



**UNIVERSITÀ
DEL SALENTO**

PROGRAMME DESCRIPTION
academic year (a.y.)
2021 /2022

Part II - Rules for students

Online Enrolment on Bachelor and Master degree courses and single cycle courses with free access

To enrol, you must follow the online procedure at the student portal at <https://studenti.unisalento.it> in the period from 1 July 2021 to 5 November 2021.

Students must enter their personal IBAN (International Bank Account Number) on the student portal.

For information on the contents and details of admissions tests, please refer to the notices published on the University's website at <https://www.unisalento.it/come-isciversi>, or on the websites of Departments (<https://www.unisalento.it/strutture/dipartimenti>) in the section dedicated to Didactics.

The payment deadlines are detailed in Part III - Student fees are published on the University of Salento website at the following address (<https://www.unisalento.it/studenti/offerta-formativa/manifesto-degli-studi>).

Registration on Bachelor's degree courses with a limited number of places.

In order to register, you must have done an admissions test and come in the ranking in a position within the number of available places.

In order to know the contents of the admissions tests, their format and the terms of payment for the first instalment, it is necessary to consult the admissions notices published on the university website at <https://www.unisalento.it/corsi-ad-accesso-libero1> or <https://www.unisalento.it/corsi-a-numero-programmato1>, as well as on the Department's websites in the section dedicated to Didactics and on the site https://orientamento.unisalento.it/home_page

Enrolment on Master's degree courses

To enrol it is necessary to have the pre-requisites required by the course and to have passed an admissions test: to know both the pre-requisites and the format of the test, it is necessary to consult the notices published on the websites of the Departments in the section dedicated to Didactics and on the site https://orientamento.unisalento.it/home_page

The admissions tests are held in three periods of the same academic year:

- 1) July and September;
- 2) December;
- 3) March and April.

The payment deadlines are given in Part III - Student fees are published on the website of the University of Salento at the following address <https://www.unisalento.it/studenti/offertativa/manifesto-degli-studi>).

Students who plan to graduate on or before the extraordinary session of a.y. 2020/2021

Students planning to graduate within the extraordinary session of the academic year 2020/21 (March / April 2022) are not required to renew their enrollment for the academic year 2021/22.

If a student does not obtain the qualification by the extraordinary session (March / April 2022), he can instead renew his enrollment no later than 30 April 2022.

He will be exempt from the related arrear only if on November 5, 2021 (deadline for payment of the first installment) he still had to accrue a maximum of 30 ECTS for three-year degree courses, single-cycle master's degree courses or for master's degree courses (with the exception of the credits required for the final exam, for the curricular internship and for the extra-piano exams).

The student who has already renewed the enrollment in the academic year 2021/22 will not be able to graduate in the extraordinary session of the academic year 2020/21 if it has not been authorized by the competent Student Secretariat, following a specific request

In this case, the installments paid for registration will be reimbursed, excluding stamp duty and regional tax (the return of the latter can be requested from ADISU).

Students who on 30/04/2022 have taken all the exams and the internship and graduate by 31/07/2022, will pay only the first installment, provided they have an ISEE-DSU (issued for the right to university study) of less than 40,000 euros (requested to the Tax Assistance Centre or Accountant by 31/12/2021)

Enrolment on years of course subsequent to the first year for Bachelor's, Master's degrees and Combined Bachelor and Cycle Courses

To register for years after the first, it is necessary:

- be in good standing with previous registrations including any taxes and arrears; carry out the registration renewal following the online procedure through the student portal by accessing <https://studenti.unisalento.it> in the period from 1 July 2021 to 5 November 2021; at the end of the procedure, the first registration installment will be charged, automatically recalculated, within the following day, on the basis of the data of the ISEE – DSU certificate (issued for the right to university study), if the student is in possession of it;
- The payment deadlines are detailed in Part III - Student fees published on the University of Salento website at the following address <https://www.unisalento.it/studenti/offertativa/manifesto-degli-studi>).

Students who are not enrolled in the previous academic years should contact the Student Secretariat by sending a specific request through the procedure <https://istanzeonline.unisalento.it>.

Enrolment on single course modules

IT IS possible to enrol online for single course modules up to a maximum of 48 CFU (course credits) in total.

The enrolment fee for each single course module is quantified in € 25,00 for each credit.

It is not possible to enrol at the same time on individual courses modules and on an undergraduate degree program at this university.

Those enrolled in a PhD program, students enrolled in specialization schools and on master's degree programs can enroll for single course modules to acquire the 24 CFU (course credits) in the anthropo-psycho-pedagogical disciplines and in the teaching methodologies and technologies.

To enrol for the single course module you must submit your application no later than **July 31, 2022** following the **online** procedure through the student portal by accessing the address <https://studenti.unisalento.it>.

If you are enrolled in individual courses in different departments, the application must be submitted only once and must include all the chosen courses.

Examinations will have to be taken in the 2021/22 academic year.

Fees paid cannot be refunded

Specialization Schools

The School of Specialization in Archaeological Heritage and the School of Specialization for Legal Professions can be accessed after an admission competitive admissions selection process based on a test and on qualifications according to the specific call for the competitive admissions selection process, available on the website: www.unisalento.it.

The payment deadlines are detailed in Part III - Student fees published on the University of Salento website at the following address (<https://www.unisalento.it/studenti/offerta-formativa/manifesto-degli-studi>).

PhD courses

Admission to the PhD courses instituted at the University of Salento is by public competition.

The requirements for admissions are indicated in the competition notice which is published in June on the university website www.unisalento.it in the notices and competitions section.

The notice of admission to the competition identifies the terms and conditions for proceeding with the registration to the Course.

