

EXCHANGE STUDENTS



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

GUIDE BOLOGNA CAMPUS

ACADEMIC YEAR 2015/2016

Exchange Students Guide
Bologna Campus
A.Y. 2015/2016

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Exchange Students Desk

Editing and graphic design

Alma Mater Studiorum - Università di Bologna
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Communication Unit

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Alma Mater Studiorum - Università di Bologna
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Communication Unit

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Contracts and General Administration
Communication Unit

Contact

Alma Mater Studiorum - Università di Bologna
www.unibo.it/en
DIRI - International Relations Division
Exchange Students Desk
Via Filippo Re 4 | 40126 Bologna
e-mail: incoming.diri@unibo.it
www.unibo.it/exchangestudents





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Presentation

Welcome to the University of Bologna

This Guide is for international exchange students who spend some of their study programme at the Bologna Campus, to make the most of their study experience and time at the university, as well of all the cultural and leisure opportunities offered by the city of Bologna and its students community. When finding your way round a large university in another country, first of all you need to learn about the rules, the procedures to be followed, which services are available and how they are organized at the

university and in its territory. This Guide also aims to introduce you to the city and its beauty, helping you to discover the places, the art, events, and people that we hope will make your experience unique. You can meet us in Bologna in via Filippo Re 4, on: Monday, Tuesday, Wednesday and Friday from 9.00 am to 11.15 am. | Tuesday and Thursday from 2.30 pm to 3.30 pm. You can also contact us by e-mail at: incoming.diri@unibo.it
Enjoy the read!

The staff of the Exchange Students Desk

The origins of the University of Bologna go way back, and it is considered to be the oldest university in the Western world. Its history began in 1088, when law was first taught freely in the city, and became tied to the city of Bologna from the early Middle Ages, establishing the very idea of university. Indeed, the very first higher education and research structure, known as the "universitas studiorum", was founded in Bologna. The city and the university have lived side by side for nine centuries, their stories are entwined, a university based firmly in the historical centre of the city, where still today students and teachers live and work among the columns, palaces, halls, stairways and squares that tell the story of their predecessors.

The university and the city of Bologna blend into each other, institution and territory, urban history and geography, economy and culture. Today the

University of Bologna is a Multicampus university with 5 campuses: Bologna, Cesena, Forlì, Ravenna and Rimini, a school of excellence, the Collegio Superiore, and an Advanced Studies Centre in Buenos Aires. Currently the University of Bologna hosts more than 80,000 enrolled students, including more than 5,000 foreign students. In addition to these, every year there are around 2,500 exchange students. The University runs 11 Schools and 33 Departments.

Teaching activities are held at the Schools, and here exchange students will also find the offices to help them find their way around the programmes, the classrooms and the laboratories.

The history of the University of Bologna:

www.unibo.it/History

The Multicampus structure:

www.unibo.it/University/Multicampus/

The Schools: www.unibo.it/Schools

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Things change, stay updated and check regularly
www.unibo.it/exchangestudents

Before you come
to Bologna

Finding your way




To find out if Bologna is the right destination for you, consult the Student Guide online at:

www.unibo.it/studentguide

You will find the list of the degree programmes offered on the web page:

www.unibo.it/degreeprogrammes

Use the filters to select the Type, Campus and Language of the degree programmes.

The degree programmes marked with  are entirely delivered in the English language or have a curriculum delivered in the English language.

You will find the course unit catalogue on the web page: **www.unibo.it/CourseUnits**

Use the filters to select the Campus/School, Type and Language of the course units.

Pay attention to the Campus you have been assigned to and choose the course units delivered at your Campus.

As an exchange student, you can choose course units from different Degree Programmes and Schools.

You can also choose course units from 1st cycle (undergraduate) and 2nd cycle (graduate) programmes, but you must carefully assess whether your own general knowledge is suitable for the level of course you wish to attend. In any case you must agree on your choices with your university, as it will have to recognise the credits you obtain in Bologna.

Some programmes have a limited number of places, if they have restricted access. Consult the School websites and contact the International Relations Offices at the School for more information.

Each School has its own lesson and exam timetable. Lessons generally begin in September or shortly afterwards, and may be annual, six monthly or divided into several sessions. The lesson timetables are set yearly, just before the start of the programme.

As soon as they are available, the calendars and timetables are published online.

www.unibo.it/TimesandClassrooms

For some course units the calendars and timetables are also available in the course unit page.

www.unibo.it/CourseUnits

One Italian credit (CFU, Credito Formativo Universitario) equals one ECTS credit. Credits are obtained exclusively on passing an exam or internship (see Grades and passing exams, page 23).

If you have chosen Bologna, your university must send a **message of nomination** to:
incoming.diri@unibo.it

In this message, your university confirms that you have been selected for a mobility period at the University of Bologna.

You will then receive a first e-mail (“**Acceptance message**”) inviting you to complete your online registration, on the AlmaRM system using the temporary username and password provided.

When you have completed the registration procedure, you will automatically receive a second confirmation message (“**Confirmation of registration**”).

You are now registered!

The “Confirmation of registration” message also contains the name of **your exchange coordinator** and your **username and password**.

The username is your **Unibo e-mail address**, and the password is an initial code (“PUK code”) which you must modify before being able to use the online services, by choosing your own password (see Username, password and online services, page 19). Some online services will be granted only after registering your arrival (Check-In) at the Exchange Students Desk in Bologna.

To attend the lessons you do not have to be enrolled in the courses.

You must only register for the exams, you will have time to do this after your arrival.

However, if you want to attend the Italian language courses, you must register (see Learning Italian, page 9).

Learning Agreement

Now you have registered, you must first of all draft the Learning Agreement (compulsory for Erasmus+ students, optional for others).

