

# UNICAM Researcher Welcome Pack

**Introduction**

**UNICAM research environment**

**UNICAM services**

**Practicalities: First steps in UNICAM**

**UNICAM: daily life**

**Main UNICAM regulations**



HR EXCELLENCE IN RESEARCH





*UNICAM Researcher Welcome Pack*

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# Introduction

## **WELCOME TO THE UNIVERSITY OF CAMERINO**

We are delighted that you have chosen to pursue your academic career at University of Camerino (UNICAM). You are now part of the UNICAM community!

The UNICAM Euraxess Working Group has created this guide for research staff starting a new research position.

This short guide aims to provide you with detailed information and contacts that you may need during your first few weeks in UNICAM, but also during your entire stay.

We will always be by your side to ensure that your UNICAM experience is truly fulfilling. We look forward to meet you soon.

## **GOOD REASONS TO CHOOSE THE UNIVERSITY OF CAMERINO**

Choosing the University of Camerino for research means choosing a first class institution of higher education, structured on a human scale in a safe, friendly place with a truly international atmosphere. In the green heart of Italy, the University of Camerino offers researchers invaluable tranquillity for research.

We offer a positive, productive and creative environment where your personal goals can be reached, thanks to excellent facilities and services.

UNICAM is the first university in Italy to introduce quality control procedures (ISO 90001:2000, by the certifying company AFAQ France) for all its institutional activities and services.



# UNICAM research environment

## 1.1 A HISTORY OF GROWTH

With its 687 years of history, the University of Camerino is one of the oldest universities in Europe. Over the years, its deep roots have allowed the University to rise high, becoming an established, nationally acclaimed institution, and increasingly expanding its international relevance.

It is a thriving international community that combines excellence in research with a vibrant entrepreneurial culture. Research and teaching are at the heart of the University's mission, and account for its international reputation.

UNICAM has its main offices in Camerino, however, it is present throughout the Marche region. In 2022, for the nineteenth consecutive year, UNICAM ranked first in the CENSIS Ranking of the best Italian universities with up to 10,000 students. Furthermore, UNICAM has signed numerous collaboration agreements with foreign universities and institutions with the aim of offering researchers the opportunity to specialise abroad.



### 1.2 COMMITTED TO INNOVATIVE AND SUSTAINABLE RESEARCH

UNICAM is open to the new and numerous challenges of the contemporary world, committed to actively participating in building the society of tomorrow. In fact, alongside curiosity, resourcefulness and enthusiasm, we firmly believe that a productive research environment, aimed at satisfying the needs of today's society, cannot ignore the needs of future generations. UNICAM has a "University Coordination Committee for Scientific Research" with the main task of encouraging, monitoring, and reviewing the University's scientific research policies and activities.

### 1.3 OUR EXPERTISE IN RESEARCH

UNICAM has five University Schools - responsible for Research and Training with scientific, educational and organizational autonomy - with different campuses:

- **School of Architecture and Design "E. Vittoria"** campus in Ascoli Piceno;
- **School of Biosciences and Veterinary Medicine** with the Biosciences campuses located in Camerino and San Benedetto del Tronto, and the Veterinary Medicine campus in Matelica;
- **School of Law**, campus in Camerino;
- **School of Pharmaceutical Sciences and Health Products**, campus in Camerino;
- **School of Sciences and Technologies**, campus in Camerino and Ascoli Piceno.

Each School manages its activities in an integrated and culturally oriented international environment and has a wide range of cutting-edge research units.



## 1.4 RESEARCH AREAS

UNICAM has identified three priority pillars of research with related thematic clusters.

### **Pillar 1 - Energy and Environment**

- Cluster 1.1: Natural Resources, Food, Environmental Sustainability
- Cluster 1.2: Natural Hazard Prevention, Resilient Communities, Energy Resources

### **Pillar 2 - Health, Well-being**

- Cluster 2.1: Quality of Life and Environment
- Cluster 2.2: Human and Animal Health

### **Pillar 3 - Technology, Law, Society, and Culture**

- Cluster 3.1: People, Institutions, Markets, Inclusive Societies, Cultural Heritage, Creativity, Smart Cities and Communities, Mobility
- Cluster 3.2: Big Data, Complex Systems, Materials Sciences

## 1.5 RESEARCH INFRASTRUCTURES

UNICAM offers many facilities, providing resources and services for the whole research communities to conduct research and foster innovation in the priority pillars individuated by UNICAM.

UNICAM is constantly pursuing an investment policy with a long-term perspective. Just to mention one of the late investments, UNICAM built in 2021 the Interdisciplinary Chemistry Project (CHIP), which hosts different infrastructures in the field of new materials, agri-food, health and well-being, sustainable construction, recovery and enhancement of cultural heritage and smart cities.

A web-page containing the whole list of UNICAM infrastructure is being developed.



## 1.6 INCLUSIVE RESEARCH COMMUNITY

Non-discriminatory policy is part of the the University Statute and it is pursued in everyday University life. The University does not tolerate any form of discrimination, and in particular discrimination based on gender identity, nationality, ethnic or social origin, genetic characteristics, language, religion, political opinions of any kind, socio-economic status, disability, age, or sexual orientation.

In 2022, UNICAM published the Gender Equality Plan (GEP) 2022-2024, with the aim of promoting equality.

The GEP was drawn up taking into account the 2030 Agenda of the United Nations to contribute to the achievement of sustainable development at global level.

On these bases, UNICAM has developed an action plan divided into 5 thematic areas:

- Thematic Area 1 - Work-life balance and organisational culture.
- Thematic Area 2 - Gender balance in leadership positions and decision-making bodies.
- Thematic Area 3 - Gender equality in recruitment and career advancement.
- Thematic Area 4 - Integration of the gender dimension in research, educational programs, and training.
- Thematic Area 5 - Measures against gender-based violence, including sexual harassment.

## 1.7 RESEARCH AND TECHNOLOGY TRANSFER OFFICE

University of Camerino has an experienced Research and Technology Transfer Office, whose Research Managers and Administrators work together with Researchers to develop ideas into fundable proposals.

The Research Office is your first contact for research support, contact us at any time!



The office offers consultancy at all stages, from drafting your project idea and identifying funding possibilities, up to the development of the project proposal and management of the funded projects.

While the International Unit supports those researchers who wish to apply for EU and international research fundings, the National Unit provides supports to researchers wishing to apply to Italians funds for research. The team actively monitors funding opportunities targeting young researchers, but also to senior researchers, supporting them in the preparation and presentation of both individual grant and collaborative research projects, assisting them in the presentation of innovative project proposals to competitive calls promoted by the European Commission or other national and international bodies.

Furthermore, knowledge transfer managers support the researcher in scouting and protecting innovation with state-of-the-art research on patent databases and, where appropriate, with patent filing and licensing. Connections with SMEs and industries are open to the transfer of innovation.

