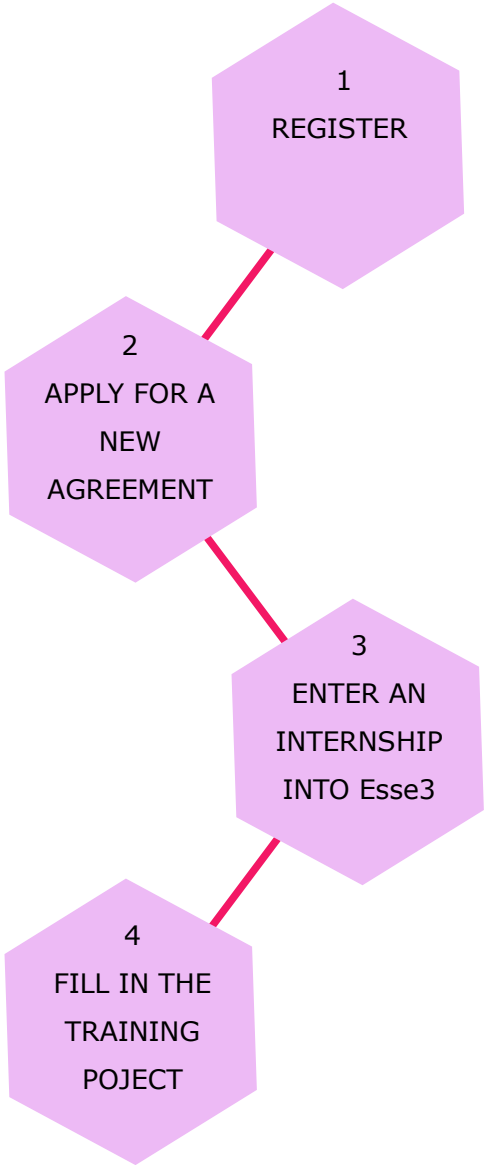
3.5.2.1 Organisations and companies without an agreement with the university

To carry out an internship in an organisation and/or company which is not affiliated with the University of Parma, it is compulsory to sign up an agreement (‘convenzione’) between the university and the host structure.



The host structure must follow the 4-step procedure below:

1. Register with the University of Parma through the Esse3 system.
2. Apply for a new agreement (‘convenzione’) with the University of Parma.
3. Enter an internship offer into the Esse3 system or activate an internship for a single student.
4. Fill in the training project (‘progetto formativo’).

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Here you can find detailed information about the 4-step procedure for the host structure.

The host structure can renew its agreement ('convenzione') with the University of Parma for another three years by filling in an official renewal request via PEC at **protocollo@pec.unipr.it** at least three months before its expiry.

You can find further information and useful documents the host structure has to fill in at

Procedura di attivazione di tirocini curriculari per aziende | Università

3.5.3 Which is the procedure to activate my internship?

The procedure to activate and complete the internship is entirely online through the Esse3 system.

The procedure involves three parties:

- Student
- Company tutor representing the host structure
- Academic tutor representing the University of Parma

The company tutor uploads the training project (‘progetto formativo’) on the Esse3 system. The training project gives information about the learning objectives, knowledge, skills and abilities that the student will gain during their internship.

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You will receive a notification which allows you to approve the project and select the academic tutor (‘tutor accademico’) of your degree programme from the list of academic tutors available at

Tirocini curriculari | Università degli studi di Parma (unipr.it).

At this point the Esse3 system will automatically notify the academic tutor, who will be able to approve or reject your training project.