The Learning Agreement is the study plan agreed with your university, which undertakes to recognise the exams passed and credits obtained during the exchange period, and with your exchange coordinator at the University of Bologna.

The form is provided by your university.

You can choose the course units on:

www.unibo.it/CourseUnits

If you have any questions or doubts, you may contact the International Relations Offices at the Schools (see list on page 33). The Learning Agreement must be approved and signed by your university and the University of Bologna.

Once approved by your university, you must send it to the exchange coordinator in Bologna. Your signed Learning Agreement will be given to you on Check-In or, on request, will be sent to your university.

If not required before your arrival, you can fill in your Learning Agreement once in Bologna; if you wish to carry out an internship you shall inform the International Relations Office of your School in advance.

Visa and residence permit

If you are a non-EU citizen and wish to study in Italy for more than 90 days, you will need a **Visa** to enter Italy.

If you stay for less than 90 days, find out from the Embassy (or Consulate) if you require a Visa.

You must apply for the Visa from the Italian Embassy in your country of residence, providing the letter of invitation from the University of Bologna.

Important: you must apply for a Visa for study purposes.

To receive the letter of invitation your university must send a photocopy of your passport and the estimated dates of arrival and departure to incoming.diri@unibo.it.

You must apply well in advance for the Visa, as the visa issuing procedure can take several months.

Important: when you apply for the Visa, have your medical insurance stamped by the Embassy, otherwise you will not be able to use it to apply for the Residence Permit.

If your exchange lasts for more than 90 days, when you arrive in Italy you must apply for a **Residence Permit**. This is a compulsory procedure for all non-EU citizens wishing to stay in Italy for more than 90 days (see Applying for a Residence Permit, page 15).

There are no specific language requirements for studying at the University of Bologna.

However, before coming to Bologna you are strongly advised to have at least basic knowledge of Italian (level A2), in order to be able to study and make the most of the lessons.

You can sit the Italian Orienting Test in order to assess your knowledge of Italian. You'll be, also, offered an online Italian language course.

Erasmus+ students can also benefit from the Online Linguistic Support – OLS provided by their home universities.

In the first and second semesters, the University Language Center runs Italian language courses for international students, but there is a limited number of places. Exchange students can attend one course free of charge.

erasmusplusols.eu/it/

www.unibo.it/it/internazionale/prova-orientamento-italiano/

If you study in Bologna, you can attend the Italian language courses at the **University Language Centre**, at Bologna Campus. The courses are held both in the first and second semester, during September-December (first semester, 2 sessions of intensive and extensive courses) and during February-March (second semester, one session of extensive courses).

How to enrol

To enrol you must first sit an online test to assess your knowledge, just before the semester of your arrival in Italy. At the end of the online registration period, the dates of the oral tests will be published and notified to you by e-mail. The oral test is compulsory in order to be able to attend the courses.

The oral test takes place in Bologna. Candidates will be admitted to the oral test on a first come, first served basis, until all places of each level are filled.

The tests are required to assess your level of Italian and to assign you to the most appropriate class. The first registration period for courses in the first semester opens in July. Registration for courses in the second semester opens in December.

A few days in advance, you will be sent an e-mail to your @studio.unibo.it account indicating the date and time the registration procedure will open.

To receive this notice, you must already have completed the online registration procedure and have received the "Confirmation of registration" message (see Registering, page 7).

Check your e-mail account regularly and sit the online test immediately in order to ensure a place on the language course.



If, according to the test results, your language knowledge is equal to an A1 level (Breakthrough), you will be allowed to participate in the self-learning computer-based courses which will be organised at the Language Lab of the University Language Center.

If your language level turns out to be C1 (Effective Operational Proficiency) it is assumed that you will be able to follow the lessons and take exams and no language course will be provided to you.

The Italian courses end with an examination. If you pass the exam ("idoneo"), you obtain 5 credits (whatever your level) which are recorded in your Transcript of Records.

The exam grade is not given as a mark out of thirty, but simply as "Idoneo"/"Pass".

Check the calendars and application deadlines:
www.unibo.it/CLA > Corsi di italiano per studenti internazionali > Sede di Bologna

CLA | Bologna Campus
Piazza San Giovanni in Monte 4 | 40124 Bologna
Tel. 051 2097750
cla.bo-segreteria@unibo.it

Language laboratories
www.cilta.unibo.it/LaboratoriLinguistici
Via Filippo Re 10 | 40126 Bologna
Tel. 051 2099890
cla.bo.lablinguistici@unibo.it

The Italian National Health Service is called “Servizio Sanitario Nazionale” (SSN), and is divided into local Healthcare Boards (“Aziende Unità Sanitarie Locali - AUSL”). If you are a EU citizen, you must bring your European Health Insurance Card - EHIC in order to have access to medical care.

Using your card you can go directly to a General Practitioner (“medico di base” or “medico di famiglia”) choosing one from the list available at **www.salute.bologna.it**

All the costs will be charged directly to your insurance body. For some specialist services, the payment of a “ticket” is required as a contribution to cover part of the costs. For dental care, the national health system provides only diagnostic and urgent treatment.

If you are a non-EU citizen you have access to the National Health Service only after paying an annual registration fee of €149.77.

The fee covers the calendar year from 1 January to 31 December and cannot be split. You may register at one of the two SSN offices in Bologna, in via Mengoli 32 or via Montebello 6.

If you have a health insurance (purchased in Italy or in your own country and stamped by the Italian Embassy) you may go to any General Practitioner, choosing one from the list of doctors published on the website **www.salute.bologna.it**

If you need a specialist treatment, you can choose any doctor, also on the advice of your chosen GP.

You must pay for the visits to the GP and any specialists, and then apply to your insurance company for a refund.