Enrolment on the course years following the first one can be made following the positive change of year approved by the Teaching Board of the course to which the course belongs.

The payment deadlines are detailed in Part III - Student fees published on the University of Salento website at the following address (<https://www.unisalento.it/studenti/offerta-formativa/manifesto-degli-studi>).

Passage of course

The student can ask for a change of course from August 1, 2021 to December 31, 2021, unless they are courses with a limited number of places: in this case you must consult the individual notices of opening of the admissions procedure.

Before applying for a change of course, you must have paid the fees for the year 2021/22 for the course to which you belong.

The procedure for the price change is online.

Outbound transfer

The student can ask for a transfer to another University from August 1, 2021 to November 5, 2021 without renewing the enrolment at the University of Salento. After November 5, 2020 and only until December 31, 2021, the student who intends to transfer to another University must in any case have paid the first instalment of the enrolment for the academic year 2021/22, together with the expected fee for late payment, and will not be entitled to any refund of fees.

Students who are not enrolled in the academic year 2020/21 and who apply for a transfer must first rejoin their careers by paying the amount provided and renew their enrolment at the academic year 2021/22 by paying the first instalment.

The procedure for outgoing transfer is online.

Incoming transfer

Students enrolled at another University can be transferred to the University of Salento until December 31, 2021, unless they have a scheduled number of courses: in this case they must consult the individual calls for applications.

The Rector may, in exceptional circumstances, authorise the transfer after 31 December, if he considers that the request is justified for serious reasons; in this case, the expected arrears for the reference period will be applied.

International students

Useful information

International students who wish to study in Italy can consult the "International Students" portal at <https://www.international.unisalento.it> and/or contact welcome.office@unisalento.it.

The rules for the enrolment of international students, for the 2020/21 a.y., are published by the MIUR and MAECI on the ministerial website: <http://www.studiare-in-italia.it> in the section "International students".

Registration

Students who want to enrol at the University of Salento must consult the notice of call for applications for the chosen course published on the Department's website (<https://www.unisalento.it/strutture/dipartimenti>) in the section dedicated to Didactics.

For international students there is a flat tax of € 1,000, with no obligation to produce an equalized ISEE.

A flat tax reduction of up to 50% will be applied to students from Albania, Iran, Pakistan, India and China, on the basis of specific agreements.

Enrolment on subsequent course years

In order to register for years after the first year, it is necessary:

- be in good standing with previous registrations including any taxes and arrears;
- follow the online procedure through the student portal by accessing <https://studenti.unisalento.it> in the period from 1 July 2021 to 5 November 2021.

The payment deadlines are detailed in Part III - Student fees published on the University of Salento website at the following address (<https://www.unisalento.it/studenti/offerta-formativa/manifesto-degli-studi>).

International students must also submit their new residency permit (or application for its renewal) to the Student Secretariat at least 10 days before the expiry of the permit, sending it to <https://istanzeonline.unisalento.it>

If the student has not handed in the residency permit, the registration will be suspended and the student will not be able to proceed.

Enrolment on single courses

Information on enrolment on individual courses for international students can be found on the ministerial website: <http://www.studiare-in-italia.it> under "Foreign students".

Enrolment as a part-time student

Students who, for personal reasons, cannot devote themselves full-time to study, can enrol "part-time", in the first year or in years following the first. **The advantages are:**

- lengthening the period of study, which allows the student not to avoid going *fuori corso* (not completing their courses within the prescribed time);
- reduction of the fees foreseen for each single year of part-time enrolment.

On a part-time basis the student can agree on a training course with a number of CFU (course credits) variable between 24 and 36 per year.

The application for part-time enrolment must be submitted by 31 January 2021 to the *Capo Settore per la Didattica* (Head of the Didactic Sector) for the course.

For more information on "part-time" please refer to the *Regulations for the enrolment of part-time students in the courses of the University of Salento* published on the University website at <https://www.unisalento.it/regolamenti-studenti>. > [Regulations for part-time students](#)

Registration as student athlete

Students who are members of professional or amateur sports clubs or "Unisalento Sports Associations" can register as "student athletes" if they:

- (a) engage in any competitive sport;
- (b) take part in a championship category at a regional, national or international level ;
- (c) have been summoned as one of the national CUSI (Italian University Sports Centres) representatives for international competitions/events or as one of the CUS Lecce (Lecce University Sports Centre) representatives for national or international competitions/events.

Student athletes who win a gold, silver or bronze medal in the Olympics, Paralympics, World, European or national championships, open or for specific-category competitions/events, or who have obtained one of the aforementioned sports titles in the year prior to enrolment at the University are entitled to a total exemption from fees for one academic year or reimbursement of the previous year's fees.

Compatibly with the University's financial resources, the student athlete who qualifies for the final phase of the CUSI and/or CUS Championships may request partial exemption of enrolment fees for one academic year or partial repayment of the instalments paid; in this case the application must be submitted to the relevant student secretariat by February 15 of each year.

All the information at the link of the University Regulation: <https://www.unisalento.it/reolamenti-studenti>.

Student mothers

Student mothers with children up to the age of five or who are 8-months pregnant or whose pregnancy has been diagnosed as at risk may:

- *take advantage of the extraordinary exam dates;*
- *take advantage of the exemptions and/or partial exams with a reduced attendance requirement;*
- *request to become a part time student.*

Student mothers can request a suspension of studies for the academic year corresponding to or following the date of birth of the child filling out the form https://www.unisalento.it/documents/20143/428738/Mod10_SospensioneStudi.pdf/aa560b88-dba2-2742-4518-058b149b14d9 to be sent complete with a 16 euro revenue stamp by post to the Student Secretariat of the centre of reference.

The concessions relating to student mothers are also recognized to the parent student.