

## SERVICES AND INFORMATION

### ADMINISTRATIVE OFFICE

The Students' administrative office of ISIA Faenza supports students from enrolment to graduation. The information help desk is open on weekdays from 11 am to 1 pm and provides students with assistance for registration and administrative issues and for the issuing of official academic certificates. The work of the "students' administrative office" extends way beyond help desk hours and it is also active online thanks to the dedicated email address [segreteria.didattica@isiafaenza.it](mailto:segreteria.didattica@isiafaenza.it). Students can submit queries and interact directly with staff who promptly answer frequently asked questions, so that students do not necessarily need to turn up during help desk times.

At the service of students and in the fastest way possible, also thanks to the internet.

Corso Mazzini, 93 -48018 Faenza

Tel. 0546 - 22293

Fax.0546 - 665136

email: [info@isiafaenza.it](mailto:info@isiafaenza.it)

[www.isiafaenza.it](http://www.isiafaenza.it)

Administrative Office opening times: Monday to Friday 11 am to 1 pm, closed on Saturdays.

### ERASMUS

The Erasmus project, which stands for European Community Scheme for the Mobility of University Students, is an integrated European Union project supporting Universities, students and academic staff in order to intensify mobility and cooperation in education, throughout Europe.

For students enrolled at a University in another European Union Member State, the LLP/Erasmus programme gives them the chance to study in another member state over a significant period of time and receive full recognition of this period as an integral part of their degree course.

Studying abroad offers a number of advantages: cultural enrichment thanks to the exchange of ideas and thoughts between different cultures students come into contact with, the chance to improve foreign language skills and make new friends.

Access to Erasmus grants is subject to the following conditions:

- the period of study must be from three to twelve months and must take place at a university of another European Union member state that is a partner of ISIA;
- you must not have previously benefited from an Erasmus grant.

After consulting information material available, students wishing to take part in the Erasmus programme must apply by filling out the special form available at the ISIA students' administrative office.

For further information and details, contact the ISIA Erasmus  
Officesegreteria.gestionale@isiafaenza.it

Opening times: Monday 10:30 - 12

## **PRACTICAL INFORMATION**

### **WEBSITE**

**[www.isiafaenza.it](http://www.isiafaenza.it)**

The ISIA Faenza website is the most comprehensive source of real time information and is available to students or anyone looking to get in touch with the institute.

The website [www.isiafaenza.it](http://www.isiafaenza.it) operates like a big information notice board, where teachers and departments post notices. It is also a source of cultural information, on events organised and hosted by ISIA as well as projects by students and awards.

The website contains the full General Regulations and Institution Regulations, full information on admissions and enrolment as well as details on administrative matters, such as the payment of university fees which are updated on an annual basis based on government adjustments.

### **SOCIAL**

Follow all the activities and events of ISIA Faenza on our Facebook page (ISIA Faenza Design), our Instagram profile ([isiafaenza](https://www.instagram.com/isiafaenza)) and YouTube channel.

### **WHERE WE ARE**

Faenza is conveniently located and within easy reach, whatever your means of transport: by train (Bologna-Ancona line) or by car - the A14 motorway or by state road (Via Emilia). The closest airports are Bologna and Rimini Miramare.

Our facilities are a 10 minute walk or a short bus ride from the railway station.