

Dear Student,

We would like to congratulate you on being nominated to spend an Erasmus+ period at the University of Basilicata. You can find all the information about our acceptance policy for Erasmus+ incoming students on [LINK](#), according to the type of your mobility:

**Erasmus+ student mobility for studies (SMS)**

**Erasmus+ student mobility for traineeships (SMP).**

Please bear in mind that your application will be considered only if all the application procedures and deadlines are met. Therefore, we alert you that a nomination and/or the submission of an application does not ensure, for itself, the acceptance for mobility, but you must receive a Letter of Acceptance! This is why we recommend you not to purchase travel, rent accommodation or travel to Potenza/Matera without first being formally accepted.

#### HOW TO APPLY

Upon receipt of the official nomination from your University, we will send you by email the access code (named “token”), to enter the ESSE3 system and start the pre-enrolment and application procedure. Please note that the above mentioned email is automatically generated by the IT system.

From now on you can enter the system by clicking on <https://unibas.esse3.cineca.it/Home.do> and start:

- the on-line pre-registration

- the on-line application

Both are MANDATORY for the correct enrolment of Erasmus+ students at the University of Basilicata. Incomplete forms or lacking the photograph won't be considered.

Before starting, we strongly advise you to read the “[Registration guide for Incoming Students](#)” and prepare the following compulsory documents you must enclose with your application:

- **Photocopy of student's identity card for EU-students** or, in case of non-EU citizens, copy of the passport (valid for the whole duration of the Erasmus period in Italy). Detailed information about **Visa** (how to apply and required documents) are available on <https://vistoperitalia.esteri.it/home/en> and <https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities/erasmus-for-studies.html> > “Before Arrival”;
  - **Photocopy of your European Health Insurance Card** or equivalent document (for non-EU student). (Note: Students from the EU, EFTA and Switzerland are entitled to medical care in the medical centres and hospitals that form part of or have agreements with the Italian National Health System. Students must apply for the European Health Card – EHIC - at the health service offices in their country of origin -GHIC for UK students or A/T11 for Turkish students. Foreign students from other countries than the above mentioned or who are not covered by national health plans must have private health insurance. To learn more: <https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities/erasmus-for-studies.html> > before arrival> health insurance);
  - **Transcript of records**, issued by the home University, attesting your level of study, the educational components already taken, credits achieved and grades awarded;
  - **A digital copy of a student's photo** (passport size);
  - **Curriculum Vitae** on Europass CV format (Only for Traineeship mobility).
  - **The Learning Agreement.** Like all universities, UNIBAS are working to digitalise the Erasmus mobility procedures consisting of the exchange of data via the Erasmus Without Paper Network (EWP), including the Online Learning Agreement (OLA). The University of Basilicata has joined the EWP network through the platform ESSE3- CINECA and is fully operative in it. Please contact the International relations office (or equivalent office) of your University to learn more.
- 
- **Student Mobility for study I cycle (Bachelor) e II cycle (Master degree):** They should send the LA through EWP. Only in case your university is not connected to EWP, please upload the paper-based version of the LA, duly signed by you and the academic responsible in your university, in the application form. If you fill out the application form before submitting the OLA, please don't upload any LA in the application form; Just inform us ([incoming@unibas.it](mailto:incoming@unibas.it)) that the procedure will be done digitally. If the data exchange, for any reason, doesn't work, you will be asked to send by mail the paper-based version of the LA duly signed by you and the academic responsible in your university.
  - **Student mobility for traineeship and student mobility for study III Cycle (doctorate):** as the data exchange through EWP is not still possible for these kinds of mobilities, please upload the paper-based version of the LA, duly signed by you and the academic person in your university, in the application form.

the signatory person responsible for approving your Learning Agreement (both digitally and paper-based) on behalf of this University, as well as for guiding you in choosing subjects, is the [Departmental Coordinator](#)

Once all these stages are concluded, the application will be analysed by the Departmental Coordinator.

