



Dipartimento amministrativo per la ricerca,
la didattica e le relazioni esterne
Area servizi innovativi per la didattica e gli studenti
Settore III – Mobilità internazionale e accoglienza studenti stranieri
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Università degli Studi di Bari

INFORMATION FOR LIFELONG LEARNING/ERASMUS STUDENTS

ITALIAN HIGHER EDUCATION SYSTEM

The Italian Higher 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:

- 1st semester:
from mid/last week of September to the end of February
- 2nd 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, 23rd through January, 7th)
- Easter: 1 week in April
- Summer holidays: 25th July - 31st August

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

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.socratesmanager.it/Incoming/menu_iniziale.asp), to our Office. After that, students are asked to print the forms and send them by post and by fax, with the signatures of the Departmental and Institutional Coordinators, no later than :

31st May - first semester and for the whole academic year

31st November - second semester

to:

UNIVERSITÀ DEGLI STUDI DI BARI

DIPARTIMENTO AMMINISTRATIVO PER LA RICERCA, LA DIDATTICA E LE RELAZIONI ESTERNE

Area Servizi Innovativi per la Didattica e gli Studenti,

Att. Dott.ssa Lucia Cioce Settore III: Mobilità internazionale e accoglienza studenti stranieri
(International mobility and Erasmus Incoming students reception)

Piazza Umberto I, 1 - 70121 Bari (Italia) – tel. +39 080 5714834, Fax. +39 080 5714463.

All students are obliged to register on line. 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.socratesmanager.it/Incoming/menu_iniziale.asp) 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:

Monday:	10.00 a.m – 12.00 p.m.
Tuesday:	15.30 – 17.30
Wednesday:	closed
Thursday:	15.30 – 17.30
Friday:	10.00 a.m. – 12.00 p.m.
Saturday:	closed

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 and Erasmus Incoming students reception) - Piazza Umberto I, 1 - 70121 Bari (Italia) – tel. +39 080 5714834, fax. +39 080 5714463, e-mail: l.cioce@relint.uniba.it

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 the examination, students have to book their exam at the faculty five days before the date, compiling a form called "statino universitario". They can take it to the Office called "Ufficio Stampati" - Economato, Palazzo Ateneo entrance, Via Nicolai, on the left.
- **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 E.Di.S.U. (The organisation 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.

ITALIAN LANGUAGE COURSES FOR ERASMUS STUDENTS

The University of Bari organises two Italian language courses at three levels: beginner, intermediate and advanced. 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 and it does not give any credits (ECTS CFU). 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.socratesmanager.it/Incoming/menu_iniziale.asp) section: FORMS to be filled in for attendance.

Deadlines: 30th June for the first semester
30th November 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 E.Di.S.U. (The organisation 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 E.Di.S.U. on the basis of their choices and the date of their application on-line. Price, at present, is €110/month for a double room in all University residences. They are opened during Christmas and Easter time. Students who get a room must bring a certificate and an Erasmus student's record book to E.Di.S.U (The organisation 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 E.Di.S.U., the Office helps students find a room in a flat with other students, on request. By the way, the Erasmus Office helps students find an accommodation through a list of private flats. 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**;
- 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.

STUDENTS' RIGHTS, FACILITIES AND SERVICES

Erasmus students have the same rights as our students; they can participate in all the University activities. They will obtain four certificates and a student's record book certifying their Erasmus student status and will give them the same rights and obligations as all other students of the University of Bari. They do not have to pay any tuition fee at our University. However, the host Institution could ask for a payment to enter a student association or to use specific materials such as photocopies, laboratory samples, etc.

In addition, Erasmus students can have the following facilities:

- **E.Di.S.U. (Organisation for the right to University Study)**. The E.Di.S.U offers its students some services and facilities:
 1. **accommodation**. If the student has the right to get a seat in one of our university residences, he/she must bring a certificate and an Erasmus student's record book to E.Di.S.U, issued by the: "Settore III – Mobilità internazionale e accoglienza studenti stranieri" – Università degli Studi di Bari. (For further information see section: housing).
 2. **canteens**. All Erasmus students can be provided by E.Di.S.U. with a magnetic card that will permit them to use our canteens located near the main faculties. The price of a meal is about 3.00€. University canteens are at:
 - "Renato dell'Andro" University Residence, via C. Rosalba, 55, Bari tel. 080/5042636;
 - Students' house, via Murat 2, tel. 080/5439053;
 - Faculty of Medicine Canteen, via Garrone 64, tel. 080/5617585;
 - Male University Residence, via Amendola 165, tel. 080/5538055;
 - Near Business Economics, via Lago Maggiore 1, Taranto.
 - Canteens are open from Monday to Saturday, from 12.00 to 14.30 and from 19.00 to 20.30. On holidays, canteens work shifts;
 3. **reduction of ticket prices for public transport**:

- a transport service which links Largo Ciaia to the Faculty of Medicine Veterinary (Valenzano) at 5,16€/month.
 - reduction on urban lines. E.Di.S.U. has a convention with the local office for urban lines called A.M.T.A.B., Corso Italia., 59. Students can have a reduction on urban lines providing a certificate and one ID photo at A.M.T.A.B., Corso Italia., 59. The price is 6€/month.
4. **access to the following sports activities**, situated at the “Renato dell’Andro” University Residence, via C. Rosalba, 55, Bari:
- two tennis courts. The price is 4€/hour for the court;
 - football ground. The price is 20€/hour for the ground;
5. **facilities for the disabled**;

For further information, please, contact: E.Di.S.U. (Organisation for the right to University Study), Via Einstein, 39, 70124 Bari, telephone number: +39 0805438011; fax number: + 39 0805576028; free phone number: 800637979; e-mail: edisu_Università@tin.it

- **SHOWCARD.** Students can have a showcard which gives the possibility to have reductions at cinemas, at the price of 2.00€. The student can provide a student’s record book. Students can buy tickets for classical music concerts organised by the “Camerata Musicale Barese” at the price of 2.50€. Free tickets for performances at Kismet theatre in Bari are available for those students who ask for them.

For further information, please, contact: Office for Public Relations (U.R.P.) Ateneo – 1, Piazza Umberto I, 1 – Bari Monday - Friday, 10.00 – 13.00 and 16.00 – 18.00 telephone number: +39 0805714488-4413; fax number: + 39 0805714830; free phone number: 800883046; e-mail: urp@urpuniba.it

- **INTERNET POINTS (ISOLE DIDATTICHE).** Students can use a computer in one of our Internet points called “Isole Didattiche“. They have to bring a student’s record book and a certificate testifying their Socrates/Erasmus student status for the registration. Each Internet Point is formed by five computers and a printer connected by a net. Students can take advantage of different services like: web page of the University, Internet, databanks, electronic writing programmes.

Please find enclosed the list of our Internet Points:

Agricultural Sciences -Campus, Faculty of Agricultural Sciences (classroom 12)-n° 2 teaching islands;

Faculty of Economics n° 2;

Faculty of Pharmacy (ground floor classroom 4) n° 2;

Faculty of Law -Law Seminar (first floor)-n° 1;

Faculty of Law -Nearby Law Seminar-n° 1;

Faculty of Law -Private Law Institute (Library - second floor)-n° 1;

Faculty of Law -Roman Law Institute (Library - third floor)-n° 1;

Faculty of Law -Public Law Institute (Library - fourth floor)-n° 1;

Faculty of Law -Depart. of Labour-relationship (fifth floor)-n° 1;

Faculty of Law -Depart. of International Law (Library-sixth floor)-n° 1;

Arts and Philosophy -Ateneo (second floor - classroom E)-n° 2

Foreign Languages and Literature -Library of the Faculty of Foreign Languages and Literature (ground floor)-n° 1;

Medicine and Surgery -Policlinico (Poly functional Centre)-n° 1;

Veterinary Surgery -Medical clinic (Basement)-n° 1;

Educational Sciences -Depart. of Educational Sciences (Ateneo, third floor - classroom 8)-n° 1;

Educational Sciences -Depart. of Linguistics and Literature (Via De Rossi,233 third floor)-n° 1;
Mathematics, Physical and Natural Sciences -Earth Sciences Institute (first floor)-n° 2;
Mathematics, Physical and Natural Sciences -Biological Institutes (ground floor)-n° 1;
Mathematics, Physical and Natural Sciences -Depart. of Computer Science (Library)-n° 1;
Mathematics, Physical and Natural Sciences -Depart. of Chemistry (Library)-n° 1;
Mathematics, Physical and Natural Sciences -Depart. of Physics (Library)-n° 1;
Mathematics, Physical and Natural Sciences -Depart. of Mathematics (first floor - laboratory)-n° 1.

For further information, please, contact: The Right to study area – Sector I – Ateneo – Via Nicolai, 70124 Bari Monday - Friday, 10.00 – 12.00 Tuesday – Thursday: 15 – 17.00 telephone number: +39 0805714279, fax number: + 39 0805717588, e-mail: a.volpe@area.dirstud.uniba.it

- **UNIVERSITY SPORTS CENTRE (C.U.S.).** All the Erasmus students may use the sports facilities of the University Sports Centre if they request enrolment to the Centre. CUS sees to the pertaining insurance coverage. Students to be enrolled need the following documentation:
 - a **certificate** released by the Erasmus Office;
 - **identity card or passport**;
 - one **ID photo**;
 - a **medical certificate** declaring that the student does not suffer from any illnesses that can endanger public health;
 - an enrolment form with the fee of 10 euros.

Enrolment starts on 1st September and lasts till 31st August of the following year. All the Erasmus enrolled students may practice the following sports activities:

- indoor swimming pool
- outdoor swimming pool
- indoor sports facilities and skating rink
- tennis court
- football ground
- basketball
- athletics tracks and fields.

