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# Università degli Studi di Bari

## INFORMATION FOR LIFELONG LEARNING/ERASMUS STUDENTS

### ITALIAN HIGHER EDUCATION SYSTEM

The Italian Higher Education System is based on two cycles of study:

- **First cycle** A three-year degree (laurea) gives students a solid cultural background and training to prepare them for their future careers, for continuing their university education to obtain a specialization degree or a first level master's degree.
- **Second cycle** A further two-year-specialization degree (laurea specialistica) gives students more advanced knowledge of the subject they study for their future careers or to continue their university education and obtain a Ph.D., a post-graduate specialization diploma or a second level master's degree.

The degree courses in Medicine Veterinary, Medicine and Surgery and Chemistry and Pharmaceutical Technologies do not lead to a three-year diploma, but to a specialization degree awarded immediately on completion of the course (5-year "single-cycle" course).

Courses are organized on a credit system. Attainment of a 3-year degree requires 180 credits, and a specialization degree 120, for a total of 300 credits.

The three-year, i.e., specialization degrees are flanked by a number of courses offering further specialization:

- **Master's** First and second level advanced courses imparting professional knowledge and skills in technical aspects and design. The master's degree is awarded on attainment of 60 credits.
- **Specialization Diploma** The courses furnish the knowledge and abilities required by specific professions. Admission to the courses is conditional on possession of a specialization degree.
- **Research Doctorate** The course develops the scientific knowledge and skills required for an academic career or in advanced research. Admission to a Ph.D course is conditional on possession of a specialization degree.

### CREDITS AND GRADE SYSTEM

- **Credits (ECTS European Credit Transfer System)**

Credits indicate the work load required for a student with adequate initial preparation to acquire the knowledge and skills envisaged by the course syllabus.

One credit is usually the equivalent of 25 hours of work by the student. These hours include both classroom activities (lectures, practice, seminars), individual study and other training activities like work placements, etc.

The average yearly workload required of a full-time student has been set at 60 credits. Credits are earned by passing the final examination or by successfully completing other forms of assessment. They do not take the place of grades.

- **Grade (courses)**

Individual courses are graded on a scale from 18 to 30:

average	18
satisfactory	18-23
good	24-26
very good	27-28
excellent	29-30
outstanding	30 cum laude

- **Grade (degree)**

The maximum final university degree grade is 110/110. For exceptional students degrees may be awarded *cum laude*.

## UNIVERSITY OF BARI

### LECTURES AND EXAMINATIONS

Classes may be held in semesters or annually, depending on the Faculties.

Six-month term:

- 1<sup>st</sup> semester:  
from mid/last week of September to the end of February
- 2<sup>nd</sup> semester:  
from mid/last week of February to the end of July.

Lectures usually finish before the end of the term to allow time for the exam period. Annual classes begin in November and end in mid-May and exams are held on different dates during the academic year. All lectures and exams are held in Italian.

### HOLIDAYS

- Christmas: 2 weeks (December, 23<sup>rd</sup> through January, 7<sup>th</sup>)
- Easter: 1 week in April
- Summer holidays: 25<sup>th</sup> July - 31<sup>st</sup> August

Other holidays in Bari: April 25<sup>th</sup> – May 1<sup>st</sup> – May 8<sup>th</sup> – November 1<sup>st</sup> – December 8<sup>th</sup>.

### ADMISSION

For admission, students have to fill in both the application form and the learning agreement in full and return them, on line : <http://uniba.llpmanager.it> to our Office, no later than:

**20<sup>th</sup> May** (starting from March, 10<sup>th</sup>) - **first semester and for the whole academic year**  
**20<sup>th</sup> November** (starting from September, 1<sup>st</sup>) - **second semester**

***All students are obliged to register on line. The system for on-line reception of applications will be blocked on 20<sup>th</sup> May – First semester and for the whole academic year, 20<sup>th</sup> November – Second semester at 12,00 p.m. Application forms will not be accepted after these deadline.***

After that, students are asked to print the forms and send them by post, with the signatures of the Departmental and Institutional Coordinators, no later than : **30<sup>th</sup> May – First semester and for the whole academic year, 30<sup>th</sup> November – Second semester** to:

***The application forms will be accepted ONLY when we receive the documents signed by the departmental and institutional coordinators of the home university.***

***The official acceptance letter will be sent to the students only after reception of the duly signed application.***

**To be enrolled at our University, Erasmus students have to submit the following documents:**

- an **official document issued**, signed and stamped **by their home University** certifying that they have been awarded a LLP/Erasmus grant to study at the University of Bari and the duration and dates of the study grant;
- **two identification photos**;
- a photocopy of the **passport or of the identification card**;
- an **E-111/the international card for health insurance**. Students coming from countries not included in the EU (Middle Eastern Europe) have to provide a health insurance, indicating that the health insurance covers illness and personal accidents in order to be recognised by the police headquarters. This document must be written in English or if not, a declaration, released by the Italian Consulate of their country could be acceptable. In addition, in order to benefit from health care in Italy, students must submit the health care form issued by their country of origin to ASL (Local Health Organization), together with their identity card. Thus, they can choose the doctor who will treat them during their stay in Italy.
- a **14.62 € tax stamp** (it can be bought at any tobacconist's in Bari);
- a **transcript of records** released by their University;
- a **LLP/Erasmus learning agreement**. Students have to bring a learning agreement signed, in original, by the Institutional and Departmental Coordinators that must be deposited at the Erasmus Office, at the end of their study period. Erasmus students can download the learning agreement in the web-site: <http://uniba.llpmanager.it> section: FORMS.