Some of the many services that the Research and Technology Transfer Office offers are the following:

1. **Scouting of funding opportunities**
2. **Grant writing**
3. **Open science**
4. **Management of funded projects**
5. **Support for innovation**
6. **Technology transfer**
7. **Management of intellectual property**

E-mail: [area.ricerca@unicam.it](mailto:area.ricerca@unicam.it)



## 1.8 EXCELLENCE IN RESEARCH

UNICAM firmly believes in the importance of research to meet the challenges of contemporary times and to promote a sustainable future.

Moved by this mission, UNICAM has managed to establish itself over time as a centre of excellence, capable of attracting talent and increasing its competitiveness in European, international and national calls. Our intention, in fact, is to support and foster the talent of researchers, providing cutting-edge work spaces and a first-rate environment to develop ideas.

To increase researchers' growth opportunities, UNICAM participates in the funding opportunities offered by the ERC programme, the European funding program aimed at valorising talented researchers of all ages and nationalities.

UNICAM supports researchers in the identification of inventions susceptible to patent protection, the patenting of such inventions, and the commercialisation of patents.

UNICAM is actively developing a research culture where openness, integrity, collaboration, and impact are central issues.

In fact, UNICAM promotes **Open Science practices**, fostering the accessibility of data and research results towards an increasingly transparent science.

The research, technology transfer and project management area acts as a hub for fostering of skills related to Open Science under the coordination of the Rector's Delegate.

UNICAM focuses its research practices on the *United Nations Sustainable Development Goals* to have a wider **impact on society**, beyond the academic sphere.



According to the UNICAM Statute, the University's research activity is inspired by the principle of public availability of results, through communication with the scientific community and the general public.

Last but not least, UNICAM knows that to achieve great results it is essential to create a favourable environment.

This means not only providing researchers with cutting-edge facilities, but allowing them to express their potential by guaranteeing an open and familiar atmosphere, where human relationships and closeness are valued.

### **1.9 HR EXCELLENCE IN RESEARCH AWARD**

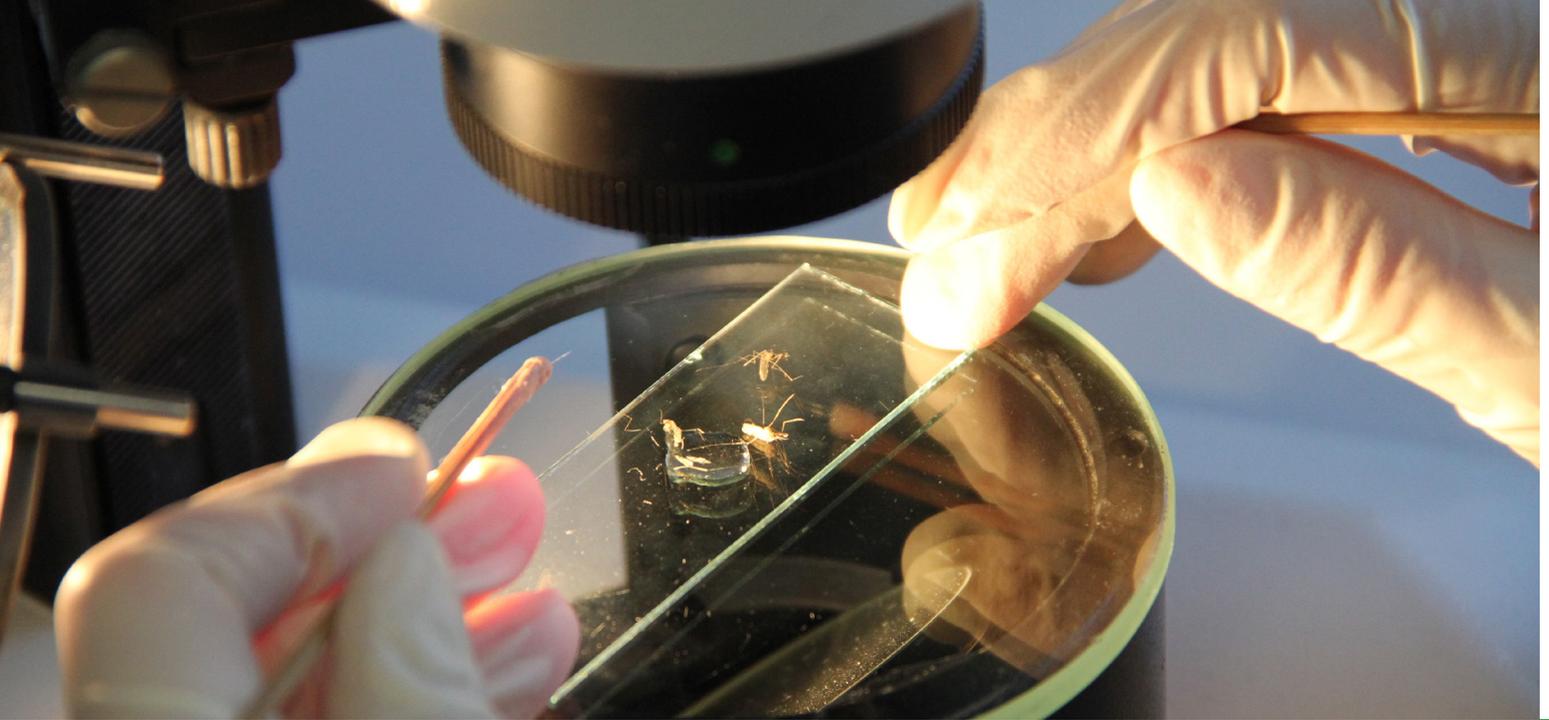
UNICAM has been a signatory to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers since 2009. This membership is further strengthened by an integrated HR strategy (HRS4R), which has led to the achievement of the award "HR excellence in research". To obtain this award it is necessary to successfully complete a five-step path that qualifies the research institution as a stimulating and creative work environment, encouraging the growth of researchers. UNICAM achieved that goal in 2010, and since then the "HR-Excellence in Research" award has always been renewed - most recently in 2021 for the third time.

UNICAM's quality research has thus been confirmed, and this accreditation, awarded by the European Commission, recognises UNICAM's merit in providing a stimulating and satisfying working environment for researchers.

More information can be found at:

<https://sites.google.com/unicam.it/hrs4runicam/hrs4r>





### **1.10 INTEGRITY AND ETHICS IN RESEARCH**

Great attention is given by the University to compliance with recognised ethical practices and the fundamental ethical principles applicable in the various disciplines in which research is carried out, as well as the ethical standards established by the various national, sectoral or institutional codes of ethics.

UNICAM has its own Code of Ethics and Conduct, and has established the Body responsible for animal welfare (*Italian abbreviation: OPBA*) in compliance with the provisions of Legislative Decree 26/2014.

### **1.11 EURAXESS SERVICE CENTER**

The University of Camerino is part of the Euraxess - Researchers in Motion network thanks to a Services Commitment signed with the European Commission, and is Euraxess Services Centre - one of the reference points of the Euraxess Italy national network. EURAXESS Italy is part of the EURAXESS - Researchers in Motion initiative, it offers targeted information and services to researchers moving to Italy through a national portal and a network of service centres.