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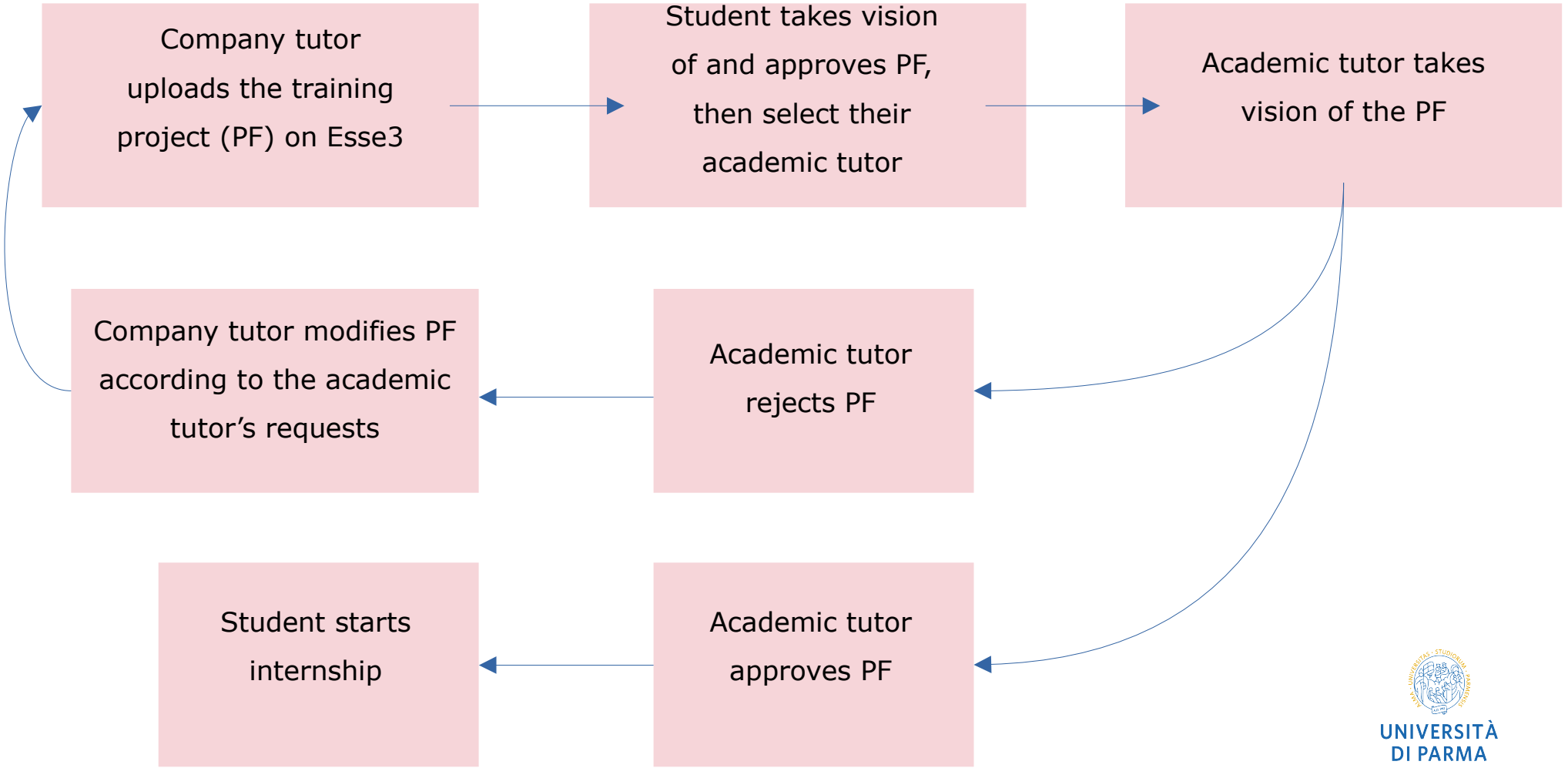
If the academic tutor rejects your training project, the company tutor must make changes to it according to the academic tutor’s requests and then upload the revised copy of the training project on the Esse3 system.

If the academic tutor approves your training project, you may start your internship.

This entire procedure may take up to 15 working days.



