



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

STUDENTS GUIDE

BOLOGNA CAMPUS

ACADEMIC YEAR 2019/2020

EXCHANGE



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Exchange Students Guide
Bologna Campus
A.Y. 2019/2020

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Welcome to the University of Bologna!

This Guide is for international exchange students at the Bologna Campus. To make the most of your experience at the university and to benefit of all the cultural and leisure opportunities offered by the city of Bologna and its students community it is important to learn about the rules and the procedures to be followed and to find out about the services offered by the university and 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 will make your experience unique.

www.unibo.it/exchangestudents

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 85.000 enrolled students, including more than 5.000 foreign students. In addition to these, every year there are around 2.600 exchange students. The University runs 32 Departments and various locations where teaching activities take place and where 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/

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DIRI - International Relations Division

Via Filippo Re 4 | 40126 Bologna, Italy

Exchange Students Desk

incoming.diri@unibo.it | Tel. (+39) 051 2088101

Erasmus+ ICM (Mobility outside Europe) and Mobility CONFAP-ITALY (MCI Brazil)

Students coming from Eastern neighbouring Countries (page 32), Russia, Asia, Australia and New Zealand, USA and Canada: diri.area2@unibo.it
Students coming from Africa, Latin America, Southern neighbouring Countries and Balkans (page 32): diri.area3@unibo.it

Office hours:

Monday, Wednesday and Friday: 10.00 - 12.00

Tuesday and Thursday: 14.30 - 16.00

Before you come to Bologna

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



To find out if Bologna is the right destination for you, you can read all the useful information on the web page: www.unibo.it/incoming

Course Units

As an exchange student, you can choose course units from different Degree Programmes. You can find the course unit catalogue on the web page: www.unibo.it/CourseUnits

Use the filters to select the Area, Type, Campus and Language of the Course Units. **When choosing the course units you must pay attention to:**

the rules and constraints of your exchange programme: for instance, exchange students within the Erasmus+ programme can choose course units of the subject area of the exchange programme in which they were selected and must have a Learning Agreement consistent with it;

the number of places available: some programmes have a limited number of places, if they have restricted access;

the excluded subject areas: some non-Erasmus+ mobility agreements do not allow the choice of course units in some subject areas. When choosing your destination check the excluded subject areas at your university;

the Campus: check the Campus you have been assigned to and choose the course units delivered at your Campus;

the level of teaching: except for some exclusions, you can choose course units from First cycle (L, undergraduate) and Second cycle (LM, graduate)

programmes, but you must carefully assess whether your own general knowledge is suitable for the level of the course unit you wish to attend.

Always contact the International Relations Offices to check the course units you have chosen (see International Relations Offices, page 33).

Please remember that you must agree on your choices with your university, as it will have to recognise the credits you obtain at the University of Bologna (see Learning Agreement, page 8).

Teaching Calendar and Course Timetable

There is no single date for starting the courses. Each Degree Programme has its own course and exam timetable. Lessons generally begin in September or shortly afterwards, and may be annual, six monthly or divided into several sessions. The course timetables are set yearly, just before the start of the programmes and they are published in the course unit pages starting from July.

www.unibo.it/CourseUnits

Only for the degree programmes in the Medicine and Surgery area at Ravenna and Rimini campuses you must consult the degree programmes websites.

Credits

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).

Registering

After your home university notifies your appointment as an exchange student at the University of Bologna, you receive a first e-mail message ("**Acceptance message**") inviting you to complete your online registration.

During registration, you must upload a .JPG file with a passport photo of your face. You can also upload your Learning Agreement (see Learning Agreement, page 8).

When you have completed your registration, you will automatically receive a second message ("**Confirmation of registration**") containing the name of your exchange coordinator (only for Erasmus + mobility) and your username and password (see **Username and password** and online services, page 19).

Some online services are granted only after registering your arrival (Check-in) at the Exchange Students Desk (see Check-in, page 14).

Important: after receiving your username and password, immediately activate your **@studio.unibo.it** mailbox and check it often because all official notices of the University of Bologna are sent only to the address **@studio.unibo.it**.

You do not have to be enrolled in the courses to attend lessons, but it is recommended to submit your study plan to the International Relations Offices in order to check the availability of the course units you choose. Please note that you must register for the exam sessions to sit exams and you have time to do this after your arrival. However, if you want to attend the Italian language courses, you must register beforehand (see Learning Italian, page 9).