UNICAM, as Euraxess Service Centre, provides free and personalised assistance to researchers both electronically and in person (by appointment). The services offered are the following: application for a visa, application for a residence permit, social and cultural aspects, and funding opportunities for research projects.

To request further information or make an appointment, please send an email to:  
[euraxess@unicam.it](mailto:euraxess@unicam.it)



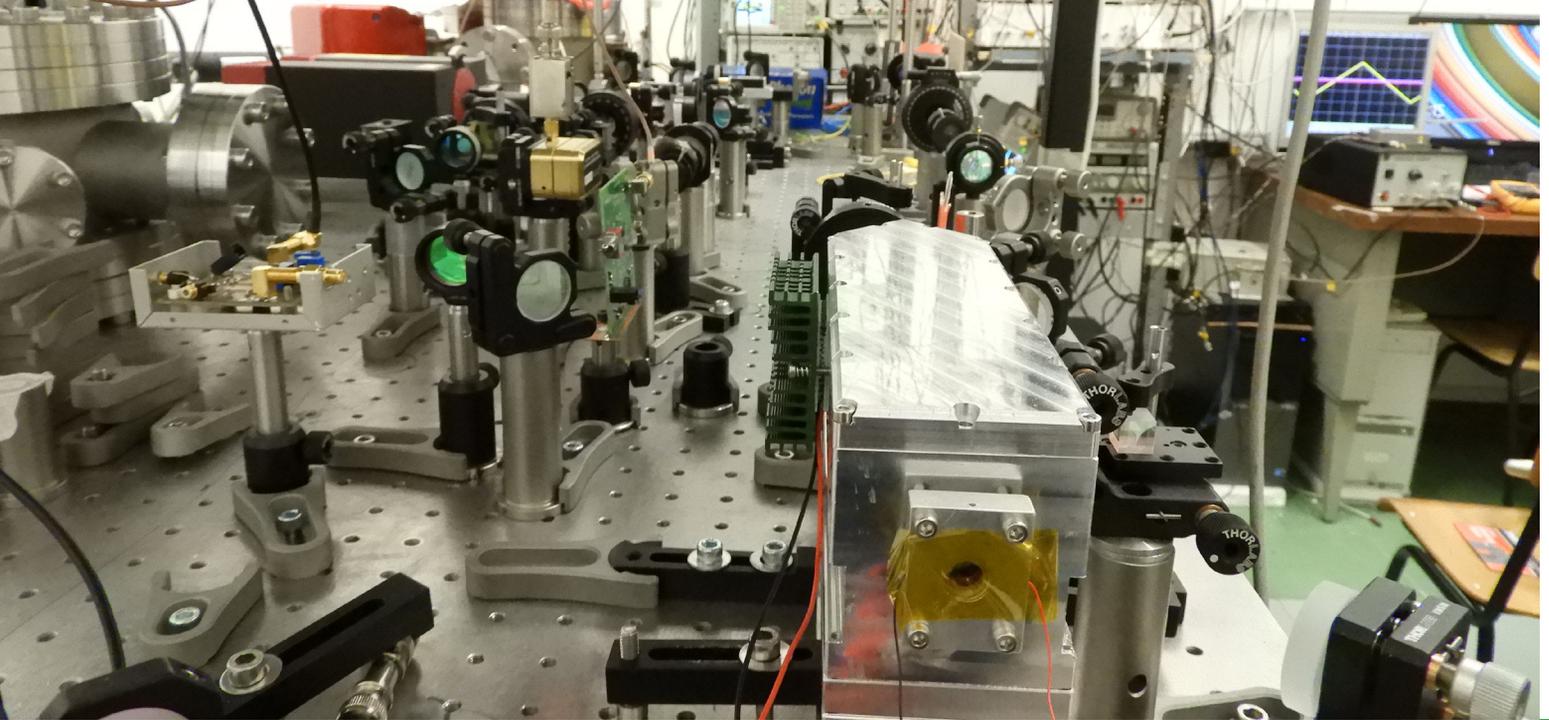
### 1.12 CERTIFICATIONS

The excellence of UNICAM's work is also demonstrated by the ISO9001 Certification obtained in March 2022 for design and implementation of activities that include support activities for orientation, tutoring, internships and job placements, as well as international student mobility.

UNICAM was the first university in Italy to introduce quality control procedures in its institutional activities according to the UNI EN ISO 9001:2000 standard certified by the GROUPE AFAQ company.

The University - and specifically the School of Pharmaceutical Sciences and Health Products - has been assigned UNI CEI EN ISO/IEC 17025 accreditation, which attests to the quality and excellence of the chemical-physical and bacteriological research and analysis laboratory on mineral and thermal waters. Currently, in Italy it is the only example of a university laboratory authorised by the Ministry of Health and simultaneously accredited internationally in the mineral and thermal water sector.

The Single-Cycle Master's Degree Course in Veterinary Medicine, offered by the School of Biosciences and Veterinary Medicine of the University of Camerino has obtained conditional accreditation from EAEVE (European Association of Veterinary Training Institutes).



### 1.13 NATIONAL AND INTERNATIONAL NETWORKS

Aware of the importance of acquiring experience in the learning path, the University of Camerino has signed numerous national and international agreements that allow its researchers to further develop their skills and work in different contexts.

Below is the list of some of our national partners:

- CNR (Italian National Research Council)
- INFN (Italian National Institute of Nuclear Physics)
- ENEA (Italian National Agency for New Technologies, Energy, and Sustainable Economic Development)
- INGV (Italian National Institute of Geophysics and Volcanology)
- ISPRA (Italian National Institute for Environmental Protection and Research)
- MIBACT (Italian Ministry of Cultural Heritage, Cultural Activities, and Tourism)
- INSTM (Italian National Interuniversity Consortium of Materials Science and Technology)
- INAF (Italian National Institute of Astrophysics)

Below is the list of the main UNICAM memberships:

- EUA (European University Association)
- APRE (Agency for the Promotion of European Research)
- NETVAL (The Netval Research Universities Network)
- EARMA (European Association of Research Managers and Administrators)
- PNIcCube (Italian Association of University Incubators and Business Plan Competitions)
- RUS (Network of Universities for Sustainable Development)
- CUIA (Italian Inter-University Consortium for Argentina)

Beyond national borders, UNICAM has signed almost 270 international collaboration agreements with institutions all over the world and in all areas of research, offering an ever-growing list of partners.

