



Dipartimento amministrativo per la ricerca,
la didattica e le relazioni esterne

Area servizi innovativi per la didattica e gli studenti
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Università degli Studi di Bari

LIFELONG LEARNING/ERASMUS PROGRAMME

AT THE END OF YOUR STUDY PERIOD...

You will receive the following documents:

- a **certificate from the Erasmus Office**. At the end of your study period, after the reception of the forms called “statino universitario” from the Students’ Secretariats of the University of Bari, the Erasmus Office will give/send you the certificate, in English, signed by the Head of the Area, mentioning your study period, the grades and the number of credits obtained in each exam. It must be pointed out that if the Office does not receive the forms, before your leaving, the Office will send the certificate to your house and/or to your university, after ten days, from the receipt of them. It is advisable to inform you 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” could be used by the student in order to issue the final certificate. This form could be used for each examination during the session of exams.

Before taking your exams, you 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 University you are attending. Make sure that on passing the exam, 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 you take only one part of an exam (module, etc.), make sure the examining professor clearly specifies the number of credits. From January 1st, at some faculties, it will be necessary to get your password on-line in order to be able to take your exams.

By doing so, it will be possible to issue the final certificate, at the end of your study period at this University. The final certificate will record your marks and credits that will be recognized by your 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 those recognized by the University of Bari and NOT those credits corresponding to your University.

Finally, in the case that you take only a practice training, you will receive only your credits, not a mark. Again, your 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 student 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.

- in the case that you carry out only documentary work/medical training, you will ask for a **document** certifying your activity signed and stamped by the professor who was your tutor, pointing out your 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 you may need when back to your home institution (**special forms and/or standardised certificates/transcript of records**) will be duly signed and stamped by our University.

You will give back the following documents:

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