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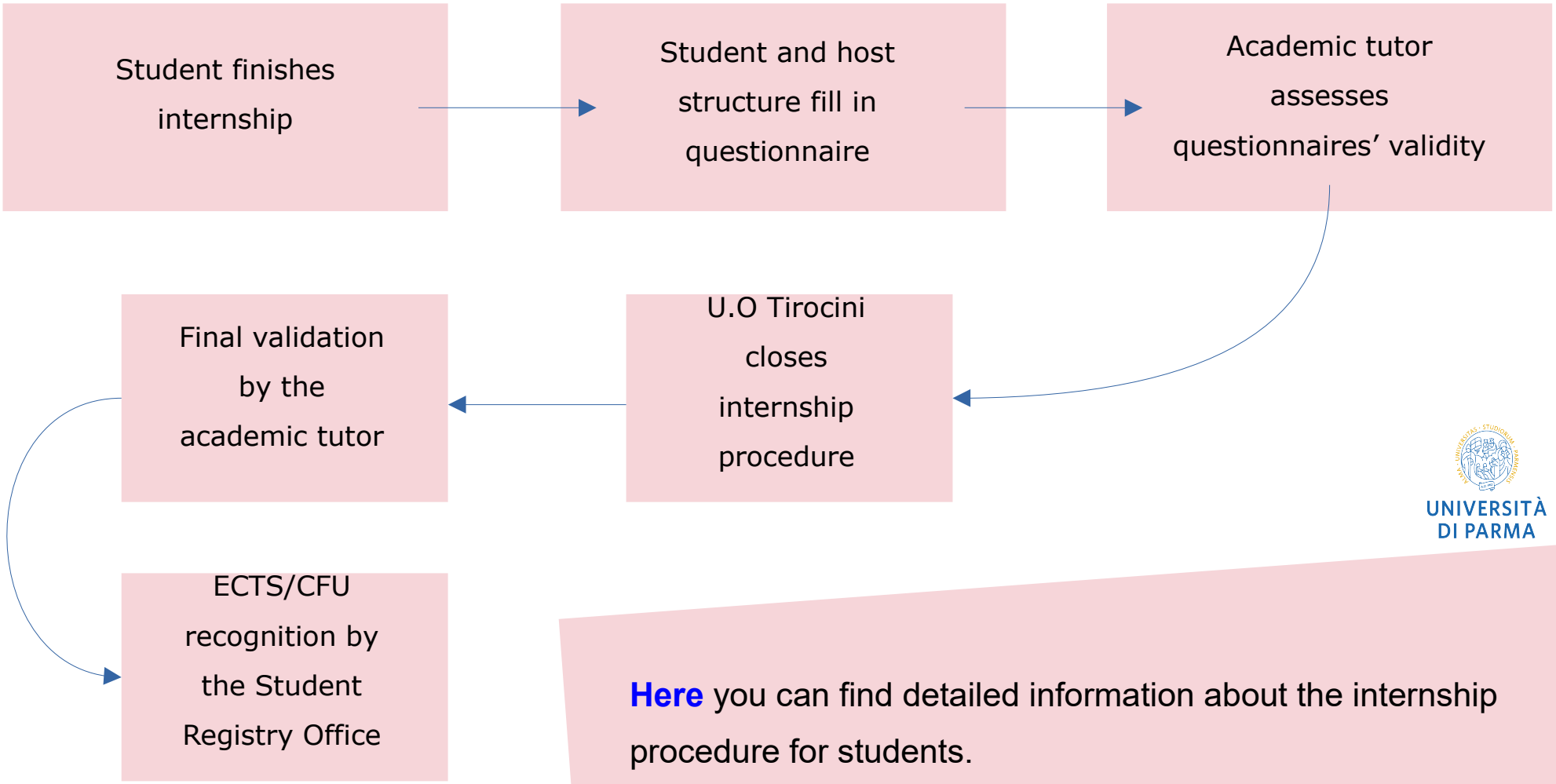
At the end of the internship, you and the host structure must fill in a questionnaire about the internship experience. The validity of each questionnaire will be assessed by the academic tutor. The internship procedure is closed by the U.O. Tirocini at the University of Parma. Only at this point the academic tutor will validate your internship. After the final validation, the Student Registry Office will proceed with the official recognition of the ECTS credits (CFU) in your career booklet.



