



UNIVERSITÀ
DI PARMA



Visiting Professors Guide

A brief guide to living and working in Parma

Welcome to Parma

About the University of Parma

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Approximately 30.000 students and 2000 employees.

- **Our Mission:** We promote knowledge creation, transfer and progress to meet the increasing demand of advanced education and research in our society.
- **Our Values:** We are a scientific community of a long tradition, made up by professors and researchers; we all work in the broader context of the international scientific community. We are an independent forward-looking community, open to the world and to the future.

Further information are available at [THIS LINK](#)

www.teachinparma.com
teachinparma@unipr.it



Where to Start?

Our support

The TeachInParma Office will support you for all the administrative procedures you will need to go through. Do not hesitate to contact us before your arrival or during your stay in Parma.

Before Coming to Italy

EU Citizens

The administrative procedures for EU citizens prior to their arrival regard the preparation of documents to declare their stay in Parma (see below).

Non-EU Citizens

You need a Visa. The Italian Embassy is the place to start. For the Visa application at the Embassy, you will need an Invitation Letter that the University of Parma will provide, together with the appropriate support documentation. We will be in direct communication with the Embassy in order to facilitate the process as much as possible.

Upon your arrival in Italy

EU Citizens

You need to **declare your stay in Parma within 8 days** from your arrival at the competent authorities.

You will find the needed form [HERE](#), and you will need to present the following documents:

- **Passport or ID Card (valid for ex-pats)**
- **Tax Number**
- **Employment Agreement**
- **Health Insurance**

In case you haven't got an Italian tax code, you'll need one of those, too. The application form can be downloaded [HERE](#). **You can also authorise the Teach In Parma office to do this on your behalf prior to your arrival**, by filling out and signing the authorisation at the bottom of the form.

You can find further instructions and information on the matter at [THIS LINK](#).

Non-EU Citizens

You need to **file for a Residence Permit within 8 days** from your arrival in Italy.

To do so, you will need the following documents:

- **Application Kit (picked up at the TeachInParma Office)**
- **Passport – photocopy of the entire passport, including the covers**
- **Copy of the Invitation Letter / Arrival Letter**
- **Health Insurance**
- **Proof of financial means (employment agreement, scholarship, bank statement etc.)**
- **€16 Revenue Stamp**

Additional costs may be incurred for postal expenses at the moment of application.

The applicant will be given an appointment at the police headquarters, where he will be required to present themselves in person with the original documents he had sent.

Double Taxation

Details on the double taxation conventions stipulated with foreign countries are available at [THIS LINK](#).



Accommodation

Park Hotel Pacchiosi

Hotel Parizzi Suites and Studio

Hotel Daniel

Starhotels Du Parc

Century Hotel

Hotel Palace Maria Luigia

Grand Hotel De La Ville

Hotel Mercure Parma Stendhal

Hotel Verdi

Hotel Torino

Hotel ibis Styles Parma Toscanini

Hotel Savoy

Residence Liberty - Residence in Parma

Palazzo Dalla Rosa Prati

Les Suites di Parma

Opera 11 R&B

Il Tenore D'Oro

B&B Al Battistero d'Oro

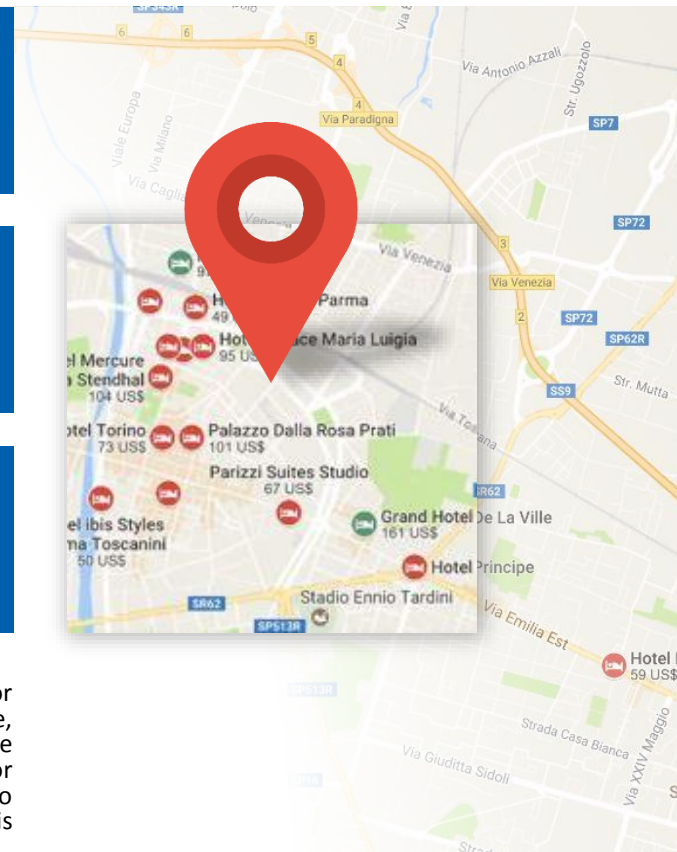
Best Western Hotel Farnese Parma

Hotel NH Parma

Locanda Abbazia di Valserena - CSAC

Most of options mentioned here are close to the city centre and would allow the Visiting Professors to move around quickly and easily. Some of the hotels mentioned here may have

preferential rates for University affiliates; hence, we advise you to inquire the TeachInParma office or the hotel personnel as to the availability of this possibility.



