

Handbook for International Degree-Seeking Students enrolling in Programmes offered by the Department of Engineering for Innovation of the University of Salento



**UNIVERSITÀ
DEL SALENTO**

**DIPARTIMENTO
DI INGEGNERIA
DELL'INNOVAZIONE**

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1. Premises

International degree-seeking students enrolling in Programmes offered by the Department of Engineering for Innovation of the University of Salento will have all the rights and privileges enjoyed by other local students, equally they will be subject to the rules, regulations, and discipline of the institution.

2. The Department of Engineering for Innovation

The Department focuses on new technologies and aims at promoting and disseminating technology innovation. Staff is active in the research fields of: Civil Engineering, Computer Science, Controls and Robotics, Industrial Engineering and Management, Materials Science, Mechanical Engineering, Nanotechnology and Telecommunications. Many prestigious results and awards in several research areas have been and are being obtained at international level by the Department research staff. Research activities have been carried out in several national and international projects funded by the Italian Ministry for Education University and Research, by main Italian research centres (ENEA, ASI CNR, INFN, INFN) and by the European Union (in the FP5, FP6 and FP7 programs).

Department website and contacts are available [here](#)

3. Students' selection criteria

Students' admission to programmes is subject to interview. Eligibility for the admission interviews is based on requirements described within the call for application. A minimum GPA of 70% and a certified B2-level mastery of English, will be considered as highly preferential by the interview committee.

In addition, the consistency of the Bachelor degree and the courses taken with the key subjects characterising the Master Degree chosen will be checked upon and evaluated.

4. Programmes, calendar of courses and exams

International Master Degree Programmes taught in English can be found [here](#), together with other degree programme in Italian.

Check courses schedule [here](#) and exams calendar [here](#).

5. Grading Systems

UniSalento, Faculty of Engineering (Master Programmes)

European Credit Transfer and Accumulation System (ECTS) grading scale and correspondence to local grade

ECTS Grade	Local grade	% of successful students normally achieving this grade
A	30 e lode	10
B	30	25
C	29 – 28	30
D	27 – 26 – 25	25
E	24 – 23 – 22 – 21 – 20 – 19 – 18	10
FX	Failed	-

Italian grading system: Grades are given on a scale from 18 to 30, where 30 is the highest grade, sometimes given with honours (“lode”) when performance is considered exceptional. Eighteen is the lowest passing grade.

6. Grant opportunities and University fees

GRANT OPPORTUNITIES: Information and periodical opportunities of scholarships for international students are provided in English at [Study in Italy](#) and at [Ministry of Foreign Affairs and International Cooperation](#).

International students can also access grants and housing provided by regional government (ADISU) on the basis of academic merit or financial circumstances proven with documentation of economic situation and assets translated with consular legalization or equivalent; call for application is available [here](#). The time of application is generally between July-August of the preceding academic year.

Students enrolling in a Master’s Degree Program can also apply for scholarship under the government programme [Invest your Talent in Italy](#). The time of application is generally in November of the preceding academic year.

TUITION FEES of the University of Salento can be found [here](#).

The tuition fees for all courses are determined annually by the University of Salento. Generally it is payable in three instalments, deadlines may vary from year to year and can be checked at

Request of tax reduction or exemption shall be supported by documentation of economic situation and assets (translated with consular legalization or equivalent). Details [here](#).

7. Pre-arrival Procedures

STEP 0. IMPORTANT NOTICE FOR STUDENTS WHO NEED A VISA FOR ITALY: In order to start the procedure to obtain the visa, candidates of study courses at Italian universities need to submit their pre-enrolment applications using the web portal [UNIVERSITALY](#). This procedure has been introduced recently, thus it can be subject to adjustments, see also instructions provided in the call for application.

STEP 1. INVITATION LETTER: Upon passing the interview, the student admitted will receive the invitation letter required to apply for the Italian visa.

STEP 2. VISA APPLICATION AND HEALTH INSURANCE: Information and documentation for the Italian visa application (if needed), health insurance as well as the address of the Italian Embassy and Consulates can be found in English at

[VISA FOR ITALY](#)
[STATE POLICE – RESIDENCE PERMIT](#)
[MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION](#)

Find the Italian Consular Offices in your country by looking on the map [here](#) or on the list [here](#).

