



## INFO-SHEET UNIBAS

### GENERAL INFORMATION

<b>Name of the Institution and Rectorate address</b>	<b>Università degli Studi della Basilicata</b> - University of Basilicata - Via dell'Ateneo Lucano nr. 10 - Campus di Macchia Romana – 85100 Potenza (PZ) – Italy
<b>Erasmus Code</b>	<b>I POTENZA01</b>
<b>Legal Representative</b>	Prof. Ignazio Marcello MANCINI
<b>Vice-Rector for Internationalization</b>	Prof. Michele GRECO, phone: + 39 0971 205199; email: prorettore.internazionalizzazione@unibas.it
<b>PIC number</b>	999865040
<b>OID</b>	E10208837
<b>Institutional website</b>	<a href="https://portale.unibas.it/site/home.html">https://portale.unibas.it/site/home.html</a>

*University Campus of Macchia Romana - Potenza*



*University Campus of Matera - Matera*



*Virtual tour of our Campuses:* <https://youtu.be/vvzLAAUVg3g?feature=shared>

### MAIN CONTACTS

## INTERNATIONALIZATION SERVICE

<b>Head</b>	Annalisa ANZALONE
<b>Tel. – Email</b>	+39 0971 202158 – <a href="mailto:rel.int@unibas.it">rel.int@unibas.it</a> ; <a href="mailto:mobint@unibas.it">mobint@unibas.it</a>
<b>Pec</b>	<a href="mailto:protocollo@pec.unibas.it">protocollo@pec.unibas.it</a>
<b>Staff</b>	Vittorio ROSA: +39 0971 202157 Salvatore CARDINALE: +39 0971 202157 Kevin Simone PENTELLI: +39 0971 202191
<b>Incoming mobility contact</b>	<a href="mailto:incoming@unibas.it">incoming@unibas.it</a>
<b>Outgoing mobility contact</b>	<a href="mailto:outgoing@unibas.it">outgoing@unibas.it</a>
<b>Erasmus Inter-institutional Agreement contact</b>	<a href="mailto:erasmus.agreements@unibas.it">erasmus.agreements@unibas.it</a>
<b>Office hours</b>	09:00 - 11:00 a.m. Monday - Thursday – Wednesday (closing day: Friday); 3.00-4.00 p.m. Tuesday
<b>Internationalization service websites</b> <b>Incoming Opportunities</b>	<a href="https://internazionale.unibas.it/site/home.html">https://internazionale.unibas.it/site/home.html</a> <a href="https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities.html">https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities.html</a>

## DEPARTMENTS

<https://internazionale.unibas.it/site/home/discover-university/info-package---what-you-need-to-know.html> (box Unibas info)

**Departmental Coordinators for International Mobility**

(Person in charge to agree and sign the Learning Agreement)

<https://internazionale.unibas.it/site/home/organizzazione/coordinatori-per-la-mobilita-internazionale-strutture-primarie.html>

Departmental contact persons for International Mobility

(Person in charge to provide students with administrative)

<https://internazionale.unibas.it/site/home/organizzazione/referenti-amministrativi-mobilita-internazionale.html>

## APPLICATION PROCESS AND DEADLINES

### Nomination deadlines:

#### Student mobility for study

**30th June** - for the 1st semester (autumn/winter/full academic year)

**30th September** - for the 2nd semester (spring/summer)

Nominated students will receive an email with useful information for starting the on-line process.

#### Student mobility for traineeship

Students should be nominated by their Home University **at least three months before the planned start date** of the traineeship. Nominations submitted at a later stage may be considered on a case-by-case basis.

As for **SMT mobility**, students must be officially nominated by the Home University via e-mail ([incoming@unibas.it](mailto:incoming@unibas.it)) at least three months before the start of the traineeship. In case of nominations received after the deadline, they will be evaluated case-by-case.

Partner institutions have to send nominations online via **Google form**: <https://forms.gle/rd5wc2371TwxtdZu8>

### Pre- Registration Process

<https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html> section before arrival

Useful document: **[Registration and Application Guide](#)**

**Pre-registration:** nominated students will receive an email including the access “**token**” to start the pre-registration process through the ESSE3 system <https://unibas.esse3.cineca.it/Home.do>.