In 2022, UNICAM signed 11 agreements in total, with the following partners:

- George Mason University - USA
- University of Maragheh - Iran
- Forth-IMBB (Institute of Molecular Biology and Biotechnology) - Greece
- University College - London
- University of Zagreb - Croatia
- Kyrgyz State Technical University - Kyrgyzstan
- Aleksander Moisiu University - Durres - Albania
- UNNOBA - Universidad Nacional del Noroeste, Buenos Aires - Argentina
- European University of Tirana - Albania
- Changchun University of Chinese Medicine - China
- Universidade de Sao Paulo - Brazil

In 2023, UNICAM signed 6 agreements in total, with the following partners:

- University of Tirana - Albania
- Reykjavik University - Iceland
- Universidad Austral-UAUSTRAL - Argentina
- University of Maryland, Baltimore - USA
- China Jiliang University - China
- Yerevan State Medical University - Armenia

While the following institutions have been UNICAM partners for more than 30 years:

- Warsaw University - Poland
- Gdansk Technical University - Poland
- Nice University Sophia Antipolis - France
- Lublin Maria-Curie Sklodowska University - Poland
- Besancon University of Franche-Comtè - France
- Houston Baylor College of Medicine - U.S.A.
- Leeds University - UK
- Barcelona University MV Lomonosov - Spain
- Gdansk Medical University - Poland
- Denver University of Colorado - U.S.A.



#### **1.14 UNICAM'S RESEARCH EXPERIENCE**

The numerous projects submitted and financed at National, European, and International level are the result of the excellent commitment of UNICAM researchers.

At the European level, together with the Framework Programme for Research and Innovation, other sources of research funding are represented by programming initiatives linked to the ERA (European Research Area), other funding programs directly managed by EU sectoral policies, such as, for example, the environment (LIFE programme), the Mediterranean area (PRIMA) or European territorial cooperation.

Furthermore, UNICAM has successfully participated in several competitive research funding opportunities internationally such as the Michael J. Fox Foundation (MJFF), National Geographic, Wellcome Trust and the Armenise-Harvard Foundation. Mobility funded projects and cooperation agreements with universities and institutions around the world enable staff, researchers, and students to participate in exchange and research programmes.

#### **1.15 TRAINING AND INFORMATION FOR THE CREATION OF RESEARCH SKILLS**

The Research and Technology Transfer office organises several training events intended for both researchers and administrative staff, concerning proposal writing and funding management, aimed at providing researchers with the knowledge and skills necessary to manage successful projects and increase UNICAM's competitiveness in attracting research funding. A particular focus is on young researchers.



# UNICAM services

## 2.1 FOOD and LODGING

The service of food and lodging, in Camerino, is managed directly from the ERDIS (Regional Agency for the Right to Higher Education), but to ensure the same service for students of the University campuses of Matelica, San Benedetto del Tronto and Ascoli Piceno, the ERDIS has agreements with restaurants and self-service caterers. For detailed information on requirements, updates to prices, application forms, reservation, please browse the website [www.erd.it](http://www.erd.it)

## 2.2 WELL-BEING IN THE WORKPLACE

UNICAM concretely promotes well-being in the workplace through a series of services for psycho-physical health, aimed at creating a healthy and participatory working environment, capable of promoting professional and interpersonal relationships, while respecting the freedom, dignity, and diversity of each person. Here at UNICAM we strongly believe in the value of community, in feeling part of a system of relationships where respect, trust, and continuous communication are key values for facing our daily work life together.



The following free services can be activated via the dedicated BEN-ESSERE UNICAM app:

- **FITNESS**
- **SLEEP DISORDERS**
- **NUTRITION**
- **ONCOLOGY**
- **ALLERGOLOGY**
- **PSYCHOLOGICAL CONSULTATION SERVICE**

It offers a space for listening and support. You can choose between three types of professional help: individual, personal growth, and support groups.

Email: [segreteria.consulenzapsicologica@unicam.it](mailto:segreteria.consulenzapsicologica@unicam.it)

Phone: 0737.404604

### **2.3 LANGUAGE COURSES**

UNICAM Language Skills Unit organises English, French, German, and Italian courses for foreigners, all taught by native speakers. The maximum number of students enrolled in the language courses is 25, and the lessons are open to everyone: students, University staff and external students - with different payment rates.



## 2.4 ITALIAN LANGUAGE COURSES

The Italian language course for foreigners is aimed at Erasmus+ students and foreign students enrolled in degree courses taught in English, and is focused on the development of all basic linguistic skills.

Passing the final test may be useful for the acquisition of credits, subject to a decision by the Board of the School to which one belongs.

Information about Italian language courses is available via the following number and email address:

Polo degli Studenti - Sviluppo Competenze Linguistiche [Student Hub - Linguistic Skills Development]

Phone: 0737404611

E-mail: [centro.cambridge@unicam.it](mailto:centro.cambridge@unicam.it)

*For information on all language courses, please contact the offices of the Language Skills area.*

Ufficio Sviluppo Competenze Linguistiche [Linguistic Skills Development Office]

via Gentile III da Varano, 26 - 62032, Camerino

E-mail: [elisabetta.gaspari@unicam.it](mailto:elisabetta.gaspari@unicam.it) | [centro.cambridge@unicam.it](mailto:centro.cambridge@unicam.it)

Phone: 0737 404612

website:

<https://www.unicam.it/studente/servizi-studenti/corsi-di-lingua/ufficio-sviluppo-competenze-linguistiche>



## 2.5 UNIVERSITY LIBRARY SYSTEM

The University Library System is in charge of the acquisition, management, conservation, and fostering of the University's bibliographic and documentary heritage entrusted to it. Libraries allow access to printed books, magazines, catalogues, and databases to be consulted, lent, and reproduced within the limits permitted by current legislation. UNICAM also has free electronic resources. Each library specialises in one of UNICAM's teaching and research areas. The library system also includes equipped classrooms where users can study, find library magazines, and borrow books for exams and research. The University offers assistance and bibliographic information services.

UNICAM libraries are not only resources, but offer also many services: stations for accessing the Internet, free Wi-Fi connection to navigate easily and quickly, tools to access all the bibliographic resources even from home, assistance in research to discover, with the help of librarians, a vast information universe to master and use for your benefit, comfortable environments to study and exchange opinions with your colleagues, so that your academic experience is complete and satisfying.

It is possible to consult:

- The C@mSearch online catalogue at <https://unicam.primo.exlibrisgroup.com>
- The catalogue of Unicam CamPuS scientific publications at <https://pubblicazioni.unicam.it>

If you are looking for information and contacts, please visit: <https://biblioteche.unicam.it/>

## 2.6 UNICAM E-MAIL

With your new inbox you will be able to receive news on events and opportunities for the university community, and also alerts related to security or updates to some software in use, plus communicate with the whole UNICAM community.

Info: <https://www.unicam.it/studente/servizi-studenti/posta-elettronica>

## 2.7 APP YoUNICAM

This useful app provides class schedules and the ability to book a place in the lab.