For general information about studying in Italy, related preparation procedures and assistance you can visit Uni-Italia at the following links:

[Uni-Italia India](#)
[Uni-Italia Iran](#)
[Uni-Italia China](#)
[Uni-Italia Vietnam](#)
[Uni-Italia Indonesia](#)

Make sure to **apply sufficiently in advance**. Students are suggested to **finalize the flight ticket and health insurance purchase upon visa issuance**. Additionally, students must **investigate** through the given websites and other official sources **whether they need to apply for residence permit** or not, based on the length of stay and other conditions. In case is needed, the student has to apply for residence permit **within 8 days** since the arrival in Italy.

IMPORTANT NOTICE: When applying for visa, we suggest that non-EU students also **apply for** the attribution of the tax identification number or **fiscal code** (in Italian “Codice Fiscale”), which is a unique alphanumeric code of 16 characters and is required in Italy for fiscal issues, included registration at university, request of the canteen service and other daily matters. The related plastic card is not needed, the attestation or statement containing the 16-characters code released by the consular office abroad will be enough for most of the mobility-related matters. Anyway, the fiscal code can be obtained also in Italy, issued by the Revenue Agency¹ upon submitting a valid passport with visa (if required), or any other ID document accepted by the Italian authorities.

Students must have sufficient funds to cover all costs. Passport, health insurance and visa expenses, residence permit (if needed), airfare to and from the sending institution, food, vocation expenses, books, stationery, transportation and other personal expenses are responsibilities of the exchange student. All debts incurred by the exchange during the exchange period are responsibilities of the individual student.

3. PRE-ARRIVAL CONTACT: The staff of the International Relations Office of UniSalento will send a pre-arrival e-mail to either communicate and obtain basic information useful for arrival, including info on **temporary accommodation (if needed)**, language course, “welcome days” etc. The student is intended to transmit all the information about his/her arrival in Lecce to the IRO or to any other tutor assigned, so as to arrange assistance at the arrival (if needed) and to set an appointment at IRO for registration and enrolment.

¹ Check out on the web portal of the [Revenue Agency](#). The territorial office in Lecce is at the address VIALE SAN NICOLA 2, in Brindisi is at the address VIA TOR PISANA N. 120

8. Accommodation

Students enrolled at the University of Salento can apply for accommodation in student residence halls, look up [here](#) for more information about facilities and services for students.

For students willing to look for accommodation independently, we recommend the following pages:

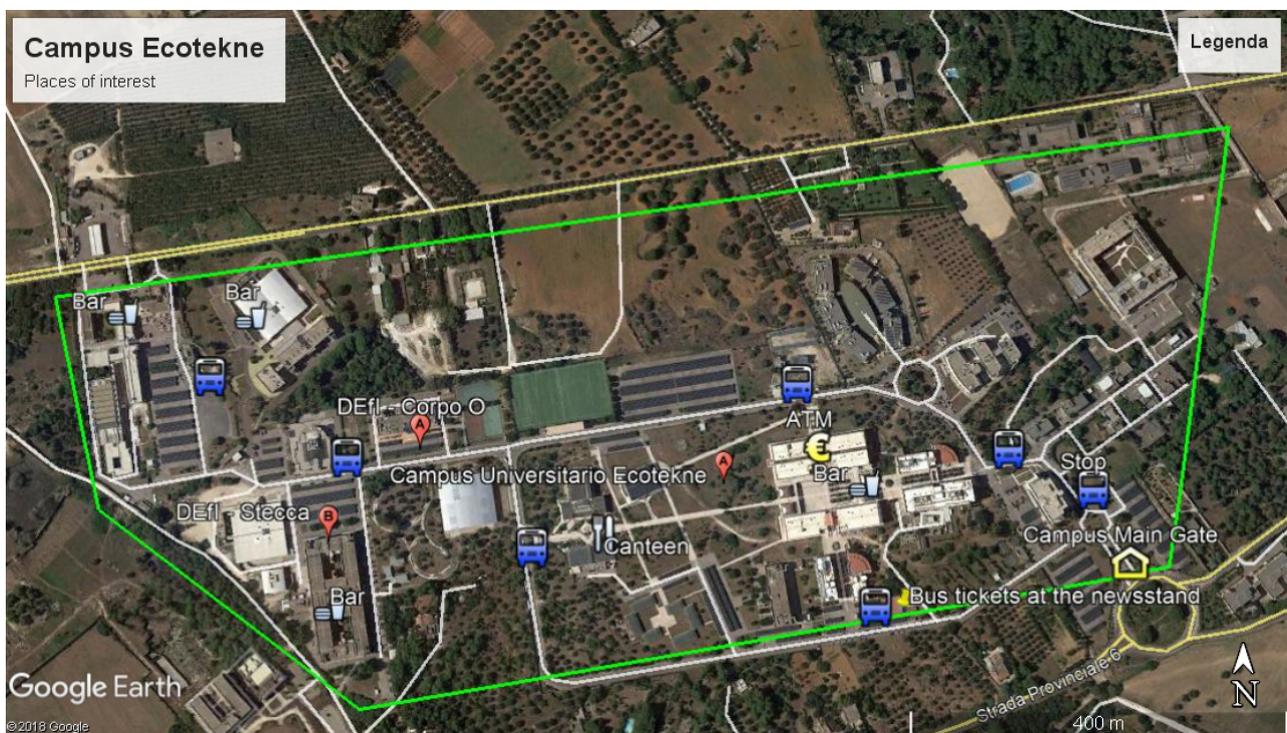
- o [CERCO ALLOGGIO](#)
- o [AIR BnB](#)
- o [ERASMUS LECCE](#)
- o [BOOKING](#)
- o [HOUSING EVERYWHERE](#)