- Mandatory documents to be attached to the application:
- identity document (ID card or passport in the case of non-EU students);
- a passport-sized photo;
- transcript of records;
- European Health Insurance Card (for EU students) or equivalent insurance/health policy for the whole Erasmus period of stay in Italy;
- CV European format (only in case of SMT)
- a letter of recommendation from the home supervisor, tutor (only in case of thesis or research activities)

Furthermore, students are required to complete the online Learning Agreement (see the box below). Except for interconnection problems between the IT systems in use at the universities (home and host), the Learning Agreement for study activities must be filled in and digitally signed through the EWP network, to which UniBas is connected through the ESSE3-Cineca software application.

In the event of technical problems, the paper form may be used. For information contact [incoming@unibas.it](mailto:incoming@unibas.it)

	<p>Until the systems are implemented for the digital exchange of the Learning Agreement for traineeship, the document must be produced and signed in paper form.</p> <p>Please advise your students on the procedures related to the functioning of the OLA as well as on its modifications. If this procedure is not correctly followed by the student from the home university, the receiving institution can't receive the OLA.</p>
<p><b>Application deadlines</b></p>	<p><b>from 1 May to 31 July</b> for the 1st semester (autumn/winter/full academic year)</p> <p><b>from 1 September to 30 October</b> for the 2nd semester (spring/summer)</p> <p><b>Warning:</b> The application will only be considered through nomination by the home University.</p> <p>As for SMP mobility, students are encouraged to apply at least 2 months in advance of the date they wish to start, having already defined the traineeship activities with the supervisor at their home University. In case of administrative or academic needs, please contact <a href="mailto:outgoing@unibas.it">outgoing@unibas.it</a> before applying.</p>
<p><b>Confirmation of acceptance</b>  <a href="https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html">https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html</a> section before arrival</p>	<p>Once approved by the department where the Erasmus mobility will take place.</p> <p><b>Please note:</b> to avoid unpleasant situations, we would like to point out that only students who have been properly nominated by the partner and who have produced the required documents by the deadline will be accepted.</p> <p>Any exceptions must be notified by the home institution to the Internationalization Service (<a href="mailto:incoming@unibas.it">incoming@unibas.it</a>) to verify their feasibility.</p>
<p><b>ACADEMIC CALENDAR</b></p>	
<p><b>Academic calendar and course information:</b>  <a href="https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html">https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html</a> &gt; section before arrival</p> <p><b>Course catalogue</b>  <a href="https://unibas.coursecatalogue.cineca.it">https://unibas.coursecatalogue.cineca.it</a></p>	<p>The Academic Year at the University of Basilicata runs from 1 September to 31 August</p> <p><b>Semester Dates:</b></p> <p>Autumn Semester: 14 September - 29 January</p> <p>Spring Semester: 1 March - 30 June</p> <p><b>Examination Periods:</b> Students may sit examinations during the following examination sessions:</p> <p>7 January - 31 March</p> <p>1 April - 10 August</p> <p>24 August - 22 December</p> <p>The University provides at least six examination dates (exam sittings) per academic year; courses including both written and oral examinations provide at least five examination dates.</p> <p>Dates may be subject to minor variations depending on the Department and degree programme. Students should always refer to</p>

the relevant Department website for the official timetable of classes and examinations.

**Holiday Periods and Suspension of Classes:**

In addition to national public holidays, teaching activities are suspended during:

Christmas Break: 23 December - 6 January

Easter Break: 26-29 March

Local Holiday (Potenza): 30 May

Local Holiday (Matera): 2 July

## LANGUAGE REQUIREMENT

**Language**

<https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html> section before arrival

All courses are taught in Italian

**Level**

At least a B1 level of Italian language is recommended. Exceptions and details are reported in the Inter-Institutional Agreement

**Italian language certification**

Not required

**Italian language course**

Italian Language course devoted to ERASMUS students can be organized at the beginning of each term:

- the last week of September (1st semester/one year) or the end of February (2nd Semester).
- No intermediate courses will be organized.

Please note that these are special language courses specifically designed for incoming exchange students and are not part of the regular degree programme curriculum. Upon successful completion, students are awarded ECTS credits and a final grade. The course is certified through a Certificate of Achievement issued by the Linguistic Centre (CLA) University of Basilicata.

## ACCOMMODATION

**Accommodation**

<https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities/erasmus-for-studies.html> > section before arrival

It is the responsibility of the incoming student to find accommodation. For support and assistance, please contact the local ESN ([suigeneris\\_basilicata@esn.it](mailto:suigeneris_basilicata@esn.it)) and the International Mobility Office ([incoming@unibas.it](mailto:incoming@unibas.it)).