Transports guide

To Get to Parma

Airports

Parma's location allows for connections by both air and land. In addition to the Parma airport, the airports of Bologna, Genova, Milano Malpensa, Milano Linate, Bergamo Orio al Serio and Verona are all possible options.

Train

Train is the most common means of transportation in Italy. You will find below links for the 3 main operators in the Parma region, where you can search for the available travel options and purchase tickets.



The connections from the airports to the central stations are typically by Shuttle buses or in some cases by train.

Should you opt to purchase paper tickets at the Train Station, don't forget to validate them at the ticket machines before your journey.

How to get around in Parma

Public transportation in Parma relies on buses connecting all the major parts of the city. The lines that take you to and back from the Parma Campus are 7 and 21. Here are the routes and the time-tables for these lines.

Route Map	7	21
Time Table	7	21

Further details on the other lines and their respective time-tables are available [HERE](#).

Bus tickets are purchasable in almost all newspaper shops, as well as the TEP offices. Details on all options and fares are available [HERE](#).

Car Rental

Should you wish to avoid using public transportation, car rental is one of the options for moving around during your stay. The options in the field are many, we will merely mention some of them below.



University Life

Parma

Busy but not chaotic, tidy but not boring, Parma is a perfect combination of beauty and efficiency: a pleasant medium-sized city of about 190.000 inhabitants where riding a bicycle is the ideal way to move around.

Parma offers a wide range of cultural and entertainment opportunities all year round: about twenty theatres and cinemas, exhibitions, museums and art galleries where you can admire the masterpieces of the local painters Correggio and Parmigianino and a worldwide famous opera house, the Teatro Regio. You can find details on the urban and cultural life in at the Municipality's Tourism website below.

Parma Tourism

Further information on various topics of interest can be found at the Parma Tourism FAQ page.

Parma FAQ

UNIPR Headquarters, Offices, Classrooms

The University Headquarters are located at the very heart of the City, at the historic building at Via Università – the Law Department.

The Departments are located at several locations across the city with most of the technical and scientific disciplines having their departments and classrooms at the University Campus. The department of medicine is largely seated at the City Hospital Complex in the city centre, and most of the day-to-day activities are carried out there.

You will find a list of all the department's premises and classrooms by visiting their webpages, available [HERE](#). Bear in mind that in some cases, the departments have their respective headquarters and classrooms set at different locations and venues; hence we advise you to contact directly the department coordinator or the TeachInParma office to get all the details.

Each department will provide you with office space and a computer that you will be able to use during your stay in Parma.

Logistic matters, such as your UniPr identity credentials, will be settled upon your first arrival in Parma.

Calendars

The PhD Academic Year at the University of Parma starts on November, 1st 2017.

The Academic Year ends on October 31st 2018.

The PhD thesis discussions usually take place in the period February-March, once the candidate has concluded the final academic year of his/her PhD programme.

The Parma University closed for 2 weeks during the Christmas period, and 1 week during the summer break.

The details on your presence in Parma are to be agreed directly with the PhD coordinator.

Once you will have a provisional calendar of your presence in Parma, please make sure you communicate it to us via email at teachinparma@unipr.it at your earliest convenience, so as we can provide all the necessary information and support regarding your stay in timely and efficient fashion. We remain at your disposal for any questions or information you may require.



University collaboration agreements

The table below presents the most common types of collaborations that the University of Parma establishes in terms of PhD Titles issued jointly with domestic and international research entities and universities.

These collaborations refer to the Co-Tutorship of a single PhD student by one professor from the University of Parma and one professor from a different (usually foreign) university.

In order to get further information on the details of such collaborations, we encourage you to get in touch directly with the TeachInParma office, by email at teachinparma@unipr.it.