<https://www.unicam.it/studente/servizi-studenti/app-younicam>



You can download the UNICAM app from:

Android: <https://play.google.com/store/apps/details?id=com.unicam.appunicam>

Apple iOS: <https://apps.apple.com/it/app/younicam/id1531455644>



# Practicalities

*Here you will find all the useful information for your stay in UNICAM.*

*At the link below, you can find all the locations and facilities of interest to you, and directions on how to reach them: <https://www.unicam.it/ateneo/strutture-unicam>*

All the procedures mentioned are aimed at post-docs, researchers, Marie Curie grant holders (as holders of the dual role of grant holder/PhD student), and are managed by the Human Resources Department. If you are looking for information and contacts, please visit: <https://amministrazionetrasparente.unicam.it/apos>



## FIRST STEPS IN UNICAM

The administrative and legal management of UNICAM staff, including the research staff, is the responsibility of the HR Department.

E-mail: [apo@unicam.it](mailto:apo@unicam.it)

Specifically, the Career Management Unit takes care of the activities related to the establishment of the employment relationship and it ensures the maintenance of the legal documents of all staff.

Upon taking up service, the Researcher must go to the Career Management Office for the following obligations:

- contract signature;
- declaration of the relevant researcher's personal and career information;
- filling out forms relating to tax and social security which will be sent to the Financial Resources Area;
- filling out forms relating to the safety conditions and rules of the workplace which will be sent to the Prevention and Protection Service;
- filling out forms of the Infrastructure and IT Services Area which allows the researcher to obtain the activation of a personal email with the @unicam domain and a UNICAM profile necessary to access the University's IT services;
- delivery of an identification badge - ID that can be also be used as a door opener to access research facilities and laboratories not equipped with a concierge or when not covered by the concierge service.

## ENTRY PERMIT AND VISA

Check the visa requirements for your nationality and discover the visa information you need for coming Italy: <http://vistoperlitalia.esteri.it/>





## If you are a NON-EU citizen:

### BEFORE YOUR ARRIVAL

1.

MAKE SURE  
YOU HAVE  
A VALID  
PASSPORT

2.

OBTAIN  
AN ENTRY VISA  
FOR SCIENTIFIC  
RESEARCH

### AFTER YOUR ARRIVAL

1.

OBTAIN  
THE ITALIAN TAX  
IDENTIFICATION  
NUMBER

2.

APPLY FOR THE  
RESIDENCE  
PERMIT  
FOR RESEARCH

3.

HAVE  
VALID HEALTH  
INSURANCE

4.

OPEN  
A BANK/POST  
ACCOUNT

5.

REGISTER  
AT THE TOWN  
HALL



## If you are a NON-EU citizen:

### BEFORE YOUR ARRIVAL

#### 1. MAKE SURE YOU HAVE A VALID PASSPORT

Your passport must be valid for at least 3 months after the expiration date of your visa or residence permit.

#### 2. OBTAIN AN ENTRY VISA FOR SCIENTIFIC RESEARCH

The procedure for granting this type of Visa presupposes the previous issue of a No-Impediment Certificate by the Single Desk for Immigration.

The request for the No-Impediment Certificate is activated by the University, specifically by the Division of Human Resources, Organisation and Development.

To formalise the No-Impediment Certificate request it is necessary to submit the following documents, and provide the following information:

- Reception agreement signed by the University of Camerino and the grant holder/researcher
- Copy of the grant holder/researcher's passport
- Copy of a residence permit, if any, issued for another reason to the grant holder/researcher
- Copy of the university degree
- Copy of curriculum vitae
- Email and/or telephone number on which the grant holder/researcher can be reached
- Indication of the Italian consulate/embassy from which the entry visa must be requested.

The processing time related to the granting of the No-Impediment Certificate is usually not less than 3 weeks.

The No-Impediment Certificate for issuing the visa is forwarded electronically by the Single Desk for Immigration, of the competent Prefecture to the relevant Embassy/Consulate, and a copy is delivered to the University, which will take care of notifying the grant holder/researcher.

Once the “No-Impediment Certificate” has been received, the grant holder/researcher is obliged to go to the Italian embassy or consulate of their country of residence, and request an entry visa.

## **AFTER YOUR ARRIVAL**

### **3. OBTAIN THE ITALIAN TAX IDENTIFICATION NUMBER**

The request to the competent territorial office of the Revenue Agency is formalised via a specific delegation form, by the APOS.

### **4. APPLY FOR THE RESIDENCE PERMIT FOR RESEARCH**

WITHIN 8 DAYS OF YOUR ARRIVAL IN ITALY you must apply for the residence permit.

Once the entry visa has been obtained, the grant holder/researcher must communicate the date of arrival in Italy to the University.

It is important to know this date with at least 10 days’ notice, because it will be used to book the grant holder/researcher’s appointment at the Single Desk for Immigration in order to start the procedures for requesting the Residence Permit, which usually must be formalised within 8 days of arrival in Italy.

On the day of the appointment the grant holder must present at the Single Desk for Immigration with the following documents:

- Original passport and full copy of the same;
- Certificate of accommodation availability:
  - at ERDIS university facilities: It can be requested directly by the grant holder at the ERDIS offices.
  - in a private apartment: present a copy of the rental contract and the relevant certification of housing suitability;
- Copy of the Tax identification card;
- Copy of the signed research grant contract;
- 1 revenue stamp for the amount of Euro 16.00.

At the Single Desk for Immigration, the grant holder/researcher will be asked to sign the residence contract and a copy of the same must be inserted in the POSTAL KIT available at the Post Offices. The Kit must be filled out by carefully following the attached instructions.

In post offices, at the same time as the parcel is sent, a receipt is issued which contains the date and time of the appointment set with the Police Headquarters to proceed with the fingerprint analysis, and complete the application for a residence permit.

## **5. HAVE VALID HEALTH INSURANCE**

You must have valid health insurance to cover the duration of your stay.

This can be done by either:

- Taking out private health insurance.
- Registering with the Italian National Health System (an annual fee may be required based on the employment contract)