Incoming students could also require a room in the halls of residence managed by the Regional Education Agency. For information: [antonio.luongo@ardsubasilicata.it](mailto:antonio.luongo@ardsubasilicata.it). Beware: the halls of residence are only available in Potenza and accommodation is not always assigned due to a lack of room

Web site:

## VISA AND RESIDENCE REQUIREMENTS FOR NON-EU STUDENTS

### EU / EEA citizens

Citizens of the European Union (EU), the European Economic Area (EEA) and Switzerland do not require a visa to enter or study in Italy.

For stays exceeding three months, students may be required to register their residence with the local Municipality (Comune), in accordance with Italian legislation. Students must be enrolled at a recognised higher education institution, have sufficient financial resources and hold valid health insurance coverage.

### Visa and Pre-enrolment Procedure for Non-EU Students

<https://internazionale.unibas.it/site/home/discover-university/info-package---what-you-need-to-know.html>  
section “general info”

Non-EU students residing outside Italy who require an entry visa for study purposes must complete the pre-enrolment procedure through the UNIVERSITALY portal (<https://www.universitaly.it>), the official online platform of the Italian Ministry of University and Research. The pre-enrolment application is a mandatory step for obtaining a study visa and must be completed before applying to the competent Italian Embassy or Consulate.

After the University has assessed and validated the application in UNIVERSITALY, students must submit their visa application to the Italian diplomatic-consular representation responsible for their place of residence. The final decision regarding the issuance of the visa remains the exclusive responsibility of the Italian Embassy or Consulate. Validation of the pre-enrolment application by the University does not automatically guarantee the issuance of a visa.

Students are strongly advised to start the procedure well in advance, as visa processing times may vary depending on the country and the competent diplomatic representation.

Upon arrival in Italy, non-EU students staying for more than 90 days are generally required to apply for a residence permit (Permesso di Soggiorno) within the deadlines established by Italian immigration legislation.

In accordance with the Erasmus Charter for Higher Education (ECHE), the University of Basilicata provides assistance, where required, to incoming international students in relation to visa procedures and residence permit requirements. Information and support can be obtained by contacting:

Internationalization Service (Incoming Students)

E-mail: [incoming@unibas.it](mailto:incoming@unibas.it)

## HEALTH INSURANCE

<https://internazionale.unibas.it/site/home/discover-university/info-package---what-you-need-to-know.html> > section “general info”

### EU / EEA citizens

Valid European Health Insurance Card

**Non-EU citizens**

Evidence of private medical insurance.

**TRANSCRIPT****Transcripts of Records**

Official *Transcript of Records or Traineeship Certificate* will be sent to the International Offices of partner universities at the latest within a month from departure

**ECTS – GRADING SYSTEM & TABLE**

Student workload is based on the time required to complete all planned learning activities, including contact hours (lectures, seminars, laboratory work, tutorials, etc.) and individual study (preparation for examinations, assignments, projects, reading and dissertation work).

1 ECTS credit corresponds to 25 hours of student workload.

**ASSESSMENT METHODS**

Course units are normally assessed using the Italian grading scale from 18 to 30, where 18 is the minimum passing grade and 30 is the highest grade. Outstanding performance may be awarded 30 e lode (30 cum laude).

Some learning activities are assessed on a pass/fail basis, with results recorded as Idoneo/Superato (Pass) or Non idoneo (Fail). In some cases, qualitative assessments may be used, such as Sufficiente (Satisfactory), Buono (Good), Ottimo/Eccellente (Excellent).

Final degree examinations are assessed on a scale from 66 to 110, where 66 is the minimum passing grade and 110 is the highest grade. Exceptional academic achievement may be awarded 110 e lode (110 cum laude).

Please note that:

- Pass/Fail assessments (e.g. Idoneo/Superato or Approvato/Approved) cannot be converted into numerical grades.
- Failed examinations (Respinto/Failed) are not recorded in the student's academic career and therefore do not appear on the Transcript of Records.
- Numerical grades below 18 are not awarded or recorded.

Starting from Academic Year 2023/2024, the University of Basilicata has adopted a methodology for the calculation of ECTS grading tables based on homogeneous groups of students. These groups are created by aggregating degree programmes within the same one-digit ISCED field of education and training. Within each ISCED field, students are further divided according to the study cycle (Bachelor's, Master's, or Single-cycle degree programmes).

The ECTS Grading Tables are available at:

<https://internazionale.unibas.it/site/home/incoming-opportunities/ects-table--assessment.html>