Every student is entitled to use locker rooms and showers, as well as bathrooms. CUS organises inter-faculty tournaments in: athletics, football, swimming, basketball and tennis. The best students who distinguish themselves in one of the sport activities can participate in the competitions organised by C.O.N.I

Finally, CUS organises courses of: fitness (1st September – 30th June), swimming for the duration of three months (1st October – 30th June), body-building, aerobics, toning gymnastics and personal training.

For further information, please, contact: The Registrar's Office C.U.S., Lungomare Starita 1/A – B; Reception telephone number: 0805341779 fax number: 080 5344865 Monday - Friday, 9.15 – 13.00, 15.00 – 20.00, Saturday 9.15 – 13.00, e-mail: info@cusbari.it

- **Service for the disabled.** The University of Bari, in accordance with the law n. 17/99, promotes the assistance and University integration for the disabled students providing a series of initiatives to guarantee services and technical and didactical aids like the other students enrolled at the University of Bari, as listed below:
 - a **welcome room** at our University, Ateneo, Piazza Umberto I, 1 Bari, called "Sala d'Accoglienza";
 - a **laptop (PC)** to be used either at university or at home;

- the assignment of a **personal tutor**;
- one **Internet web-site**: www.uniba.it/disabilita/index.htm dedicated to the disabled students to get information about services;
- special **learning aids** such as: Braille translations, audio books, books in an electronic format;
- the creation of **five Internet Points** equipped with computer aids, for the deaf and blind at the Faculty of Economics, Campus, Ateneo - P.za Umberto I, 1, Educational Science - Via De Rossi 23 and Faculty of Law – Taranto.

In addition, **other services** have been created:

- an urban transport between the student's house and the faculty where the student is enrolled;
- tutoring and assistance during lessons by senior students;
- interpreting for deaf-mutes, distance teaching.

For further information, please, contact: Office for the disabled, Ateneo – Piazza Umberto I, 1 70121 Bari, Monday – Friday 10.00 – 13.00 telephone number:+39 0805714058/4360; fax number:+390805714936 web-sie: www.uniba.it/disabilita/index.htm

- **University Centre for Theatre, visual Arts, Music and Cinema (CUTAMC).** The University Centre for Theatre, visual Arts, Music and Cinema has the following purposes:
 - development of studies and research, in the field of the visual arts, music, theatre and cinema;
 - realisation/the purchasing of scientific books and laboratories;
 - promotion and the organization of meetings, conferences, performances and documentary, artistic and bibliographic shows, workshop and exchange experience even if abroad.

For further information, please, contact: CUTAMC, Via San Giacomo, telephone number:+390805243270/3273, fax number: +390805243282

- **Harmonia (University choir and Orchestra).** Harmonia is an association which includes the Choir and Orchestra of the University. The main aim of the association is to promote musical and choral activity among university students and young people. The association coordinates the activity of the Polyphonic Chorus. Harmonia organises courses of solfeggio, oboe, clarinet, flute, trumpet, trombone, saxophone, horn, singing, music laboratory, composition, improvisation, participating at national and international events.

For further information, please, contact: Harmonia, Via San Giacomo, telephone number:+390805243270/3273, fax number: +390805243282

- **Psychological counselling service.** The service has been created by the Department of Psychology for university students with psychological problems. Students can participate in individual conversations (five per week) and workshops (once per month) with a staff of experts and psychologists.

For further information, please, contact: Registrar's Office, Ateneo – Piazza Umberto I, 1 70121 Bari, fax number:+390805561228

- **Counselling centre.** The centre has been created to help students solve their difficulties in the relationship with the other students and with administrative staff of the University. This centre is connected with the Psychological counselling service and the Authority guarantees for students.

For further information, please, contact: Counselling centre, Ateneo Tuesday and Thursday 11.00 – 13, Via G. Petroni 15/ F (7th floor), free phone number: 800354644, fax number:+390805714897

- **The University chapel.** The University Chapel is located in the court of the Ateneo. It is open to all students and staff. It offers debates about religious themes , celebrations of Mass (from Monday to Friday 8.00 and 12.30). Jesuit priests are in the Chapel during the week except Saturday.

For further information, please, contact: Jesuit Friars' Community, Piazza Armando Diaz, 11 – 70121 Bari telephone number: +390805559434 telefax number:+390805524381 e-mail: gesuiti.bari@gesuiti.it; web-site: <http://www.gesuiti.it>

INFORMATION ON LINE

University web-site is: www.uniba.it, in particular for courses see: www.uniba.it/orientamento/. Department address is: www.dardre.uniba.it. For admission procedures see: <http://uniba.socratesmanager.it/>. A guide for foreign students is also available on: www.guideforforeignstudents.uniba.it.

DEADLINES

ERASMUS APPLICATION FORM:

31st May - first semester and for the whole academic year

31st November - second semester

ITALIAN LANGUAGE FORM:

30th June for the first semester

30th November for the second semester

ERASMUS OFFICE OPENING HOURS

Monday: 10.00 a.m. – 12.00 p.m.
Tuesday: 15.30 – 17.30
Wednesday: closed
Thursday: 15.30 – 17.30
Friday: 10.00 a.m. – 12.00 p.m.
Saturday: closed