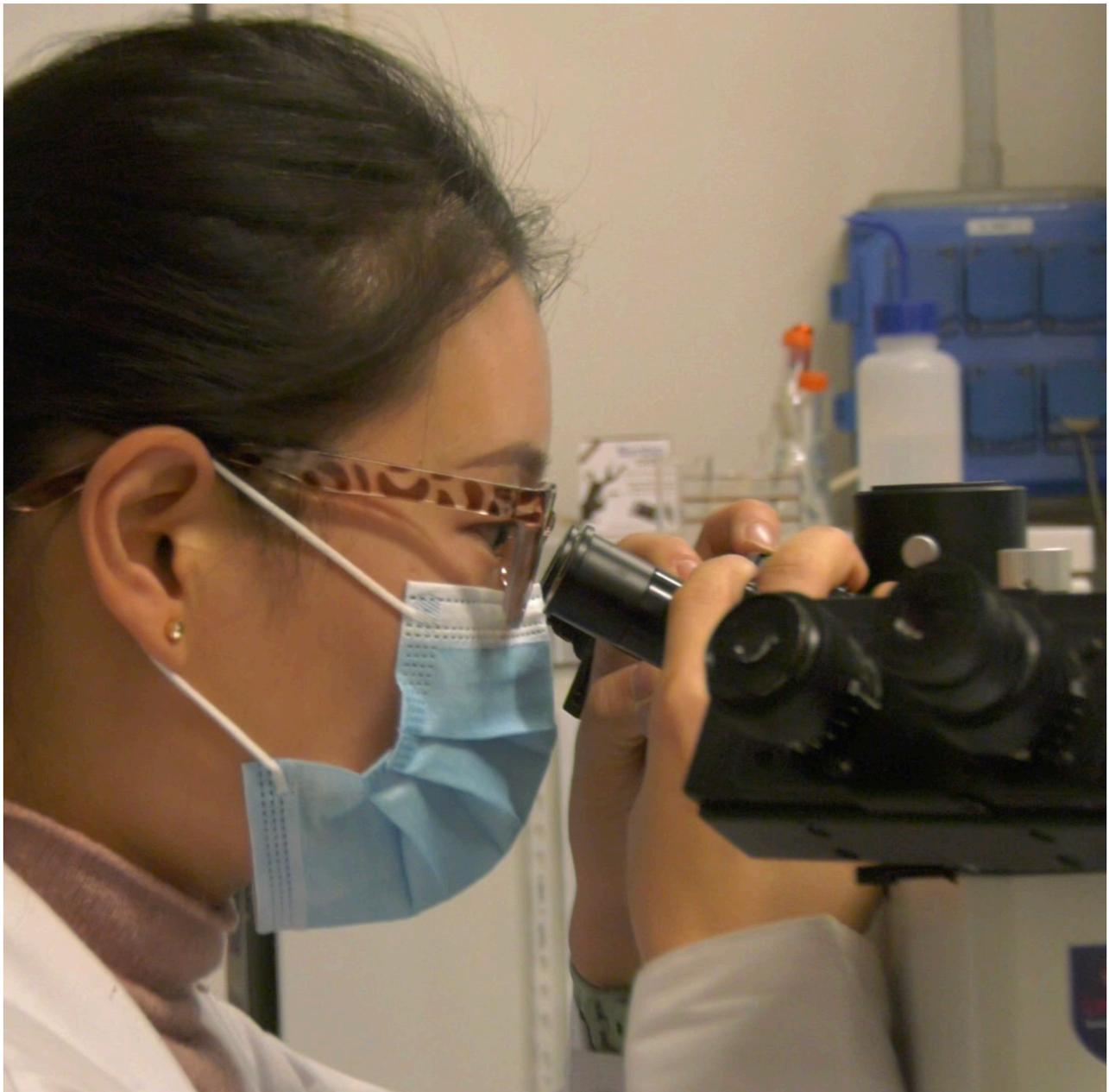
## **6. OPEN A BANK ACCOUNT**

To open a current account in Italy, you need to go to a bank or a post office and ask for information on the costs and methods for activating an account. Each bank varies in terms of costs and procedures. It is also necessary to present the tax identification card (see the dedicated section of this Guide).

Keep in mind that current accounts for non-residents cost more in terms of fees. Depending on your needs, you can choose to open a bank account or get a non-resident debit card. The latter option is much cheaper but offers only one type and a limited number of banking operations, for example salary credit, deposit, withdrawal. Bank transfers are usually not included.

## **7. REGISTER AT THE TOWN HALL**

For non-EU citizens, registration may be required for some administrative formalities (ISEE [Indicator of equivalent economic situation], conversion of driving licence, registration with a general practitioner, etc.), after receiving the residence permit.





## If you are an EU/EEA/Swiss citizen:

### BEFORE YOUR ARRIVAL

1. HOLD A VALID ID/PASSPORT
2. SEARCH FOR ACCOMODATION

### AFTER YOUR ARRIVAL

1. APPLY FOR THE TAX IDENTIFICATION NUMBER
2. YOU MUST HAVE VALID HEALTH INSURANCE
3. OPEN A BANK/POST ACCOUNT
4. REGISTER AT THE TOWN HALL

## If you are an EU/EEA/Swiss citizen:

### BEFORE YOUR ARRIVAL

#### 1. HOLD A VALID ID/PASSPORT

Make sure that your ID/passport is still valid.

#### 2. SEARCH FOR ACCOMODATION (INDEPENDENTLY OR SUPPORTED by the HR Department)

Before moving, it is recommended, to book a room for the first few days, and then look for long-term accommodation that suits your budget and needs.

ERDIS (Regional Agency for Entitlement to Higher Education) offers lodging in comfortable student residences in Camerino, Matelica, Ascoli Piceno and San Benedetto del Tronto and also canteens service.

More information at <https://erdis.it/>



### AFTER YOUR ARRIVAL

#### 1. APPLY FOR THE TAX IDENTIFICATION NUMBER

If you hold already an Italian tax identification number (Codice Fiscale), inform your host organisation immediately.

The request for issuance of the tax identification number is forwarded to the competent territorial office of the Revenue Agency, and is formalised, via a specific delegation form, by the Division of Human Resources, Organisation and Development.

## **2. YOU MUST HAVE VALID HEALTH INSURANCE**

You must have valid health insurance to cover the duration of your stay. This can be done by either:

- Taking out private health insurance (before leaving your country, or when you arrive in Italy)
- Holding the EHIC card (European Health Insurance Card). It is issued by the national health service of the country in which you reside. Inquire before leaving your country.
- Registering with the Italian National Health System (once in Italy)

## **3. OPEN A BANK/POST ACCOUNT**

To open a current account in Italy, you need to go to a bank or a post office and ask for information on the costs and methods for activating an account. Each bank varies in terms of costs and procedures. It is also necessary to present the tax identification card (see the dedicated section of this Guide).

Keep in mind that current accounts for non-residents cost more in terms of fees. Depending on your needs, you can choose to open a bank account or get a non-resident debit card. The latter option is much cheaper but offers only one type and a limited number of banking operations, for example salary credit, deposit, withdrawal. Bank transfers are usually not included.

## **4. REGISTER AT THE TOWN HALL**

EU/EEA/Swiss citizens must register with the Registry Office (*Ufficio Anagrafe*) for a period exceeding 90 days in Italy.

Registration can only be done after finding a place to stay. Contact the Municipal Registry Office (*Ufficio Anagrafe del Comune*). You will be asked to submit specific documents, and may pay a fee.

### Other useful information:

#### **PHONE CALLS**

To call Italy from another country you need to dial 0039 before any number.

However, if you call a foreign country from an Italian telephone, remember to dial 00 (international prefix) and the prefix of the country you want to reach before dialling the rest of the telephone number.

#### **MOBILE PHONE**

If you have a mobile phone we recommend purchasing an Italian SIM card.

This will allow you to call Italian numbers and receive calls from your country at affordable costs. A new Italian SIM costs around 5-10 euros. To purchase a SIM Card you must present a copy of your passport or identity card, an Italian address, and your Italian tax identification card (Codice fiscale).