Accommodation

Organising your trip

Accident insurance

Accommodation

To find accommodation in Bologna, you may contact the SAIS (Student Accommodation and Information Service).

The SAIS supports exchange students in finding accommodation in the university residences, colleges, short-stay accommodation or in private rented property.

The service is free of charge.

SAIS Students Accommodation and Information Service

www.sais.ceur.it

Other websites where you can find accommodation are:

www.bolognawelcome.com

www.nestpick.com

www.flatme.it

Organising your trip

There are no set arrival dates.

You must decide when to leave for Bologna according to the starting date of your courses.

The welcome sessions for exchange students are held at least twice a week for groups of 20 or 30 students. Some Schools and Departments run guidance activities. The schedule is published on the website.

The start date of your exchange period corresponds to the date of your Check-In, i.e. when you register your arrival at the Exchange Students Desk.

Accident insurance

As an exchange student, after Check-In, you are insured against accidents that may occur on the university premises or any other place in which studies and research activities authorised by the University are performed.

For information:

Insurance Contracts Office

Via Acri 3 | 40126 Bologna

Tel. 051 2098806/807/808

www.unibo.it/Insuranceforstudents

During the
exchange period

Check-in



The first thing you must do when you arrive in Bologna is the Check-in at the Exchange Students Desk, in via Filippo Re 4, Bologna.

You must bring:

- an identity document (EU students: passport or ID card, non-EU students: passport with Visa) and a photocopy thereof;
- a passport photo.

You will register your arrival and receive an appointment for the welcome session, which is usually held in the next day or so.

You will attend the welcome session with other exchange students. You will receive the Welcome Kit and general information on the university.

You will also find the following documents in your Welcome Kit:

- your university badge
- your Arrival Statement
- your Record Book

If you are a non-EU student, on Check-in you will also receive information about the Residence Permit and the Arrival Statement which you must enclose with your application (see Applying for a Residence Permit, page 15).

Applying for a Residence Permit

If you are a non-EU citizen and your exchange period lasts for more than 90 days you must apply for a **Residence Permit**.

You must make your application within 8 working days following your arrival in Italy. You may do it by yourself, or with the support of the ACLI or other tutelage institutions.

The Exchange Students Desk will book you an appointment with the ACLI or other tutelage institution during the Check-In.

The support service for filling in the application is free of charge.

If you wish to apply by yourself, you must present the application for a Residence Permit for study purposes at any qualified post offices, offering the service "Sportello amico", including the one in Piazza Minghetti 4, in the centre of Bologna.

The Post Office will provide you with a kit including the application form and instructions on how to complete it. If you apply through ACLI or other tutelage institutions you do not need the kit.

The documents required are:

- a copy of the page of your passport with your personal data, a copy of your entry Visa and copies of any other pages containing Visas and stamps;
- the Arrival Statement issued by the University of Bologna or a self-certification;
- a copy of the letter of invitation issued by the

University of Bologna and presented to obtain the Visa from the Italian Embassy abroad, initialised by the Embassy;

- a € 16.00 duty stamp (sold at the tobacconists);
- the payment receipt from the pre-stamped payment slip (bollettino postale) provided by the Post Office for €107.50 charged for the PSE (Permesso di Soggiorno Elettronico, Electronic Residence Permit);
- the forms from the postal kit, duly completed;
- a copy of your health insurance policy:
 - a) if already purchased in your country, the insurance policy must meet the following requirements: it must be made out in your name and must have a duration of no less than the duration of the Visa. The insurance policy must also be stamped or approved in any other way by the Embassy.

Important: if your health insurance policy is not stamped by the Embassy, it cannot be used for the issuing of the Residence Permit! So do remember to explicitly request that it be stamped when you go to the Embassy for the Visa.

b) If you do not have health insurance, or you have an insurance policy that has not been stamped by the Embassy, you must purchase another one in Italy from the Post Office, by completing and paying a payment slip (bollettino postale) made out to:



GENERALI ITALIA SpA - C/C n. 712 70 003
Via Marocchesa 14 | 31021 Mogliano Veneto (TV)
CAUSALE (reason for payment): Polizza Sanitaria
studente straniero extra UE 6/12 mesi (Extra EU
student healthcare policy 6/12 months)
IMPORTO (amount): 6 months = €49.00 /12 months
= €98.00

To obtain the certificate of confirmation of the insurance policy after payment, you must send a fax to GENERALI ITALIA SpA (Fax 06 3613626) with a copy of the payment slip, a copy of the first page of your passport, your e-mail address, your postal address and you must immediately contact the GENERALI ITALIA SpA offices by phone on 06 3611676 or 06 3466269437.

To apply for a Residence Permit, you must also pay a service charge of €30 to the Post Office. The Post Office will give you a receipt which you must carry with you together with your passport until you receive the Electronic Residence Permit, and an order to go to the Questura (Immigration Office) for photographic identification.

Around 6 to 8 weeks after the photographic identification, you can log in at **www.questura.bologna.it** to check whether your Residence Permit is ready and ask for an appointment to pick it up.

Having collected your residence permit, you must send a photocopy of it to **incoming.diri@unibo.it**. If you do not provide a photocopy of your residence permit, after 150 days your university career will be blocked and you will not be able to register for or sit any exams.

Important: if you stay in Italy for more than 90 days and you do not apply for the residence permit, you are not entitled to sit exams at the University of Bologna and you cannot obtain a transcript of records.