Item	Co-Tutorship (Double/Joint Title)	Doctor Europaeus
Definition	Co-Tutorship comprises the joint supervision of a PhD thesis by one University of Parma professor and one foreign university professor. Upon the completion of the PhD programme, the PhD student will be issued double or joint title valid in the home countries of the two Universities. The Co-tutorship concerns only the single student at hand.	The Doctor Europaeus Certificate is a further label attached to the PhD Degree issued nationwide. It is neither a supranational academic qualification nor a title awarded by international institutions. This designation can be added to a national doctorate, meeting the following four conditions:
Institutional Requirements	<ul style="list-style-type: none"> Foreign Institution is to have an analogous PhD Course Professors' Availability to supervise a PhD Student Professors' College Approval 	The University of Parma has the capacity to issue the Doctor Europaeus Certificate to its PhD students, provided that they have successfully defended their thesis and met the eligibility criteria as presented below.
Agreement Type	Single Student Agreement, dealing with matters on a Case-by-Case basis	Certification relies on the clauses stipulated by the Confederation of European Union Rectors Conferences and is acknowledged by the European University Association.
Agreement/ Application Template	ITALIAN/ENGLISH CO-TUTORSHIP TEMPLATE	APPLICATION FORM
Title	Double/Joint PhD	Doctor Europaeus Certificate
Eligibility Criteria	The student needs to be enrolled at the first or the second year of a PhD programme at the University of Parma (or at a foreign university, should Parma be the hosting party).	<ol style="list-style-type: none"> At least two professors from two higher education institutions of two European countries, other than the one where the PhD thesis will be defended, have given their judgement concerning the manuscript; At least one member of the jury should come from a higher education institution in European countries, other than the one where the PhD thesis will be defended; Part of the defence must take place in one of the official languages, other than the one(s) of the country, where the PhD thesis will be defended; The PhD thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another European country.



UNIPR

Google Maps



The following pages provide links to the main points of interest we have identified for our Visiting Professors. Clicking on the links will open the chosen location directly in Google maps.

Teach in Parma
Office

University
Rectorate

International
Relations
Office

CAMPUS

CSAC
(University's Archive and
Museum Centre)