If you want to carry out an internship you have to check in advance if it is possible: find the degree programmes of the subject areas of your interest, read the information on the related web sites (studying > curricular internship) and contact the relevant offices. For some degree programmes the information may be available only in Italian.

Organising your trip

There are no set arrival dates. You have to decide when to leave for Bologna according to the starting date of your courses. 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. At the beginning of each semester you have the opportunity to participate in the welcome sessions for exchange students. The dates of the sessions are notified on Check-in. Some Departments run guidance activities. The schedule is published on the website.

The first thing to do is to 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

Contact the International Relations Offices to check your options and notify them immediately if you wish to carry out an internship. The Learning Agreement must be approved and signed by your university and the University of Bologna, before starting your mobility, if required by your home university, or immediately upon arrival at the University of Bologna. If you are carrying out your mobility within the Erasmus+ Studio, Erasmus+ International Credit Mobility (ICM), Swiss European Mobility and Overseas (a Unibo programme) programmes, at the online registration or later, you can upload your Learning Agreement to your personal homepage in AlmaRM, in order to get it approved. You are notified via email at @studio.unibo.it mailbox about the approval or refusal of your Learning Agreement, along with its reasons. Furthermore, after approval, you can download a signed copy of your Learning Agreement.

If you are a non-EU citizen and wish to study in Italy for more than 90 days, you 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 invitation letter from the University of Bologna. vistoperitalia.esteri.it/home/en

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

To issue the invitation letter, the University of Bologna must receive a photocopy of your passport. You must apply well in advance for the Visa, as the visa process can take several months.

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 (except for medical and nursing students).

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 can also attend a MOOC.

www.unibo.it/improvingyouritalian

Erasmus+ students can benefit from the Online Linguistic Support – OLS provided by their home universities as well. erasmusplusols.eu/it/

In the first and second semesters, the University Language Center runs Italian language courses for international students. Exchange students can attend one course free of charge.

If you study in Bologna, you can attend the Italian language courses at the **University Language Centre (CLA)**, at Bologna Campus. The courses are held both in the first and second semester, during September (intensive courses), September-December (extensive courses) and February-June (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 test, you must register for the oral test which is also compulsory to enrol in the courses.

The oral test takes place in Bologna. Candidates are 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 online test for the courses offered in the first semester opens in August. The online test for the courses offered in the second semester opens in January.

A few days in advance, you are sent an e-mail to your @studio.unibo.it account indicating the date and time for the online test.

Only the students who have completed the online registration procedure and have received the "Confirmation of registration" message (see Registering, page 7) receive this notice.

Check your @studio.unibo.it e-mail account regularly and sit the online test immediately, because the available places may not fulfill the whole request.



According to the online test and the oral test, if your level is assessed as A2, B1, B2, you shall enrol in the appropriate course and attend the classes.

If your language level turns out to be C1 (Effective Operational Proficiency) it is assumed that you are able to attend the classes and take exams and no language course is 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" or "Non Idoneo/Fail".

Check the calendars and application deadlines:

www.unibo.it/CLA

CLA | Bologna Campus
 Student Administration Office
 Via Filippo Re 10 | 40126 Bologna
 Tel. 051 2097750
 Tel. 051 2099890
cla.bo-segreteria@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 - EHC (TEAM in Italy) 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 are charged directly to your insurance body. If you have not been able to use your European Health Insurance Card when you go back, check if you can ask your insurance body to reimburse health expenses. Therefore keep payment receipts and health records.

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. To get medical coverage for the entire academic year, you can pay both the current year's fee and the fee for the following year on arrival. After the payment, your registration must be activated. You can go to one of the SSN offices in Bologna, in via Mengoli 32 or via Montebello 6.

If you have a private health insurance (purchased in Italy or in your own country) 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.

It is recommended to check in advanced, by contacting your insurance company, if the specific treatment can be reimbursed.



Read the useful information to find accommodation in Bologna:

www.unibo.it/accommodations

Important! Bologna welcomes a large number of students and finding accommodation can be difficult, especially in September at the beginning of the academic year. Start looking for accommodation well in advance. It is advisable to book an accommodation before arriving in Bologna.