ACLI

Via Lame 118 | Bologna

Police Headquarters (Questura)

Piazza Galileo Galilei 7 | Bologna

Bologna Immigration Office

Via Paolo Bovi Campeggi 13/3 | Bologna

Central Post Office

Piazza Minghetti 4 | Bologna

Badge, arrival statement, record book, tax code

Your university badge is an ID card with a photo that confirms your student status at the University of Bologna. It is needed to access the libraries, the laboratories and the washrooms. It can also be used to obtain discounts at the cinema, book loans from libraries, discounted bus passes and access to the university canteens.

The Arrival Statement is the official confirmation of your date of arrival and the expected duration of your exchange period. Unless your university has indicated a different period, the duration is the one shown in the bilateral agreement signed by the universities. If you need stamps on specific forms from your home university, they will be done by the staff of the Exchange Students Desk, according to the official date of registration at the desk.

Important: You must then send the Arrival Statement and the forms to your home university.

The "Record Book" (Libretto) is the document on which professors write down your exams. It should not be confused with the Transcript of Records.

The Record Book is an internal document used by the Exchange Students Desk staff to check that all the grades are recorded in the AlmaEsami system. You must take your Record Book with you whenever you sit an exam. If you lose any documents received on your arrival or they are stolen, contact the Exchange Students Desk for a copy.

At the end of your exchange period, don't forget to Check-Out before you go home!

You will receive another very important document: the Certificate of Departure. It is required by your university to calculate the effective duration of your exchange.

If you need an **Italian Tax Code**, for example to sign a lease contract, you may apply for one from the Tax Code Desk at University of Bologna

www.unibo.it/TaxCodeDesk

Alternatively you may contact the Agenzia delle Entrate:

Agenzia Bologna 1

Via Marco Polo 60 | 40131 Bologna,
Tel. 051 6103111 | Fax 051 6103981

dp.bologna.utbologna1@agenziaentrate.it

Opening hours: Monday to Friday, 8.45 am - 12.45 pm; Tuesday and Thursday also 2.30 - 4.30 pm.

Agenzia Bologna 2

via Larga 35 | 40138 Bologna
Tel. 051 6103111 | Fax 051 6103608

dp.bologna.utbologna2@agenziaentrate.it

Opening hours: Monday to Friday, 8.45 am - 12.45 pm; Tuesday and Thursday also 2.30 - 4.30 pm.

Bring with you your ID card or passport and a Residence Permit if you are a non-EU citizen.

Getting started

After Check-in, you are advised to contact your exchange coordinator to discuss your study plan and to sign the Learning Agreement, if it has not been signed prior to your arrival.

For questions on lesson times, exams, exam sessions and generally the organisation of teaching activities, contact the International Relations Offices at the Schools (see list on page 33).

The university buildings are located all over the city of Bologna and in some nearby municipalities. In the Welcome Kit you will find a map of the city indicating the various place of teaching. Find the courses at: **www.unibo.it/CourseUnits**

When you have chosen all the courses you wish to attend at the University of Bologna, according to the approved Learning Agreement, and checked the schedules and times of the lessons, you must complete your online study plan.

This and other operations can be done on:

AlmaRM - Accesso studenti

www.unibo.it/AlmarmStudenti

This is the personal homepage for exchange students. You can change your password, check your personal data and exchange data, manage your contact details and print the acceptance message.

To access this, see Username, password and online services, page 19.

The online **study plan** is compulsory for all exchange students and it is indispensable for being able to sit the exams. The service is available from your personal homepage on AlmaRM ("Fill in your study plan" button), only after your Check-in.

The Welcome Kit includes detailed instructions.

From your personal Homepage you can also access AlmaEsami ("Register for an exam" button).

For more details see Registering for exams, page 21.

Italian Emergency telephone numbers:

112 - European Emergency Number

113 - Emergency Police Help Number

115 - Fire Department

118 - Medical Emergencies

Username, password and online services

In the "Confirmation of registration" message you will receive your username and password (university credentials) needed to access the online services available on the website **www.unibo.it**

You must first log in:

AlmaRM – Accesso studenti
www.unibo.it/AlmarmStudenti

The system will ask you to change your password. Pay attention when entering your password (PIN/PUK) as this comprises numbers and upper and lower case letters and it is very easy to make a mistake.

For more information: **www.dsa.unibo.it**

If you forget your password you can reset it to its default value (PUK), by connecting to:
www.dsa.unibo.it/recuperocredenziali

The required code ("Cod. Fisc. Personale") is indicated in the Confirmation of registration message and is printed on your badge.

For further help please, send an e-mail to:
incoming.diri@unibo.it

From AlmaRM you can directly access the
Study plan (Fill in your study plan)
AlmaEsami (Register for an exam)

Studenti Online Help Desk

It is the University service that can provide you with support in using your username and password.

Tel. 051 2099882

help.studentionline@unibo.it

Opening hours: Monday to Friday, 9.00 am - 1.00 pm
and 2.00 - 5.00 pm

Other online services for students are:

La mia email

www.unibo.it/Myemail

The free mail box has 10 GB of space and integrated functions including chat, calendar management and sharing, Smartphone access and address book.

Wi-Fi wireless connection

Students can connect to and surf the Internet using ALMAWIFI, Iperbole Wireless, and Eduroam.

www.unibo.it/Wireless

Alma Digital Library

almadl.unibo.it

The University of Bologna digital library gathers, stores and makes available digital collections on the web, to support teaching and research.

Libraries and study rooms



The University of Bologna has a broad network of museums, libraries and documentary services providing support to teaching, research and the professional and cultural activities of students, professors, technicians, graduates and scholars from any country.