If you need support regarding the online-application, please contact: [incoming@unibas.it](mailto:incoming@unibas.it)

## TEACHING LANGUAGE AND ITALIAN LANGUAGE COURSE

The language of instruction at our institution is Italian. Students must have sufficient Italian skills before coming in order to be able to follow lectures. A minimum level of B1 is recommended, although no certificate is required. It is important for the students to know that UniBas, with the support of the University Language Centre, organizes an Intensive Italian course for Erasmus incoming students at the beginning of each semester. This can also help to follow classes and integrate in the academic life with less difficulties.

**Please note: this is not a unit course, it is an independent, complete course, so it cannot be included in the Learning Agreement and certified in the Transcript of Records at the end of the period.** If students attend at least 75% of classes and get a positive mark in the final exam, they will get a certificate, at the end, granting them 3 ECTS credits.

## ACADEMIC CALENDAR

The Academic Calendar runs from 1 October to 30 September.

Usually, educational activities take place between 1 October and 30 June and are divided into two semesters:

- Semester I: from 1 October to 31 January
- Semester II: from 1 March to 30 June.

Detailed information is available on the University website:

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

Academic calendar and final assessment

**Warning:** the starting date may vary at some Department: please check with the corresponding [Departmental Coordinator](#).

## ACADEMIC GUIDES

Academic Guides are available on the university web site. Guides can prove useful with regards to relevant information about available subjects, subject programmes, credit points, etc.: <https://unibas.coursecatalogue.cineca.it> or <https://internazionale.unibas.it/site/home/incoming-opportunities/student-opportunities/erasmus-for-studies/articolo9508349.html>. If you need assistance for drawing up your learning agreement please contact the [Departmental/School Coordinators](#).

## ACCEPTANCE AT UNIBAS

An Acceptance letter will be sent by email (with a copy to the Erasmus Responsible at their institution) to those students who have correctly sent the Application Form and the other required documents. In the case of non-EU students who need an entry visa to enter Italy, the letter of acceptance will contain all the necessary elements required to apply to the relevant embassy or consulate.

## OTHER USEFUL INFORMATION

### ACCOMMODATION

The International Mobility Office of the University of Basilicata does not arrange accommodation for Erasmus students, but takes care only to transfer the data of students, who have selected "University Residence" in their application, to the Regional Education Agency managing the residences and helping, if possible, students searching a private accommodation. We alert that this University is in no way responsible for the assignment of accommodation in University Residences. As for the private ones, students are recommended to find accommodation by themselves, following their particular needs or preferences. If you need assistance or information, please contact for:

- University Residences: [antonio.luongo@ardsubasilicata.it](mailto:antonio.luongo@ardsubasilicata.it)
- Private accommodation: the UniBas ESN, [suigeneris\\_basilicata@esn.it](mailto:suigeneris_basilicata@esn.it);
- the staff of the International Mobility Office will help you in case of problems.

In all cases, we recommend students to contact and inform the local ESN and the Mobility Office of the date of arrival in Potenza or Matera as soon as possible and, however, at least one month before the arrival.

## ERASMUS STUDENT NETWORK (ESN)

ESN Basilicata is a non-profit organization whose main objective is to help international students and collaborate in their integration: Website: <https://unibas.esn.it>

Email: [suigeneris\\_basilicata@esn.it](mailto:suigeneris_basilicata@esn.it)

Facebook: <https://www.facebook.com/Esn.SuiGeneris>

Instagram: <https://www.instagram.com/esnsuigenerisbas/>

## PREPARING YOUR ARRIVAL

Students should organize their travel according to the academic calendar, ensuring they will arrive in Potenza/Matera on time to participate in all academic and integration activities planned and organized by UniBas.

Info/orientation Days' activities usually take place on the week before the beginning of classes; you will receive an e-mail with more information after the acceptance. Students who, for any reason, cannot attend classes from the first day, should arrive no later than the end of the third week of classes. In case of a delay please inform us ([incoming@unibas.it](mailto:incoming@unibas.it)).

Please, also get in touch with the ESN SuiGeneris ([suigeneris\\_basilicata@esn.it](mailto:suigeneris_basilicata@esn.it)) and us in order to better organize your arrival and stay here (if your Erasmus will be in presence).

If you need assistance or additional information, please do not hesitate to contact us at the email address [incoming@unibas.it](mailto:incoming@unibas.it).

Best regards