SAIS

To find accommodation in Bologna, you may contact the SAIS (Student Accommodation and Information Service). The SAIS supports international students in finding accommodation in the university residences, colleges, short-stay accommodation or in private rented property. They can also help with negotiating rental contracts. The service is free of charge. Check the website and find out the opportunities, times and methods to book an accommodation before you arrive.

www.sais.ceur.it

The ER.GO “Borsino”

For short stays, ER.GO makes accommodation available via an online booking service (“Borsino”), which is updated regularly. You can find it in the “servizi abitativi ad accesso libero” section.

www.er-go.it

Online platforms

You can use online platforms for searching accommodation, offering students of the University of Bologna discounted service charges.

housinganywhere.com

The tourist portal Bologna Welcome provides a lodging search engine available in the Find & Book section. www.bolognawelcome.com

Advice for those who intend to rent an apartment from a private landlord

Make extra sure that the offer is genuine before making payments of any kind.

Beware of scams.

Remember the importance of a proper contract.

This is required to obtain your residence permit if you are a non-EU student, but also to safeguard your rights. Ask your landlord specifically for a proper contract. Contact the Lease Contract Registration Desk at the University of Bologna if you need help with registering your contract.

www.unibo.it/leasecontractregistrationdesk

During the exchange period

Check-in Accident and civil liability insurance



Applying for a Residence Permit

Check-in

The start date of your exchange period corresponds to the date of your Check-in at the Exchange Students Desk, so the first thing you must do when you arrive in Bologna is registering your arrival at the Exchange Students Desk, via Filippo Re 4, Bologna.

Bring with you:

- if you are a EU student: your passport or ID card;
- if you are a non-EU student: passport with Visa, a copy of your passport front page and a copy of your visa;
- any specific forms from your home university to be filled in order to confirm your arrival.

On check-in you receive the Welcome Kit and general information about the university.

You also get:

- your university badge;
- your Arrival Statement (if you haven't got any specific form from your home university);
- the invitation for a welcome session (only when they are available).

If you are a non-EU student, on Check-in you 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).

Accident and civil liability insurance

As an exchange student, after the Check-in, you are insured against accidents that may occur on the university premises or any other place where you carry out study and research activities authorized by the University, as well as for civil liability towards third parties while performing institutional activities.

For information:

APAT - Insurance Contracts Office

Via Acri 3 | 40126 Bologna

Tel. 051 2098806/808

www.unibo.it/Insuranceforstudents

If you are a non-EU citizen and your exchange period lasts for more than 90 days, you must apply for a Residence Permit within 8 working days following your arrival in Italy. The Exchange Students Desk on Check-in makes an appointment with the support service. The support service for filling in the application for a Residence Permit is free of charge.

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;
- a copy of the invitation letter issued by the University of Bologna and presented to obtain the Visa from the Italian Embassy abroad, stamped by the Embassy;
- the Arrival Statement issued by the University of Bologna;
- a € 16 duty stamp (sold at the tobacconists);
- a copy of your health insurance; the insurance policy must be made out in your name and must have a duration of no less than the duration of the Visa. If you do not have health insurance, covering the whole exchange a period, you must purchase one or register with SSN;
- a copy of the documents proving you have the funds needed to cover living cost in Italy (the benchmark is minimum € 5.954,00 per year). You can submit the same documents you provided for

the Visa application or a bank account statement or, if you have been assigned a scholarship, an official letter detailing its amount, duration and issuing body;

- documents proving your accommodation in Italy (see page 16).

Once filled the application, you have to go to a qualified Post Office ("Sportello Amico") and pay the Electronic Residence Permit (PSE) production cost (€ 30,46), pay the Residence Permit fee (€ 40) and submit the application (€ 30). The Post Office gives you a receipt which you must always 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.

Important: the Immigration Office in Bologna does not notify you when your permit is ready via SMS. However, around 6 to 8 weeks after the photographic identification, you can check on www.questura.bologna.it whether your Residence Permit is ready and book an appointment to pick it up. Remember to print your pickup booking and bring it with you to the Immigration Office.

Having collected your residence permit, you must send a photocopy of it to incoming.diri@unibo.it.



If you forget it, after 180 days your university career is blocked and you cannot 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.

If you wish to apply by yourself for a Residence Permit, you must go to a qualified Post Office ("Sportello Amico"), collect the kit and follow the instructions.