Consult the complete list on the following page:

www.unibo.it/LibrariesMuseumsandstudyfacilities

The **Bologna University Library**, with important collections of antique and modern books, is the University's central library, offering general library services, conservation and historical and scientific research facilities.

www.bub.unibo.it

The Municipality of Bologna also runs local public libraries; for the full list see:

www.bibliotechebologna.it

The main municipal library is the **Sala Borsa** in piazza del Nettuno 3. Inaugurated in 2001, it is a cultural space in Palazzo d'Accursio, the historical headquarters of the Municipality, looking out over piazza Maggiore. The library has a rich multimedia collection of books, newspapers, magazines, maps, videos, CD-ROMs, DVDs and texts also in foreign languages. The entry to the Sala Borsa Library is free. Only for some services (loans, Internet, viewings) you must register and present your card.

To register, take an ID document to the Sala Borsa and complete the application form. It is free of charge and can be used in all municipal libraries.

www.bibliotecasalaborsa.it

In the **study rooms** and multi-purpose centres, you can read and study, source information, and use a range of services (photocopying, PCs for typing dissertations and access to the Internet, info-points on the university and the city), and take part in cultural, recreational and learning events run directly by student groups.

www.unibo.it/StudyMultimediaRooms

At **Palazzo Paleotti**, in Via Zamboni 25, there are 250 workstations for accessing the Internet, open every day (including Saturday and Sunday) from 9.00 am to 10.00 pm.

You can consult bibliographical catalogues, databases, digital documents, e-magazines, books, dictionaries and encyclopaedia from any computer connected to the University network. Workstations are available for short consultations and word processing, and computers are available for the blind and sight-impaired.

To enter, show your university badge and an ID document.

www.unibo.it/PalazzoPaleottiStudyCentre

Course contents, text books and teaching materials. Registering for exams

Course contents, text books and teaching materials

In the course unit catalogue you can find for each course unit a description of the programme (learning outcomes, course contents, teaching and assessment methods and tools, language of instruction) and the list of books and texts for study (bibliography/ readings).

Before purchasing text books, wait for the start of lessons and follow the instructions given by the professors. You may purchase teaching materials in the bookshop or borrow them from the library. To search for books and materials:

www.biblioteche.unibo.it

To consult and download teaching material prepared by the professors, you can use the Alm@-DL service.
campus.unibo.it

Registering for exams

Before sitting an exam you must enter it in your online study plan. The uploaded exams are immediately visible on:

AlmaEsami

almaesami.unibo.it

You can access AlmaEsami directly from your personal homepage on AlmaRM ("Register for an exam" button).

In AlmaEsami you can:

- consult the dates of the exam sessions. When the professors publish the sessions, alongside each exam the "Prenota" (book) button is enabled;
- register for the exam sessions. Once you have seen the exam session dates, you can register for the exams according to the schedule set by the professors;
- check that your exam grades have been recorded. After you have sat and passed an exam, the professors record the result which you will be able to see next to each exam. The recorded exams are marked with "verbalizzato" (recorded) and the grade or the "pass" evaluation.

Exams, internships and others teaching activities



The Italian university system may be very different from the one in your country.

In Italy exams are mainly oral. Some courses have written exams, practical tests or progress tests during the lessons. The oral exam is public; anyone can attend.

At the end of the exam, the professor informs you verbally of your grade and also writes it in your "Record book".

The professor will then record your grade in AlmaEsami. When you access your AlmaEsami page you will see "verbalizzato" ("recorded") written next to the exam.

Check your page regularly, and if any exams have not been recorded, contact the professor.

Some course units are known as "integrated courses", and have 2 or more components.

As an exchange student, you may sit both the exam for a single component (obtaining only the credits for that component) or the whole integrated course.

During your exchange period, you can also take part in a curricular **internship**.

The curricular internship offers you the chance to have work experience to complete your university training and obtain the credits laid down in your study plan.

It is possible to carry out an internship outside the university (businesses, public institutions, professional firms, etc.) or in the university (laboratories, research centres, administrative departments, etc.), both in Italy and abroad.

To take part in an internship, consult the specific information **on your School's website** and contact the International Relations Office at the School and the Internship Office.

To consult the list of institutions holding agreements with the university for internships and book them directly online, access the Online Student Internship Service using your username and password.

These activities must also be included in your Learning Agreement and in your Study Plan and will be recorded in AlmaEsami.

In some cases, the hosting institutions issue a further certification which details the internship (number of hours, subject, etc.).

This additional documentation will not appear in the Transcript of Records.

www.unibo.it/tirocini > tirocini curriculari

Grades and passing exams. Certification of teaching activities not included in the curriculum

Grades and passing exams

The **grades** in the Italian university system are expressed out of thirty.

You will pass an exam or internship with a grade of at least 18/30.

If you obtain full grade (30/30) the examination board may also decide to award you honours (lode).

Important: a fail (< 18/30) will not lead to a grade being given, and will not usually appear in your Transcript of Records. If your university requires “Failed” exams to also be listed in your Transcript of Records, after the exam you must explicitly ask the professor to record the exam. The failed exam can be recorded as “respinto” (rejected), if you finished and failed the examination, or “ritirato” (withdrawn), if you didn’t finish the examination. If you fail the exam you will not obtain the relative credits.

For some activities, particularly language exams (including those for the Italian course) and for some internship activities, you will not be given a grade but merely a “Idoneo”/“Pass”. The exam results will also be recorded in the Transcript of Records in this way. The “Idoneo”/“Pass” can never be transformed into a numerical grade.

In the Transcript of Records, which will be issued to you at the end of the exchange period, the grades are indicated in the Italian scale out of thirty and are converted in the ECTS scale.

Certification of teaching activities not included in the curriculum

If you need a **certificate of attendance**, at the start of lessons contact the professor, who will decide whether to issue you with a statement at the end of the course.

In the Italian system, attendance alone is not sufficient for obtaining credits.

If you wish to take part in **activities that are not in the course unit catalogue and which can therefore not be included in your study plan (some internships, seminars, preparation of the dissertation, etc.)**, you must immediately agree with the professor on how to perform them and certify them.