Students attending courses in Brindisi, campus “Cittadella della ricerca,” may consider renting a room at [ISBEM - Ex Convento dei Cappuccini](#).

9. Department Location

The Department of Engineering for Innovation (DEI) is mainly located in campus Ecotekne in Lecce (precisely situated on the provincial road Lecce-Monteroni²) which hosts the scientific and business faculties of UniSalento, in the buildings named 'Corpo O' (See A in image 1 below) and 'Stecca' (see B in image 1 below). There is a second campus named “Cittadella della Ricerca” located in Brindisi.

Image 1 shows campus Ecotekne perimeter and main premises:



²[Campus Ecotekne](#)

How to get to campus Ecotekne in Lecce from Bari or Brindisi Airport:

- Taxis, shuttle and car rental services - with or without driver - are available at both airports.
- Also, shuttle service connections are offered from Bari or Brindisi airports to the respective central railway stations. From there, Lecce can be reached by train (in about 2 hours from Bari, in less than 1 hour from Brindisi).³

Furthermore, from/to Brindisi and Lecce airport shuttle services operate transfer connections.

- [Pugliairbus](#): shuttle service from/to Brindisi airport and Lecce city centre (location is piazzale Carmelo Bene). Tickets can be purchased on the following website or on board.
- [Airshuttle](#): private shuttle service operating customized connections from/to Brindisi airport and requested destination/pick up point. From Brindisi airport to Campus Ecotekne (Lecce), rates start from € 20,00 for one person (price is variable) and are progressively reduced for groups of 2 or more. Info, detailed costs and reservation on

How to get to campus Ecotekne from Lecce Railway Station:

- Taxis are available from Lecce Railway Station to Campus Ecotekne, the ride will take about 10-20 minutes, depending on traffic conditions (avg price is € 20,00 but is variable).⁴
- By Bus, standing with your back to the railway station's main entrance, cross the parking area and take the right side of the road in front (road name is Viale Oronzo Quarta, see Image 2 below). The SGM bus stop STAZIONE FF SS is located a few meters ahead (just before the Grand Hotel), bus tickets can be purchased at the bar inside the train station (€ 1 single ride, € 5 for 6 rides - after registration, international students can access reduced monthly-tickets) or on board (€ 1,50 single ride, cash only, no change). Catch line 27/27 ESATTA to Ecotekne. (35-40 mins). Additionally, bus line 27 EXPRESS operating connections to and from Ecotekne Campus and other SGM bus stops can be found throughout Lecce, daytime buses depart approximately every 20 minutes (see Image 3).⁵

Image 2 shows the station bus stop:



³ Train tickets can be purchased at [TRENITALIA](#)

⁴ [Lecce Taxi](#), Tel. +39 320 773 0231 -

[Taxi Salento Lecce](#), Tel. +39 331.2410613 -

⁵ Map of bus lines and routes [here](#). The menu on the left also shows [winter](#) and [summer](#) timetables (available in Italian).

Image 3 shows the route of Line 27/27ESATTA; the green highlights correspond to the stops of line 27 EXPRESS. Campus Ecotekne is located in the bottom-left area⁶:



How to get to Brindisi and to Campus “Cittadella della ricerca”:

The Department is located in Building no. 14 inside the campus “Cittadella della ricerca” in Brindisi (the address is Via Cittadella della Ricerca⁷).