These documents are **essential**; please do not forget them.

## REGISTRATION AT THE ERASMUS OFFICE

At the beginning of the academic year or at the beginning of the second semester students are registered temporarily, for one or two semesters, at the Erasmus Office.

They are asked to arrange their arrival on the date indicated in their letter of acceptance and/or on the date of their registration on the on-line system, not before or later. In addition, the Office is glad to receive students for registration, during the following days and opening hours, otherwise students could not be accepted by the Office:

<b>Monday:</b>	10.00 – 12.00
<b>Tuesday:</b>	15.30 – 17.30
<b>Thursday:</b>	15.30 – 17.30
<b>Friday:</b>	10.00 – 12.00

**For further information, please, contact:**

- Dott. Lucia Cioce, Head Office Area Servizi Innovativi per la Didattica e gli Studenti, Settore III: Mobilità internazionale ed accoglienza studenti stranieri (International mobility)

## THE DOCUMENTS AFTER REGISTRATION FOR ERASMUS STUDENTS

After registration, students receive:

**A STUDENT'S RECORD BOOK** that is valid only for their Erasmus study period. The student card may be required in the University or on any other occasion where student identity needs to be proved and/or for some services destined to the Erasmus students. The student card must be used during the session of exams, when each professor writes down, under signature, the grade the student obtained in his exam. Before taking the exams, students have to book their exam at the Faculty five days before the date, compiling a form called "statino universitario". Besides a "statino universitario", a form called "Modello 100" could be used by the students in order to issue the final certificate. This form could be used for each examination during the session of exams. These forms could be used by the students to accelerate the delivery of the final certificate. However, students are asked to bring them to the Office fifteen days before their leaving in order to give time to the Office to prepare it.

Before examination, students are asked to verify the correcting wording of those exams, the exact number of credits and the Degree Course in the Student Guide and/or the Faculty students are attending. Before passing the exam, students have to make sure that the examining professor fills out the form called "Modello 100", indicating the same wording of the subject and number of credits previously verified, with the seal of the department. If students take only one part of an exam (module, etc.), they have to make sure that the examining professor clearly specifies the number of credits. From January 1<sup>st</sup>, at some faculties, it will be necessary to get their password on-line in order to be able to take their exams.

By doing so, it will be possible to issue the final certificate, at the end of their study period at this University. The final certificate will record/show their marks and credits that will be recognized by their University.

Furthermore, we remind you that the subjects in the "Learning Agreement" must be included in those of the N.O. ("Nuovo Ordinamento" that is the current teaching plan of studies).

The credits recorded must be recognized by the University of Bari and NOT those credits corresponding to their University.

Finally, in the case that students take only a practice training, they will receive only credits, not a mark. Again, their training supervisor will issue a certificate with the seal of the department, institute, or center, or company, etc.

These forms could be used by the students to accelerate the delivery of the final certificate. However, students are asked to bring them to the Office fifteen days before their leaving in order to give time to the Office to prepare it.

- **FOUR CERTIFICATES** which demonstrate their Erasmus status during their study period. They can be used for some facilities and services destined to Erasmus students. (see section: Students' rights, facilities and services).

## THE RESIDENCE PERMIT

Students belonging to EU are not obliged to get their residence permit. After three months, from their arrival in Italy, students must enrol at the registry office of the municipality of the town. On the contrary, students coming from countries not included in the

EU, need to get a residence permit from the police headquarters, Via Murat 4, tel. 080/5291111/1201/1313, fax.080/5291154. First, they are obliged to register, no later than eight days after their arrival taking a kit from the postal office. After that, the students have to compile it and give it back to the postal office. To obtain the release of the residence permit students are asked to fill in a form and provide the following documents:

- **four ID photos;**
- a 14.62 € tax stamp (for students coming from countries not included in the EU);
- a photocopy of **identity card or passport;**
- a copy of the **documentation** concerning their study period they provided at the Italian Consulate of their country to obtain a visa to study abroad. (for students coming from countries not included in the EU (Middle Eastern Europe);
- **a proof of accommodation:**
  - if the student lives in a University residence, he/she must ask the Officer of A.Di.S.U. (The agency for students' right to study) for an accommodation certificate or the same organisation can send a list with all Erasmus students accommodated in one of our university residences to the local police;
  - if the student lives in a flat in the city, he/she needs to show the lodging contract that he/she signed with the owner or a declaration by the owner who hosts him/her as a foreign student;
- **proof of the amount of the grant;**
- **a health care form.** Students coming from countries not included in the EU (Middle Eastern Europe) are obliged to provide health insurance, completed with a declaration in Italian, released by the Italian Consulate of their country, indicating that the health insurance covers illness and personal accidents, recognized in their own country and at an international level.