The effective performance of these activities and an evaluation can be certified by the professors on stamped and signed headed notepaper, but cannot be recorded and will therefore not appear in your Transcript of Records.

Always check that your university accepts this kind of certification.

Changing the study plan and the duration of the exchange period

Variations in your study plan and the duration of your exchange period must always be authorized by the University of Bologna and by your university. Erasmus+ students must ask their university for the **Learning Agreement modification form**.

As an exchange student you are allowed to stay at University of Bologna for the agreed period by home and host universities as shown in your homepage in AlmaRM (Length of stay).

To extend your exchange period you must request authorization from your university and from your exchange coordinator at the University of Bologna.

The latter shall notify the Exchange Students Desk of his/her approval by e-mail to:
incoming.diri@unibo.it

If you need one, you can obtain an updated Arrival Statement.

If you want to leave early, you just need to inform your home university.

Important: remember to Check-Out before leaving.

Extending your residence permit

If you are a non-EU citizen, and need to extend your Residence Permit, you must apply for renewal at least 60 days prior to its expiry date. Contact the Exchange Students Desk for this procedure.

The costs of renewal are the same as those for the issue of the original Residence Permit. You must also extend your health insurance coverage.

Lunch and Dinner

University canteens

www.unibo.it/CanteensandCatering

Exchange students have discounts at the university canteens, when they show their badge.

Pausa Pranzo@Unibo

University students can eat their own meals at food courts provided with seats, microwave ovens, sinks, snack and hot and cold drinks vending machines and washrooms.

Food Courts are open from 11.30 am to 3.30 pm at Via Petroni 33 , Via Azzo Gardino 33 (Spazio Polifunzionale Unione) and Via Filippo Re 10.

Students can also use the **Pausa Pranzo @Le Residenze Universitarie**, at the Irnerio (Piazza Puntoni 1) and Morgagni residences (Largo Trombetti 1/2).

Free Time and Leisure Activities

www.unibo.it/LeisureTime

Student discounts are available for leisure activities. Consult the website to find out more.

Sport

www.cusb.unibo.it

For all sports activities, join the Bologna University Sports Centre | **CUSB**.

You may use your CUSB badge to sign up for and take part in summer and winter activities, courses and

competitions throughout the University campuses; you may also take advantage of discounts at partner centres and of insurance policies.

The complete list of activities, divided by sector, can be found on the CUSB website.

CUSB | Bologna

Via San Giacomo 9/2 | 40126 Bologna

Tel. 051 4217324 | Fax 051 4217329

cusb.segreteria@unibo.it

University Choir and Orchestra

www.collegiumbologna.com

The Collegium Musicum represents the official choirs and orchestra of the University of Bologna.

The three choirs (mixed, chamber and female) and a symphonic orchestra have more than 250 members every year, most of whom are Italian or foreign university students.

Via Zamboni 33 | 40126 Bologna

Tel. 051 2099069 | Fax 051 2099068

collegium@unibo.it

Conventions for cinema and theatre

www.unibo.it/DiscountsCinemasTheatres

The Cineteca in Bologna (www.cinetecadibologna.it) offers discounts, also on Sundays and holidays, for the performances at the Officinema and Lumière screens. To obtain a discount you must show your university badge and an ID document.



UniboCultura

www.unibo.it/UniboCulturalInitiatives

UniboCultura organises the cultural events and meetings promoted by the University. The programme includes exhibitions, concerts, lectures, conferences, art, music and cinema events, dance and theatre, poetry readings and scientific communication events.

ALMA LIBeRI – BookCrossing at the university

www.unibo.it/Almaliberi

ALMALIBeRI is the BookCrossing initiative of the University of Bologna to leave books so that they can be picked up and read by other students.

Student Association

www.unibo.it/StudentAssociations

Students may join associations and cooperatives. Consult the websites to find out about the activities organised for international students.

Living in Bologna

Tourist information is published by the Municipality of Bologna, offering a wide range of local resources and opportunities. Find out more on **www.bolognawelcome.com**

Getting Around

Con i mezzi pubblici del TPER

www.tper.it

With TPER public transport www.tper.it students of the University of Bologna aged under 30 can use

public transport in Bologna at discounted rates.

The pass, either impersonal monthly or personal annual, offers you free transport on all TPER facilities in the Bologna city network, at any time. For more information, contact a TPER point; there is one at Palazzo Re Enzo in Via Rizzoli 1, open from Monday to Friday, from 8.00 am to 7.00 pm.

For other TPER points:

www.tper.it/cliente/i-punti-tper

With other forms of public transport:

www.unibo.it/Transport

By bike “C’entro in bici”

www.comune.bologna.it/trasporti > Muoversi a piedi e in bici www.unibo.it/CentroInBici

A free bicycle hire service with automatic collection points. To use the bicycles, you must obtain a key with a PIN code from the ATCittà centres when you register. For information contact the TPER Call Centre on 051 290290 or the TPER points in Via IV Novembre 16 and Piazza XX Settembre 6.

By car: Car sharing

www.tper.it/car-e-bike-sharing/carsharing
www.unibo.it/Carsharing

A service that makes available a car for personal use, only when you effectively need one. The car can be booked via the call centre or the website, and collected in one of the car parks in Bologna or in the surrounding municipalities.

If you need **medical care**, you must contact a General Practitioner (also known as the “family doctor”); you can choose one from the list published on: **www.salute.bologna.it > Cerca Medico**

If you are a EU citizen, you must bring your European Health Insurance Card – EHIC/“TEAM card”) with you.

If you are a non-EU citizen and have private insurance, you must pay for your appointment; the doctor will give you an invoice you can send to the insurance company for a refund.