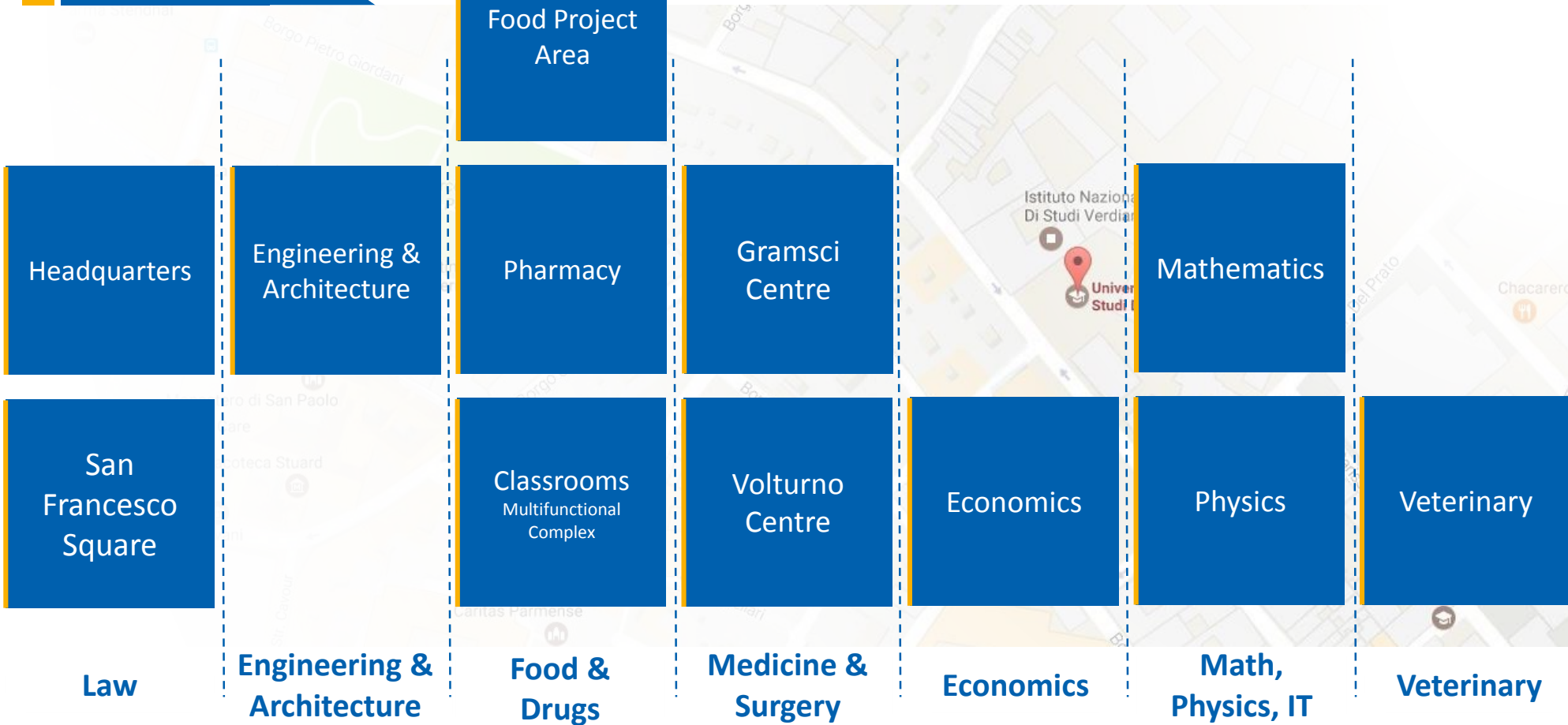
www.csacparma.it

PhD Office



UNIPR

Google Maps



UNIPR

Google Maps



Headquarters

Administration
Classic Antiquity, Philosophy,
Italian Studies, History

Biochemistry & Molecular Biology

Art, Music and Spectacle - Headquarters

Art, Music and Spectacle - Musicology

Biosciences

Chemistry

Earth Science

Languages

History of Theatre

Education & Psychology

Environmental Centre Podere Ambolana

Didactic Classrooms and Labs

La Grande Multi-usage Classrooms

**Department of Humanities, Social Sciences and
Cultural Industries**

**Department of Chemistry, Life Sciences and
Environmental Sustainability**



EU Institutions



European Food Safety Authority

EFSA is a European agency funded by the European Union that operates independently of the European legislative and executive institutions (Commission, Council, Parliament) and EU Member States.

It was set up in 2002 following a series of food crises in the late 1990s to be a source of scientific advice and communication on risks associated with the food chain. The agency was legally established by the EU under the General Food Law - Regulation 178/2002.

The General Food Law created a European food safety system in which responsibility for risk assessment (science) and for risk management (policy) are kept separate. EFSA is responsible for the former area, and also has a duty to communicate its scientific findings to the public.*

European
Food Safety
Authority

*Source: [EFSA](#)



Culture, leisure & Points of Interest



<p>Piazza Garibaldi</p> <p>Main Square (Municipality, Palazzo del Governatore)</p>	<p>Palazzo Pilotta</p> <p>(National Gallery, Archaeological Museum, Teatro Farnese)</p>	<p>Fondazione Magnani - Rocca</p>	<p>Auditorium Paganini</p>	<p>Via Farini</p>
<p>Duomo di Parma</p> <p>(Battistero – Baptistery)</p>	<p>Teatro Regio</p>	<p>Sanctuary of Santa Maria della Steccata</p>	<p>CSAC</p> <p>(University's Archive and Museum Centre)</p> <p>www.csacparma.it</p>	<p>Stuard Gallery</p>
<p>Parco Ducale</p>	<p>Parco Cittadella</p>	<p>Barilla Centre</p> <p>(Cinema, Bars, Restaurants)</p>	<p>WoPa</p> <p>www.wopa-temporary.org</p>	<p>Piazza Ghiaia</p>
				<p>Cinema D'Azzeglio</p>
				<p>Train Station</p>



Emergency
and Services
Google Maps



CALL:
**Medical
Emergency
(118)**

CALL:
**Fire
Brigade
(115)**

CALL:
**State Police
(113)**

CALL:
**Carabinieri
(112)**

118 Website

Fire Brigade Web

State Police Web

Carabinieri Web

**Emergency
Room**

Hospital

**24/7
Pharmacy**

CALL:
Taxi
+39 0521 252562



Social Life,
Food, Drinks
Google Maps



Gallo D'Oro
Restaurant

Angiol D'or
Restaurant

Ombre Rosse
Restaurant

Tabarro
Bar

Sorelle
Picchi
Restaurant

Parizzi
Restaurant

Cocchi
Restaurant

La Duchessa
Pizza
Restaurant

T-Caffè Bar

Gran Caffè
Cavour

Parma Rotta
Restaurant

La Forchetta
Restaurant

Trattoria Del
Tribunale

Parmigianino
Restaurant

Bar
Panetteria10

Provinciali
Pastry

Antica
Cereria

Trattoria dei
Corrieri

Osteria della
Gatta Matta

La Dolce Vita
Pizza
Restaurant

Cremeria
Emilia
(artisanal ice cream)

Ciacco
(artisanal ice cream)



Teach In Parma

Project and Contacts

The project TeachInParma aims at increasing the international dimension of the University of Parma and the presence of Visiting Professors, for a period of 3 years.

Mission

The mission of TeachInParma is to strengthen the international dimension and the excellence of the research activities at the University of Parma.

Vision

An international University that aims at developing new ideas, projects and networks to answer the present and future needs of society on a local, national and global scale.

In collaboration with Fondazione Cariparma

The mission of the Fondazione Cariparma is to increase the wellbeing of the local community through several grants, to socially and economically strengthen the Parma territory.

teachinparma@unipr.it
www.teachinparma.com