The residence permit is valid for the whole duration of the study grant and it cannot be used or be renewed for the attendance of other academic courses. It is forbidden to stay longer than the duration of their study period for which the residence permit allows. For further details see: <http://questure.poliziadistato.it/bari.nsf>; [www.poste.it](http://www.poste.it)

## ITALIAN LANGUAGE COURSES FOR ERASMUS STUDENTS

The University of Bari organises two Italian language courses at two levels: beginner and intermediate. Classes start in October, for the first semester and in February, for the second semester. **Admission tests:** End of September – Beginning of February.

- The aim of this course is to give students a practical as well as an academic use of the language. It is necessary for us to know if the students wish to attend it. Attendance is compulsory. A form is available, on line (<http://uniba.llpmanager.it> ) section: FORMS to be filled in for attendance.

**Deadlines:** 30<sup>th</sup> August for the first semester  
30<sup>th</sup> January for the second semester.

## HOUSING

The University of Bari, like other European Universities, has not enough University Residences to accommodate the majority of its students. So, our International Office offers these opportunities of accommodation to visiting students:

- in University Residences. The A.Di.S.U. (The agency for students' right to study) organises housing for University students;
- in private houses.

The assignment of the accommodation, either in university residences or in private houses, will be fixed on the date of their enrolment. The Office will send a list of those

students interested in residences to the A.Di.S.U. The list will be done according to the following criteria: the basis of their choices, the arrival date of their application on-line and if students coming from developing countries as follows: Bulgaria, Lithuania, Poland Romania, Slovak Republic, Czech Republic, Turkey and Hungary. Price, at present, is €110-130/month for a double room in all University residences. They are not opened during Christmas and Easter time. Students who get a room must bring a certificate and an Erasmus student's record book to A.Di.S.U (The agency for students' right to study), issued by the: "Settore III – Mobilità internazionale e accoglienza studenti stranieri" – Università degli Studi di Bari (Erasmus Office for Incoming students).

If there are no available rooms at the A.Di.S.U., students have to find a room on your own. In private flats, prices range approximately from € 150/month to € 200/month for a double room, and from € 250/month to € 400/month for a single. Students have to provide sheets and towels on their own. Students, however, will have access to a kitchen that they can use and a bathroom to be shared with others. Students are expected to pay the electricity, gas and telephone bills. Payment of one or two months' rent shall be paid in advance and will be given back at the end of the student's stay.

### **AT THE END OF THE STUDY PERIOD**

At the end of their study period Erasmus students will receive the following documents:

- a **certificate**. The Erasmus Office will give/send them the certificates, in English, signed by the Head of the Area, mentioning their study period, the grades and the number of credits obtained in each exam.

At the end of their study mobility, after the reception of the forms called "statino universitario" from the Students' Secretariats of the University of Bari, the Erasmus Office will deliver the certificate to them. If the Office does not receive the forms, before their leaving, the Office will send the certificate to their house and/or to their university, after ten days, from the receipt of the forms. It must be pointed out that neither a student's record book nor the learning agreement is sufficient to compile the certificate; the Erasmus Office, first of all, needs confirmation by the Students' Secretariats, and after, the certificate can be done. Besides, a "statino universitario", a form called "Modello 100" is also necessary in order to issue the final certificate,

in the case that students carry out only a documentary work/medical training, they will ask for a **document** certifying their activity signed and stamped by the professor who was their tutor, pointing out their academic results. After that, the Erasmus Office makes out a certificate of the work accomplished based on the document issued by the student's professor;

- all other documents they may need when back to their home institution (**special forms and/or standardised certificates/transcript of records**) will be duly signed and stamped by our University.

At the end of their study mobility Erasmus students will give back the following documents:

- the **student's record book**;
- a copy of the original agreement, signed by the Institutional and Departmental Coordinators of both universities, must be deposited at the Erasmus Office at the end of their study period.

### **INFORMATION ON LINE**

University web-site is: [www.uniba.it](http://www.uniba.it), in particular for courses see: [www.uniba.it/didattica](http://www.uniba.it/didattica). Department address is: [www.dardre.uniba.it](http://www.dardre.uniba.it). For admission procedures see: (<http://uniba.illpmanager.it>).

## DEADLINES

ERASMUS APPLICATION FORM:

20<sup>th</sup> May - first semester and for the whole academic year

20<sup>th</sup> November - second semester

ITALIAN LANGUAGE FORM:

30<sup>th</sup> August for the first semester

30<sup>th</sup> January for the second semester

## ERASMUS OFFICE OPENING HOURS

**Monday:** 10.00 – 12.00

**Tuesday:** 15.30 – 17.30

**Thursday:** 15.30 – 17.30

**Friday:** 10.00 – 12.00