If the GP thinks you need to see a specialist, you will receive a prescription form; you must take this to a CUP (Centro Unico di Prenotazione) point to book an appointment. For the list see:

www.salute.bologna.it > Elenco sportelli CUP

Some Pharmacies have a CUP point too.

www.salute.bologna.it > Elenco farmacie

Remember that for some specialist services, you must pay a “ticket” as a contribution to cover part of the costs. The ticket must also be paid by Italian citizens. You must pay before you see the specialist. Check whether your insurance company will also refund these costs.

Regional Healthcare Service

www.saluter.it

freephone number 800 033 033

opening hours: Monday to Friday, 8.30 am - 5.30 pm

Saturday, 8.30 am - 1.30 pm

Dental care

For **dental care**, the National Health Service (SSN) provides only diagnostic and urgent treatment. For routine work you must contact a private dentist, or you may also use the dental care service available at the Department of Biomedical and Neuromotor Sciences (DiBiNeM).

You will have a 20% discount on each visit.

For information: **www.dibinem.unibo.it**

Dentistry and Maxillofacial Surgery

Via S.Vitale 59 | 40125 Bologna

Tel. 051 2088111

opening hours: Monday to Friday, 8.00 am - 5.30 pm



First Aid

You can call an ambulance dialing 118 (available 24h including Holydays).

If necessary you may also go to the Pronto Soccorso (Emergency Room):

Ospedale Sant'Orsola-Malpighi
Via Albertoni 15 | Bologna

Ospedale Maggiore
Largo Nigrisoli 2 | Bologna

For Emergencies during the nights or on weekends call the **Guardia Medica**: Tel. 051 3131 (from 8.00 pm to 8.00 am or from Saturdays at 10.00 am till Mondays at 8.00 am).

For **urgent dental treatment**:

Ambulatorio di Odontoiatria e Stomatologia "Beretta" at Ospedale Maggiore, Largo B. Nigrisoli 2, Bologna.

There is a limited number of places for emergencies. To be attended you have to take the number at 7.30 am or at 1.30 pm from Mondays to Fridays and at 7.30 am on Saturdays.

Opening hours: Monday to Friday, 8.30 am - 12.30 pm and 2.00 - 4.00 pm; Saturday, 8.30 am - 12.00 pm; Holidays, 8.00 am - 1.00 pm. phone 051 3172721 (Monday to Friday 11.00 am - 1.00 pm.)

SAP - Psychological support

www.unibo.it/PsychologicalSupport

SAP is a free psychological support service run by the University of Bologna. Contact the service for an appointment with specialists to help you identify and analyse the reasons underlying any distress.

Department of Psychology

Viale Berti Pichat 5 | 40126 Bologna
Tel. 051 2091832

opening hours: Monday to Friday, 9.30 am - 1.00 pm

Services for Disabled and Dyslesic Students

A support service responding to the needs of students with disabilities or learning disorders.

It mainly provides guidance for incoming students and graduates, as well as support throughout the study programmes, aiming to identify and plan the support required for every student to successfully complete their studies.

www.unibo.it/disabledstudents

Disabled Students Service | Dyslexic Students Service

Via Ranzani 14 | 40127 Bologna
Tel. 051 2095941

disabili@unibo.it

distlessia@unibo.it

At the end of the
exchange period

Check-out

Before leaving you must go to the Exchange Students Desk for the Check-out procedure. You must Check-out in person. You cannot send a friend to do it for you! You must hand in the original copy of your Record Book, in order for the staff to check that all the exams and internships are recorded in AlmaEsami. If all exams and internships have been recorded correctly, the digital Transcript of Records will be sent immediately to your home university by e-mail.

You can also download the Transcript directly from your personal homepage on AlmaRM. If some exams have not been recorded, this does not mean that you cannot leave. The Exchange Students Desk staff will contact the professors to obtain the records. The Transcript will be sent to your university only after all exams have been recorded.

To avoid any delays, check regularly that the exams you have sat have been recorded, on AlmaEsami, and if any are missing contact the professors before leaving.

Important: do not forget to return the books borrowed from the libraries, before checking-out.

When you leave you will also receive the Certificate of Departure that confirms the start and end dates of your exchange period, which you shall give to your university.

Important: the departure date on the certificate corresponds to the Check-out date!

If you need stamps on specific forms from your home university, bring them with you. Find out promptly about any rules that your university or the institute funding your mobility applies to calculate the amount of your scholarship and bear this in mind for the Check-out date.

With the Check-out, you will have formally completed your exchange period and may not sit any more exams or participate in other teaching activities.

Important: if you leave without completing the Check-out procedure, the end date will correspond to the date of the last recording of an exam or internship.

If you did not sit any exams and do not complete the Check-out procedure, you will not receive the Certificate of Departure.

The Transcript of Records is issued at the end of your exchange period both in Italian and in English. It contains your personal data, your arrival and departure dates, the list of exams and internships you have done, with the date of the exam, the credits (CFU and ECTS) and the grades obtained.

The grades are expressed in the Italian scale out of thirty and are converted into the ECTS scale.

The Transcript also explains the Italian grading system and provides the “ECTS grading tables”.

These tables allow the universities of the European Higher Education Area, which have adopted the ECTS system, to convert Italian grades into local grades.

The ECTS scale and relative tables cannot be used to convert grades for non-European universities which have not adopted the ECTS system.

The Transcript of Records is issued in digital format, provided with digital signature and stamp, and, according to Italian law, has the same legal value as the traditional paper transcript.

Other mobility programmes



The University of Bologna takes part in some special mobility programmes, such as **Erasmus Mundus Action 2 (EMA2)** and **Science Without Borders (CSF Brazil)**, which may provide students with tailored services and may be subject to special rules.