From Bari or Brindisi Airport:

- Taxis, shuttle and car rental services - with or without driver - are available at both airports.⁸
- Also, shuttle service connections are offered from Bari or Brindisi airports to the respective central railway stations. From Bari, Brindisi can be reached by train in about 1 and a half hour (see note 2).

From Brindisi Airport to city centre:

- STP Brindisi carries out the connection service among Salento Airport (Papola-Casale) and Brindisi Town Centre (Railway Station and via del Mare/Piazza Capitanerie di Porto). Depending on the traffic conditions, it takes between 10 to 15 minutes to get to the town centre bus stop (Piazza Crispi – FS Railway Station).⁹
- Brindisi Airport Transfer: Brindisi Airport Transfer by “Roma Autonoleggi S.a.s” is a private taxi and shuttle company. It provides door-to-door transfers at fixed rates from Brindisi airport (BDS) or Brindisi City Centre.¹⁰

From Brindisi city centre to Campus “Cittadella della ricerca”:

- By bus, catch STP line M, the ride takes about 20 mins. Tickets can be purchased at most of the bars and tabacchi shops (also inside the train station), the cost is € 1 single ride, € 1,50 if purchased on board (cash only, no change). Check line stops and timetable at the following [link](#).
- Additionally, STP operates connections between Brindisi town centre and Campus Ecotekne in Lecce, check [here](#);
Connctions between Lecce town centre and Campus Cittadella della ricerca [here](#).

⁶ [Moovit](#).

⁷ [Via Cittadella della Ricerca](#).

⁸ [Radio Taxi Brindisi](#), Tel. 0831 597901

⁹ Check details and [timetable](#).

¹⁰ Check details [here](#).

10. Arrival at UniSalento

1. Before departure from your home country, you will get in contact with the International Relations Office of UniSalento (IRO) so as to arrange assistance at the arrival (if needed) and to set an appointment for registration. Once arrived, either if you will attend courses in Lecce or Brindisi, you then have to go to the International Relations Office which is located in Lecce. Staff will assist you in meeting the very first needs, that is,

- Applying for residence permit (non-EU students only, they must apply within 8 days upon arrival in Italy).

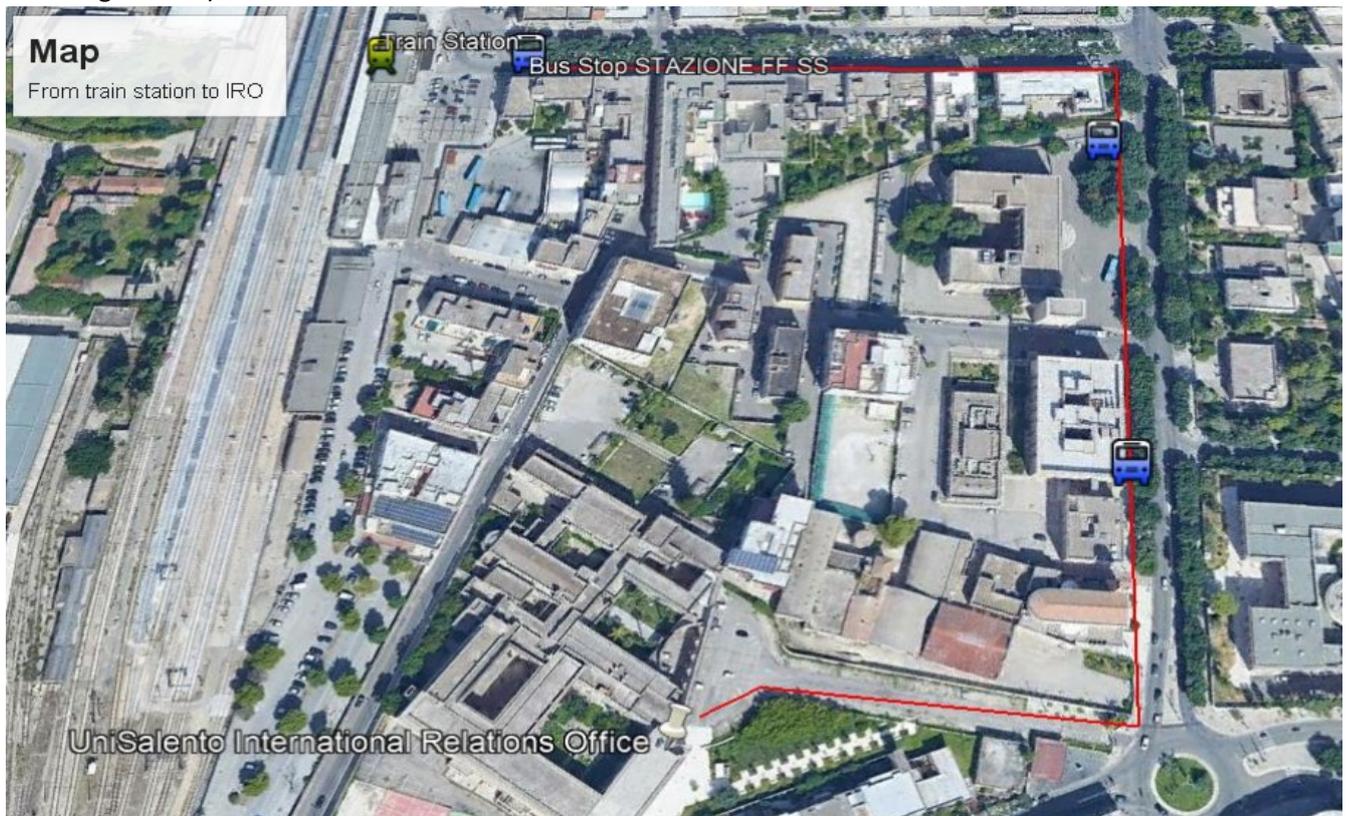
The application kit is provided free of charge at most post offices and CAF centres. Upon submission and payment of the application fees¹¹, you will get a receipt indicating the date to go to the immigration office of the local police department¹² for fingerprint registration. At that time, you are required to hand four passport-standard photos (frontal, full face without any coverage) besides copy of all used pages of passport, copy of invitation letter, copy of health insurance;