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Here you can find detailed information about the internship procedure for students.

3.5.4 Who can I contact for guidance and support?

If you need support in matters concerning the internship organisation and/or procedure(s) you can contact **prof.ssa Maria Joaquina Valero Gisbert** at

If you need guidance in the choice of internship you can contact:

- **Prof. Michele Daloiso** (Second Language curriculum)
- **Prof. Marco Mezzadri** (Italian as a Second Language curriculum).

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3.6 Study Abroad

During your degree programme you have the opportunity to spend at least one semester abroad in one of the international universities which have stipulated an international agreement with the University of Parma.

Here you can find all the opportunities and pieces of information to carry out a period of studying abroad

From Parma to the world | Università degli studi di Parma

You can also find all the forms and guidelines for international mobility at

Forms and guides for international outbound mobility | Università degli studi di P

If you need guidance or support in matters concerning international mobility you can contact:

- **Prof.ssa Micol Beseghi**.
- **Prof. Corrado Confalonieri** (support instructor).

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4. Graduating Here

Before the end of your degree programme, you must take a final examination to graduate.
The final examination is worth 18 ECTS credits (CFU), which are the result of:

- Research Methodology course (2 CFU)
- Final dissertation and discussion (16 CFU)

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If you want further information about graduating in Language Sciences and Cultural Studies for Special Needs you can visit **https://corsi.unipr.it/en/cdlm-lscssn/tesi-di-laurea-prova-finale**.

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4.1 Admission requirements

You may be admitted to the final examination if you:

- Have passed and officially verbalised all the relevant examinations in your career booklet.
- Have completed the Research Methodology course and sent the certificate of completion to **linguistics@unipr.it** and your supervisor.
- Are up to date with the payment of the university fees and additional expenses.
- Have registered for the final examination.

To register for the final examination see the **Application procedure** (page 139) below.

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4.2 Final Exam Structure

The final examination consists of a written dissertation followed by an oral discussion.

4.2.1 Written dissertation

You are required to write a dissertation (‘tesi di laurea’) to prove that you have acquired a solid background of knowledge and skills in at least one of the subject areas studied during the programme, as well as solid skills of independent analysis and critical reworking of data and texts.

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The contents of your final dissertation are based on a research project that you will carry out during your second year of study.

Once you have identified the subject area(s) you would like to explore, you may start to develop your own research project under the supervision of one or more lecturers. Such lecturers will be the supervisors (‘relatori’) who will guide and support you throughout the project development and writing process.

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It is therefore important to get in touch with your supervisor(s) in advance to discuss in-depth your research project before writing the dissertation.

- You will find learn how to carry out a research project in the Research Methodology course.
- You will learn how to write a final dissertation during the Academic Skills course unit (see **Programme of Study** page 68)

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4.2.2 Oral discussion

In the final stage of your examination, you have to present and discuss your dissertation in front of a Degree Committee (‘Commissione’).

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4.3 Assessment Criteria

Criteria for assessing the final examination concern the written dissertation and the oral discussion

WRITTEN DISSERTATION:

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- Critical and autonomous organization of one own's reflection
- Respecting the criteria of the academic writing methods related to the chosen research field(s)
- Appropriate research, selection, and use of bibliographic documentation
- Appropriate selection and interpretation of data used for a coherent development of arguments

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ORAL DISCUSSION

- Quality of the exposition at a linguistic-communicative level
- Logical development of thought
- Communicative interaction between the candidate and the Committee members
- Relevance of the argumentation of the topics.

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4.4 Graduating sessions and deadlines

You have the possibility to graduate in one of the four graduating sessions (‘sedute di laurea’) offered by the University.