#### **MAIN EMERGENCY NUMBERS**

112 European Emergency number

113 Police

115 Fire Department

118 First Aid/Emergency Medical Services

1522 Women's Safety



# UNICAM: daily life



### **UNICAM has four campuses:**

The town of **Camerino** is located on a hill 661 m. above sea level. Thanks to its position, the town enjoys a healthy climate with brisk winters and warm dry summers. Of pre-Roman origins, the town has played an important political role throughout the centuries attaining a notable level of economic and civil development.

The life of **Matelica**, ancient Roman town as confirmed by many archeological discoveries, revolves around the central square with its elegant seventeenth century fountain. Around it you'll find the town's chief attractions: the Loggia of the Ottoni family, built by the town's ruling family in 1511 and the 13th century Palazzo Pretorio. Visits to the Civic Museum, the Piersanti Museum, the Theatre Piermarini (built at the end of the 19th century in the traditional horseshoe shape) and the City Library are strongly recommended.

**Ascoli Piceno** is the major town of southern Marche founded by the Italic population of *Piceni*. Though a sizeable town, its historic centre can easily be covered on foot. If you are wandering round the old quarter that stretches from the banks of the Tronto river to the city's main street be sure to walk along the medieval streets where in the past, according to traditional accounts, more than two hundred towers were located. The central historical part of the city is built in a marble called Travertino extracted from the surrounding mountains.

**San Benedetto del Tronto** is one of the main holiday resorts of southern Marche. With over 7,000 palm trees on its wide promenade, it has a touch of tropical charm. It is also a thriving town that doubles as one of the most important fishing ports on Italy Adriatic coast. In summer San Benedetto del Tronto is a popular resort with a lively nightlife. The castle and narrow streets of brick houses can be seen in the old part of the town.



## 4.1 MEANS OF TRANSPORT

### How to reach the main offices in Camerino

<https://www.unicam.it/futuro-studente/vivere-unicam/trasporti>



#### By train:

The nearest station is Castelraimondo (MC) Trenitalia

#### By airplane:

The nearest airports:

- The "Raffaello Sanzio" Airport - Falconara (AN) - Ancona Airport;
- The Umbria Airport "S. Francesco d'Assisi" - Perugia (PG) - International Airport of Umbria.

Major airports in Italy:

- ROME: Rome-Fiumicino "Leonardo da Vinci" International Airport - Fiumicino (RM);  
Rome Ciampino Airport - G. B. Pastine - Ciampino (RM);
- BOLOGNA: Bologna "Gulielmo Marconi" Airport - Bologna (BO) - <https://www.bologna-airport.it/hai-bisogno-di-aiuto/contatti/?idC=62456>
- NAPLES: Naples-Capodichino airport - Naples (NA) - <https://www.aeroportodinapoli.it>
- MILAN: Milan-Malpensa Airport - Ferno (VA) - <https://www.milanomalpensa-airport.com/it/>

#### By bus:

The CONTRAM bus <https://www.contram.it>

From Rome: CONTRAM bus MarcheRoma <https://marcheroma.contram.it/home/index>



### **By car:**

- From Rome, Florence, Naples: A1 to Exit Orte, continue towards Terni, Spoleto, Foligno SS77, Exit Muccia. Continue for 10 km to Camerino.
- From Bari, Bologna: A14 to exit Civitanova. Freeway 77 to Exit Sfercia. Continue for 9 km until reaching Camerino.
- <https://www.autostrade.it/it/home>

### **4.2 THE UNICAM BUS**

<https://www.contram.it/index.php/unicam-movimento/>

The University of Camerino has an agreement with the CONTRAM Bus Service Society and there is a special price for UNICAM personnel.

The service is available from Mondays to Fridays to/from Ascoli, Ancona, San Benedetto del Tronto, Civitanova, Tolentino, Senigallia, Fabriano, Jesi and, on Sundays, from Ancona. Tickets for UNICAM buses must be booked on the [marcheroma.contram.it](http://marcheroma.contram.it) website by 5 pm on the working day before departure.

Contacts: [800 037 737](tel:800037737)



### **4.5 WEB RADIO UNICAM**

Web Radio UNICAM was founded in 2007 with the idea of spreading ideas, events, and discoveries of the University of Camerino. Our station operated continuously for about a decade until, due to the 2016 earthquake, it was left without its headquarters, covered in rubble. Five years after the tragic event, we have not given up, and we have revived the service which, in addition to entertaining diverse audiences, from the students away from home to the merchants of some the oldest shops in town, was a point of reference for local artists and enterprising young people who wanted to communicate their ideas.

Today the radio is active 24/7, following a schedule divided into 2 semesters, summer and winter.

*Listen to us on <https://radio.unicam.it/> or directly on the YoUnicam app.*

To propose your music, or if you wish to become a radio speaker, send us an email to:

[radio@unicam.it](mailto:radio@unicam.it)

You can find all the info on our website: <https://radio.unicam.it/>



#### 4.6 SCIENZA E LODE - WEBMAGAZINE

<https://scienzaelode.unicam.it/>

“Scienza e Lode” [Science and Honors], Web Magazine of the University of Camerino, is a new way of talking about Research and Science.

On the portal, you may find success stories and updated information on the latest news from the world of research.



#### 4.7 TG UNICAM NEWS

That's all from UNICAM, back to the studio!

The Communications Office produces UNICAM News (Telegiornale or TG in Italy), a short video newscast broadcast every Wednesday on TV Centro Marche at the end of the evening edition of the 7.30 pm news, and a rerun at 10.45 pm.

On the official channel of the University of Camerino on YouTube, you can watch the episodes of our news: <https://www.youtube.com/user/VideoUnicam>



#### 4.8 OFFICIAL SOCIAL NETWORK PROFILES

UNICAM uses social media to inform, communicate, listen, but also encourage participation, discussion, and dialogue with its interlocutors.

The University of Camerino is present on the following Social Networks:

Facebook: @universitacamerino

Instagram: @universitacamerino

X: @UniCamerino

YouTube: @VideoUnicam

LinkedIn: @università di camerino

Telegram: @universitacamerino



## DAILY LIFE IN CAMERINO

### ERDIS LODGING and FOOD

- **Collegio Mattei 2** 14 single rooms with private bath, 32 single rooms with bath shared between two rooms and 26 double rooms with private bath. There are rooms for people with disabilities.
- **Collegio Mattei 1** 190 Single rooms - in apartments of 8 rooms with 2 bathrooms.
- **Residenza D'Avack** 47 double-rooms with private bath. No single rooms are available.
- **Campus Residence** is a new residential complex situated on the town outskirts. Small apartments.
- **Campus Montagnano** is a new residential complex situated on the town outskirts. Small apartments.

### **ERDIS Foresteria** (*Guest House*), in Camerino **for stays no longer than one month.**

17 single/double rooms with private bath, small fridge, television. A small shared kitchen is available.

