



Information Sheet

GENERAL INFORMATION

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



University Campus of Macchia Romana - Potenza

Virtual tour of our Campuses

<https://youtu.be/vvzLAAUVg3g?feature=shared>

University Campus of Matera - Matera



MAIN CONTACTS

International Relations Division

Head of the International Relations Division	Annalisa ANZALONE
Tel. – Email	+39 0971 202158 – rel.int@unibas.it ; mobint@unibas.it
Pec	relint@pec.unibas.it
Responsible of the International Mobility Office	Vittorio ROSA
Tel. – Email	+39 0971 202157 – mobint1@unibas.it
Incoming mobility contact	incoming@unibas.it ; phone number: + 39 0971 202191
Outgoing mobility contact	outgoing@unibas.it ; phone number: + 39 0971 202191
Erasmus Inter-institutional Agreement	erasmus.agreements@unibas.it
Office hours	09:00 - 11:00 a.m. Monday - Thursday – Wednesday (closing day: Friday); 3.00-4.00 p.m. Tuesday
International Relations office websites Incoming Opportunities	https://internazionale.unibas.it/site/home.html https://internazionale.unibas.it/site/home/incoming.html
Studies	https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html
Traineeship	https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-traineeship.html

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:

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

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

Partner institutions have to send nominations online via

Google form: <https://forms.gle/y8byA9CCw3ZDX5Eu7>

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

As for **SMP mobility**, students must be officially nominated by the Home University by email (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.

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;
- 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 mobint1@unibas.it.

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.

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.

Application deadlines

from 1 May to 31 July for the 1st semester (autumn/winter/full academic year)

from 1 September to 30 October for the 2nd semester (spring/summer)

Warning: The application will only be considered through nomination by the home University.

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 outgoing@unibas.it before applying.

Confirmation of acceptance

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

Once approved by the department where the Erasmus mobility will take place. **Please note:** 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.

Any exceptions must be notified by the home institution to the International Mobility Office (incoming@unibas.it) to verify their feasibility.

Academic Calendar

Academic calendar and course information:

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

Course catalogue <https://unibas.coursecatalogue.cineca.it>

The academic year runs from October 1st to September 30th.

Courses are structured in semester or annual courses, as follows:

- **Annual courses:** from October 1st to June 30th.
- **Autumn/fall semester/semester 1:** from 2nd October to the end of January.
- **Spring semester/semester 2:** from 1st March to the end of June.

Examination terms: In winter, spring and autumn at the end of courses. It is usually possible to take the examination in each month of the year. Three examination sessions are scheduled, with at least six appeals in total (except for those involving both written and oral examinations, for which there are at least five examination appeals):

- I session – from 9 January to 31 March
- II session - 3 April to 4 August
- III session - 21 August to 22 December

Anyway, standard and additional terms are scheduled by each School/Department so it is warmly recommended to consult individual School/Department websites. There are two mid-semester holidays, around Christmas and Easter and a long summer holiday which lasts from the middle of July until the end of August. For details concerning the dates, please refer to individual School/Department websites.

Holidays: 30th May The Saint Patron; 1st November; 8th December; 23rd December – 6th January; Easter: one week; 25th April; 2nd June

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	<p>Italian Language course devoted to ERASMUS students can be organized at the beginning of each term:</p> <ul style="list-style-type: none"> ● the last week of September (1st semester/one year) or the end of February (2nd Semester). ● No intermediate courses will be organized.

Accommodation

Accommodation https://internazionale.unibas.it/site/home/incoming/student-opportunities/erasmus-for-studies.html section before arrival	<p>It is the responsibility of the incoming student to find accommodation. For support and assistance, please contact the local ESN (suigeneris_basilicata@esn.it) and the International Mobility Office (incoming@unibas.it).</p> <p>Incoming students could also require a room in the halls of residence managed by the Regional Education Agency. For information: 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</p> <p>Web site: http://www.ardsubasilicata.it/main/Startup.do;jsessionid=97711FCE5E4F34A86E000670D8A84F7A </p>
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Visa

EU / EEA citizens	/
Non-EU citizens https://internazionale.unibas.it/site/home/discover-university/info-package---what-you-need-to-know.html section "general info"	<p>Our institution will provide assistance, when required, in securing visas according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact point and information sources: incoming@unibas.it</p>

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 <i>Transcript of Records</i> or <i>Traineeship Certificate</i> will be sent to the International Offices of partner universities at the latest within a month from departure
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ECTS – GRADING SYSTEM & TABLE

The student workload consists of the time required to complete all planned learning activities, i.e. contact hours (lectures, seminars, etc.) and private study (preparation for exams, writing of paper, reading, etc.):

1 ECTS credit = 25 hours.

Assessment methods: Each course is graded on a scale from 1 to 30, with 18 and 30 e lode (30 cum laude) as a minimum and maximum pass grade, respectively. Some exams can be evaluated by pass/fail (pass = *superato* or *idoneo*) or by *sufficiente* (sufficient); *buono* (good); *eccellente* or *ottimo* (excellent). For the final dissertation a 110-point scale is used, which is divided in two as well, with 66 being the minimum grade for passing. For outstanding results, the Lode "praise" is added to the maximum grade". Please keep in mind that the "*idoneo*" / "Pass" or "*Approvato*/approved" can never be transformed into a numerical grade and "*respinto*/failed exams" are not recorded therefore they cannot be listed in the Transcript of records. It is not possible to record a numerical grade lower than 18.

ECTS Table is available at <https://internazionale.unibas.it/site/home/incoming/ects-table--assessment.html>

Starting from A.Y. 2023-24 at the University of Basilicata the homogeneous groups of students are created by merging the degree programmes in the same [ISCED field of study \(1 digit\)](#). Within each field of study, students are subdivided by study cycle (first, second and single cycle). The new ECTS table will be soon available on <https://internazionale.unibas.it/site/home/incoming/ects-table--assessment.html>