- Buying a SIM card (for non-EU students, upon student request);
- Getting canteen service at a reduced fee (upon student request and subject to agreement renewals)
- Getting reduced monthly-tickets for students (upon student request and subject to agreement renewals);
- Getting in contact with students' associations and networks;
- Getting information on Italian language courses for international students;
- Getting temporary accommodation (length of stay to be defined at the arrival).

¹¹ Some basic cues: the post office right next to train station has English and Chinese service; applicants for study purpose only fill in "Modulo 1"; the code of the related residence permit is "24"; must attach copy of the visa and invitation letter, health insurance, passport first page, exterior and any pages containing visa or stamps; applicants shall purchase a revenue stamp of 16,00 € (sold at Tabacchi shops and at the bar inside the train station) prior to going to post office, which will be attached on the first page of the "Modulo 1"; upon submission of the kit, the due fees are 30,00 € plus 70,46 € (this cost is for 1 year residence permit. The kit contains a postal bill that must be filled by the applicant with the amount 70,46 in figures and letters "settanta euro/quarantasei", applicants name, surname and residence address in Lecce). Procedures and fees may vary.

¹² The office in Lecce is located in Viale Oronzo Quarta 24. The office in Brindisi is in via Perrino 1.

International Relations Office is located in city centre, not far from train station (address is viale Gallipoli 49, see image below):



2. Enrolment either for Italian and foreign students is handled by the university secretariat office, the relevant office for DEfl is at Polo Extraurbano in campus Ecotekne, look up working hours and contacts [here](#).

Documents you may need at the arrival in Italy to handle immigration, enrolment and other mobility-related procedures are the following:

Valid passport (with valid visa, if needed)

Invitation or acceptance letter

Highschool diploma complete with consular legalization or equivalent

Declaration of value

Copy of health insurance

Documentation of economic situation and assets for tax reduction or exemption (translated with consular legalization or equivalent)

Copy of fiscal code

8 Passport-size photos

11. Life in Lecce, mobility activities and leisure

Information on “Lecce and surroundings” can be found at

[365 giorni nel Salento](#)

[Lecce prima](#) (IT)

[Erasmus world Lecce](#)

[Erasmus Lecce](#)

Through the support of the International Relations Office you can join **local students’ associations** and networks so as to actively take part in students’ community and events.

It’s possible to use a **wireless connection** in all locations of the University, password will be released on demand [here](#).

In general, he/she shall conduct the activities planned (academic and others) regularly and autonomously.¹³

Lessons periods, exams sessions as well as institutional vacations and celebrations are indicated in the **academic calendar** issued at the beginning of each academic year.¹⁴

¹³ Check out more info about life in Lecce [here](#).

¹⁴ Available in Italian, download from [here](#).



ENJOY YOUR STUDY AND STAY AT THE UNIVERSITY OF SALENTO IN LECCE