Two university canteens are available:

- University canteen "Colle Paradiso", Via le Mosse, Loc. Colle Paradiso
- Refreshment point "D'Avack", Via Macario Muzio s.n.c

ERDIS office in Camerino: Loc. Colle Paradiso, 1 - 62032 Camerino (MC) - 0737 4911



### **UNIVERSITY SPORTS CENTRE OF CAMERINO (CUS)**

Unicam offers modern sports facilities at the University Sports Centre.

Researchers interested in sports (free climbing, squash, volleyball, etc.) should contact the CUS at [cus@unicam.it](mailto:cus@unicam.it)

to find out how to become members.

CUS is located in Località Le Calvie, Camerino <https://www.cuscamerino.it>



### **UNIVERSITY CHOIR**

The Camerino choir boasts a centenary tradition, documented by certain information dating back to the year 1500. Official choir of the University of Camerino, represents the University in all the celebratory events planned by the same (inauguration of the academic year, graduation party). It took part in University choir festivals, performing at the Universities of Parma, Ferrara, Perugia, Bari, Ancona, and Gdansk.

Useful contacts and further information:

Headquarters: Piazza Cavour, 1262032 Camerino (MC)

Rehearsal venue: San Paolo Social Centre, Viale Vincenzo Ottaviani Camerino (MC)

email: [sseverini@libero.it](mailto:sseverini@libero.it)

<http://www.unicamchorus.it/>

<https://www.italiacori.it/cappella-musicale-duomo-camerino>





## FESTIVALS AND MAJOR EVENTS

### **CAMERINO FESTIVAL**

The Camerino Festival, founded in 1987 as the “International Chamber Music Festival” on the initiative of the University of Camerino, has gone through various transitions in 37 years, always maintaining a very high quality, demonstrated by refined programmes and internationally renowned artists. In the 2002 edition, the Camerino Festival obtained an important recognition of the Ministry of Cultural Heritage and Activities.

To find out more visit: <https://camerinofestival.com>

### **CORSA ALLA SPADA E PALIO**

*Corsa alla Spada* (Race to the Sword) is an ancient Renaissance tradition linked to the feast of the patron saint of Camerino, martyr San Venantius of Camerino.

The participants are the *terzieri* (Italian for subdivisions of towns divided into three districts), each represented by 10 athletes who, running a distance of approximately 1,300 meters, through the streets of the historic centre, compete for the sword hoisted on the corner of the church of Santa Maria in Via, symbol par excellence of chivalry and of great captains such as those from the Italian noble family Da Varano, awarded to the winner; and for the red velvet banner (*Palio*), awarded to the best team. These are magical days for the Camerino area, rich with great fervour, full of events and entertainment, and for this reason the town is flooded by thousands of tourists every year. <https://www.comune.camerino.mc.it/comunicati-cms/il-giorno-della-corsa-alla-spada/>

### **USEFUL LINK**

<https://camerinomeraviglia.it/>





## DAILY LIFE IN MATELICA

### ERDIS LODGING and FOOD

- Canteen at "Self-Service Catering Gma"  
Via Marco Polo 1 Tel. 0737 4911
- Residence "San Francesco" Via San Francesco  
Tel. 0737 84079

### FESTIVALS AND MAJOR EVENTS

#### INTERNATIONAL FESTIVAL OF THE FOLKLORE

The International Festival of Folklore represents a meeting between different cultures and religions. A magnificent show full of sounds, colours, dances and voices from all over the world. More information: <https://cuoredimarche.it/events-en/international-festival-of-the-folklore/?lang=en>

#### WINE FESTIVAL

A very interesting wine festival dedicated to those wineries that produce wine using autochthonous grapes: the Verdicchio di Matelica.

#### USEFUL LINK

<https://www.turismo.marche.it/en-us/what-to-see/cities/Matelica/5673>





## DAILY LIFE IN ASCOLI PICENO

### ERDIS LODGING and FOOD

- Residenza "C. Crivelli" Località Brecciarolo - Tel. 0736 263269
- Residenza "Rua Del Papavero" Rua del Papavero, 6 Tel. 0736 263269
- Residenza "Mercantini" Via Mercantini, 6 - Tel. 0736 263269
- Residenza "Asiago" Via Asiago Tel. 0736 263269
- Canteen at "Lorenz Cafè" P.zza del Popolo, 5 - Tel. 0736 259959

### FESTIVALS AND MAJOR EVENTS

#### HISTORICAL CARNIVAL

Having The Carnival of Ascoli Piceno been repeated for centuries and involving the entire citizenry, it has obviously changed its spirit over time; originally linked to Spring propitiatory rites, this event has gradually turned into a show with entertainment, during which the whole city becomes a theatre and citizens become actors. More information: <https://www.turismo.marche.it/en-us/What-to-see/Taste-and-Handicraft/Ascoli-Piceno-Historical-Carnival-of-Ascoli-Piceno/6227>

#### ASCOLIVA

Ascoliva Festival is a gastronomic event that has hosted almost half a million visitors so far. The city host not just the producers' area but also cultural and gastronomic meetings, workshops with tastings and initiatives. More information: <http://www.ascoliva.it/>

**USEFUL LINK** <https://visitascoli.it/>





## DAILY LIFE IN SAN BENEDETTO DEL TRONTO

### ERDIS LODGING and FOOD

- Canteen at "Antico Ristoro del Garibaldi"  
in Piazza Garibaldi 19

### FESTIVALS AND MAJOR EVENTS

#### L'ANTICO E LE PALME

The antique trade market is a characteristic fair that takes place several times a year in the city centre (usually on January, March, June and August): for this important event there are antique dealers and tourists from all Italian Regions. More information: [www.mercatiniantiquari.com](http://www.mercatiniantiquari.com)

Bike or hike along the 4km seaside trail and, during the summer, stop at a beach bar for lunch/dinner/gelato. It is also possible to hike along the South Pier trail of the harbor: you can enter the MAM (Museo d'Arte sul Mare) the museum of art on the sea and explore the beautiful art sculptured rocks (free entrance. You can access simply entering the trail).

#### USEFUL LINK

<https://turismo.comunesbt.it/en/san-benedetto-del-tronto-2/>



Here a video summarizing the cultures, traditions and activities of San Benedetto del Tronto:

<https://www.youtube.com/watch?v=oN1mFxTcn5Q&t=3s>





# Main regulations of interest

- Code of ethics and conduct
- Regulation relating to the procedures for the awarding of grants for collaboration in research activities
- Regulation relating to research, third-party activities, consultancy, service, and training
- Regulations for clinical research
- Regulation for the awarding of post-graduate scholarships and grants for research activities
- Regulations relating to missions, representation expenses, seminars, and events
- New regulations of the unicom guest house
- Social media policy
- Regulations for access and use of the university network and email services
- Regulation of the library and museum system of the University of Camerino
- Regulation of the committee for equal opportunities, wellbeing at work, and against discrimination and mobbing
- Intellectual and industrial property legislation

All the regulations can be found at the following link

<https://www.unicam.it/ateneo/regolamenti>