If you are an exchange student within these programmes, please pay attention to all the instructions given by your programme coordinator.

Erasmus Mundus Action 2 (EMA2)

Palazzina della Viola | Via Filippo Re 4 | Bologna
Fax +39 051 2086175
diri.ecw@unibo.it

Scienza Senza Frontiere (CSF Brazil)

Palazzina della Viola | Via Filippo Re 4 | Bologna
Fax +39 051 2086175
csfitalia@unibo.it

Erasmus+ for Trainsheep (Mobility for Traineeships)

Students spending an exchange period at the University of Bologna to carry out an internship within the Erasmus+ for Traineeship programme, need to be accepted by a professor who will tutor their activities. They are hosted in Schools and Departments.

In order to start the internship you need to fill in the Training Agreement (or Learning Agreement for Traineeships). The Training Agreement is your agreed workplan by your university and the professor at University of Bologna who

has accepted you and will tutor you activity.

The form is provided by your home university.

The Training Agreement must be approved and signed by your university and the University of Bologna. Once approved by your university and by the tutoring professor in Bologna, you must send it to the Exchange Students Desk via email at:

incoming.diri@unibo.it

Upon receipt of the signed Training Agreement, you will receive an e-mail inviting you to complete your online registration (see Registering, page 7).

The online registration is compulsory.

As an exchange student for Traineeships you are not allowed to sit exams and gain credits. At the Check-Out (see Check-Out, page 30) you will only get your Certificate of Departure. Your internship will be certified by the professor tutoring your activities by filling in the appropriate sections of the Training Agreement (or Learning Agreement for Traineeships).

Visiting Students

Students, spending an exchange period at the University of Bologna as Visiting Students, need to be accepted by a professor who will tutor their activities. They are hosted in Schools and Departments.

Upon receipt of the Invitation letter signed by the tutoring professor, the Exchange Students Desk will send you an e-mail with the invitation to register online.

International relations offices at the Schools

You shall register online and, on arrival, you shall do the Check-In (see Registering, page 7). The Training Agreement is not compulsory but it is recommended to agree in advance with the tutoring professor the activity you will carry out at the University of Bologna.

As a Visiting Student you are not allowed to sit exams and gain credits. At the Check-Out (see Check-Out, page 30) you will only get your certificate of Departure. Your internship will be certified by the professor tutoring your activity on stamped and signed headed paper or on specific forms provided by your university.

Specific Agreements

Schools and Departments can sign agreements providing students' mobility.

If you are an exchange student within a Specific Agreement, you are only allowed to sit exams at the School or Department hosting you. Pay attention and choose correctly the course units when filling in your Learning Agreement and Study Plan.

School of Agriculture and Veterinary Medicine

Ufficio mobilità internazionale Agraria

Claudia Brugnoli

Viale Fanin 50 | 40127 Bologna

Tel. 051 2096502

esteri.agr@unibo.it

Ufficio mobilità internazionale Medicina veterinaria

Claudia Giorgi

Via Tolara di Sopra 50

40064 Ozzano dell'Emilia (BO)

Tel. 051 2097094 | Fax 051 6511157 - 2086115

esteri.vet@unibo.it

School of Economics, Management, and Statistics

Servizi di internazionalizzazione

Massimo Vetrò

Piazza Scaravilli 2 (I piano) | 40126 Bologna

Tel. 051 2098869 | Fax 051 2098003

ems.bo.international@unibo.it

ems.bo.erasmus@unibo.it

School of Pharmacy, Biotechnology, and Sport Sciences

Ufficio relazioni internazionali servizio mobilità studentesca internazionale

Federica Campi

Tel. 051 2095643

farbiomot.estero@unibo.it



School of Law

Ufficio didattico - servizio supporto processi di internazionalizzazione

Gaia Fanelli

Via Zamboni 22 | 40125 Bologna

Tel. 051 2098763 | Fax 051 2098739

giuri.spin@unibo.it

School of Engineering and Architecture

Ufficio mobilità studentesca internazionale

Marilena Moscatiello

Viale Risorgimento 2 | 40136 Bologna

Tel. 051 2093946 | Fax 051 2093804

ingarc.internazionale.bo@unibo.it

School of Arts, Humanities, and Cultural Heritage

Ufficio didattico - mobilità internazionale

Ilaria Tamburini

Via Zamboni 34 | 40126 Bologna

Tel. 051 2098358 | Fax 051 2098872

info.lettere@unibo.it

School of Foreign Languages and Literature, Interpreting and Translation

Ufficio esteri

Desideria Santella

Via Filippo Re 8 | 40126 Bologna

Tel. 051 2091571 | 2091884

aclingue.esteri@unibo.it

School of Medicine

Ufficio Erasmus ufficio staff - supporto mobilità internazionale

Sara Scurani

Polo Murri, I piano | Via Massarenti 9

40138 Bologna

Tel. 051 2095543 | Fax 051 2086020

erasmus.medicine@unibo.it

School of Psychology and Education

Ufficio esteri e relazioni internazionali

Laura Malin

Via Filippo Re 6 | pianterreno Studio 11

40126 Bologna

Tel. 051 2091653 | Fax 051 2091679

psiform.bologna.esteri@unibo.it

School of Science

Ufficio mobilità studentesca internazionale

Tiziana Labriola

Via Zamboni 33 | 40126 Bologna

Tel. 051 2088551

scienze.mobint@unibo.it

School of Political Sciences

Ufficio relazioni internazionali e mobilità

Aleksandra Uzunova

Strada Maggiore 45 | 40125 Bologna

Tel. 051 2092810

Fax 051 2092810 | 2092801 | 0512092823

spbo.erasmus@unibo.it