- Summer graduating session
- Early autumn graduating session
- Autumn graduating session
- Winter graduating session

Each session has specific deadlines for the following activities:

- Online application period
- Verbalizing examinations and/or finishing the internship procedure
- Dissertation upload
- Discussion period

Detailed information about the graduating sessions and deadlines are published regularly at **https://dusic.unipr.it/it/didattica/sedute-di-laurea**

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4.5 Application procedure

You must submit your application for the final examination online through the Esse3 system.

The application procedure involves the following steps:

1) Get your supervisor to sign the Authorisation document (‘autorizzazione alla discussione’);
2) Register on the AlmaLaurea website and fill in the questionnaire;
3) Complete the Application for graduation (‘domanda di laurea’) on Esse3;
4) Pay the fee form (‘bollettino’) on Esse3
5) Upload your dissertation on Esse3

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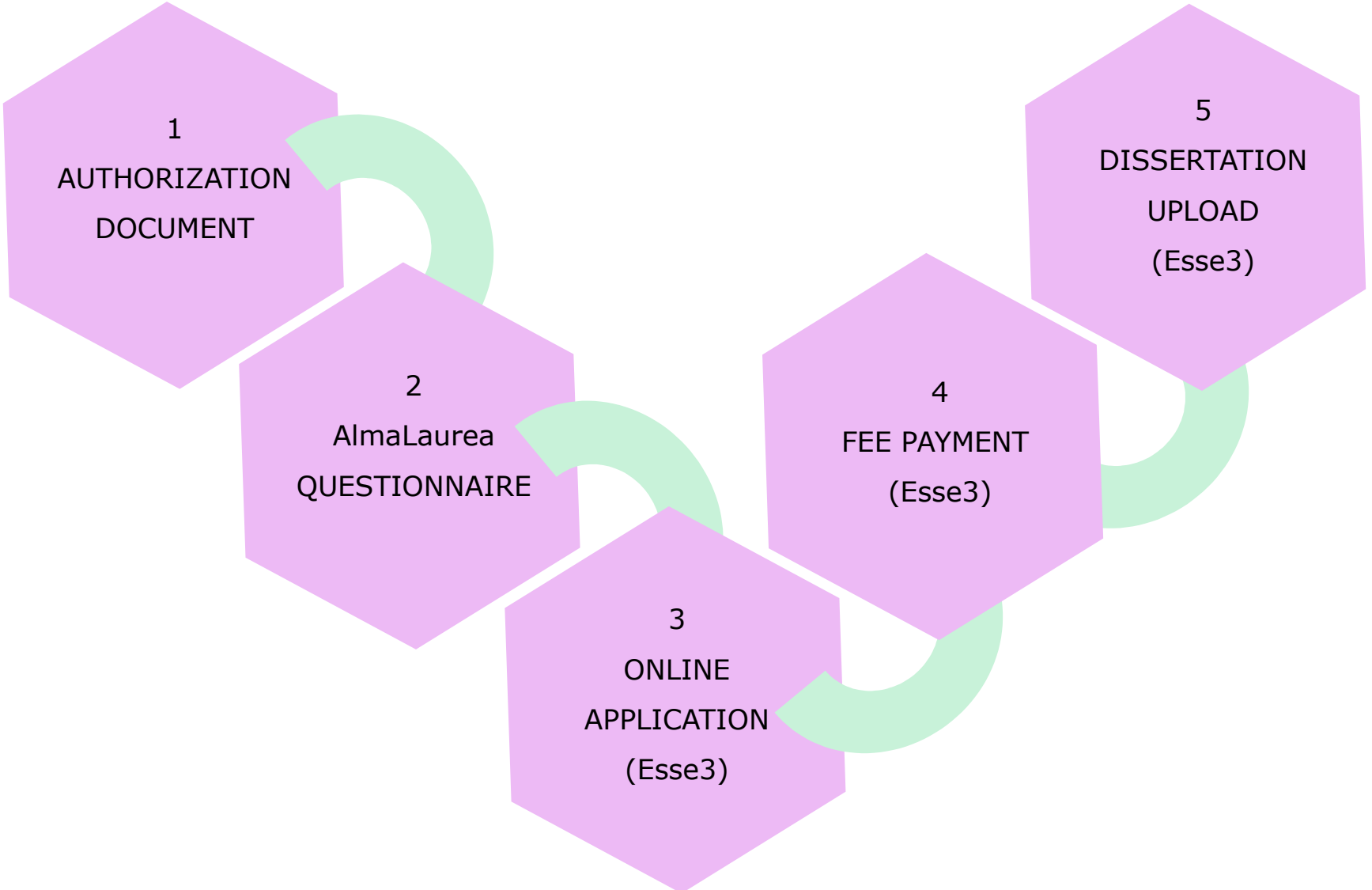

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4.5.1.1 Useful guidelines and contacts

- If you have questions or problems during your application, you may contact the Student Registry Office at **segreteria.corsiumanistici@unipr.it**

- You can find detailed information about the application procedure at **https://www.unipr.it/en/domanda-di-laurea** or **https://dusic.unipr.it/it/didattica/sedute-di-laurea.**

- You can download the required documentation at or **https://corsi.unipr.it/en/cdlm-lscssn/calendario-delle-sessioni-di-lau** or **https://dusic.unipr.it/it/didattica/sedute-di-laurea**.

- Here you can find useful guidelines for applying through the Esse3 system.

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5. Student FAQs

- **When may I enroll in the degree programme?**

  The enrolment procedure usually opens in July. The specific deadlines are published in the **official website** of the University of Parma.

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- **What is the Declaration of Value?**

  The Declaration of Value (‘dichiarazione di valore’) is an official document that certifies your degree qualification. It is a compulsory document that you must send to the Student Registry Office at **segreteria.corsiumanistici@unipr.it** to enroll in Language Sciences and Cultural Studies for Special Needs.

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- **How do I get the Declaration of Value?**
  You must apply to the Italian diplomatic representations (Consulate and/or Embassy) in the country where your degree qualification has been achieved.
- **I have problems with my enrolment application, whom should I contact?**
  You should contact the Student Registry Office at **segreteria.corsiumanistici@unipr.it**

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- **I have questions about the programme structure and/or organisation; whom should I contact?**

  You should contact the Course Didactics Office (**linguistics@unipr.it**) or our tutors.

- **I would like to ask for educational support and/or guidance; whom should I contact?**

  You should contact the Course Orientation Delegate prof.ssa Nicoletta Cabassi at **nicoletta.cabassi@unipr.it**

- **Is the compilation of the Programme of Study compulsory?**

  Yes, its compilation is compulsory every academic year as it enables you to fill in the OPIS questionnaires and to register for profit examinations.
- **Am I allowed to choose an optative course unit which is not included in the Programme of Study?**

  Although it is recommended you choose an optative course unit of the degree programme, you are allowed to select any other course units offered by the University of Parma.

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- **I filled in the Programme of Study, but I would like to change some course units; what can I do?**

  It is possible to modify your Programme of Study during periods specifically devoted to its compilation. If the deadlines are already expired, you will have to wait the period in which its compilation is again available.

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- **When I register for a profit examination there are several dates I can select; do I have to select all of them, or may I choose only one of them?**
  You may select a date among those offered in which you would like to take the examination.
- **How can I find a supervisor for my dissertation?**
  Once you have found a research project to develop for your final examination, you may contact one (or more) lecturer who is specialized in the research field you would like to explore. It is then recommended to schedule an appointment with them to discuss about your project.

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- **I have a problem concerning the performance of teaching activities, whom should I contact?**

  You can contact the RAQ (Responsible for Course Quality Assurance),

  prof.ssa Simonetta Anna Valenti.

- **I would like to know if I am eligible for the Degree Programme, whom should I contact?**

  You can contact the Course Advisors:

  Prof. Michele Daloiso;

  Prof. Marco Mezzadri.

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