ACLI (Support service)
Via Lame 118 | Bologna

CGIL (Support Service)
Via del Porto 16 | Bologna

Immigration Office at the Police station (Questura)
Via Paolo Bovi Campeggi 13/3 | Bologna

Central Post Office (Sportello Amico)
Piazza Minghetti 4 | Bologna

Documents required for confirming the availability of accommodation in Italy

- If you have a bed or room in a hall (e.g. ER.GO) or other residence: declaration from the administrator confirming that your place is **booked**.
- If you pay rent for a bed, a room or an apartment: a copy of the **rental contract**, which must state your name, must be signed and must be

registered with the Tax Authorities (Agenzia delle Entrate), or, alternatively, notification filed with the police confirming **transfer of use (cessione di fabbricato)** or **provision of hospitality (comunicazione di ospitalità)**.

- If you are staying free, as a guest, with relations, friends or acquaintances: a notification filed with the police confirming **provision of hospitality (comunicazione di ospitalità)**.

The "comunicazione di ospitalità" must be:

- **prepared**, dated and signed by the person who gave you the accommodation;
- **accompanied** by a copy of the identity documents of yours and the declarant and (if a non-EU citizen) a copy of their residence permit;
- **accompanied** by the confirmation of the delivery to the Immigration Office at the Police station (Questura) in Bologna. The delivery can be made via registered e-mail (PEC) to immig.quest.bo@pecps.poliziadistato.it, or via registered mail (raccomandata A/R) to Questura di Bologna – Ufficio Immigrazione – Via Bovi Campeggi 13/3 – 40131 Bologna.

Important! If the person who gave you accommodation has not done it yet, first you must send the "comunicazione di ospitalità" along with the copies of the identity documents to the Immigration Office at the Police station (Questura) in Bologna and then attach a copy of the "comunicazione di ospitalità", including the copies of the identity documents and the delivery confirmation, to your Residence Permit application.

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 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. If you need stamps on specific forms from your home university instead, they are 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 or the forms to your home university.

If you lose any documents received on your arrival or they are stolen, contact the Exchange Students Desk for a copy. In the case of theft or loss of the badge it is advisable to report to the police.

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

On Check-out you receive another very important document: the Certificate of Departure which is required by your university to calculate the actual duration of your exchange period.

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 - 12.45;
Tuesday and Thursday also 14.30 - 16.30.

Agenzia Bologna 2

via Larga 35 | 40138 Bologna
Tel. 051 6103111 | Fax 051 6103610

dp.bologna.utbologna2@agenziaentrate.it

Opening hours: Monday to Friday, 8.45 - 12.45;
Tuesday and Thursday also 14.30 - 16.30.

Bring with you your ID card or passport (with the Visa, when necessary) if you are a non-EU citizen.



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

For questions on calendars, course timetable, exams, exam sessions and the organisation of teaching activities in general, contact the International Relations Offices.

The university buildings are located all over the city of Bologna and in some municipalities nearby. In the Welcome Kit you find a map of the city indicating the various teaching buildings. 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 required 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 you receive on Check-in 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 Emergency

In the "Confirmation of registration" message (see Registering, page 7) you 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.

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.studentonline@unibo.it

Opening hours: Monday to Friday, 9.00 - 13.00 and 14.00 - 17.00

Other online services for students are:

La mia email

www.unibo.it/Myemail

The free mail box has 50 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 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 fill in 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 Monday to Friday from 8.00 to 24.00, Saturday and Sunday from 8.00 to 22.00.

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.

Show your university badge and an ID document, to get in.

www.unibo.it/PalazzoPaleottiStudyCentre

Course contents, text books and teaching materials Exams

Course contents, text books and teaching materials

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

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 "Insegnamenti online - Supporto online alla didattica" service.

iol.unibo.it

Exams

The procedures for conducting the exams are published in each course unit page (assessment method).

www.unibo.it/CourseUnits

At the end of the exam, the professor informs you verbally of your grade or, in the case of written exams, publishes the grades in Almaesami. You can accept the grade or refuse it. In the latter case, you can sit the exam again during another available exam session. Once you have accepted the grade, the professor records it in AlmaEsami.

Subsequently, when you access your career details in your personal homepage in AlmaRM you may read "verbalizzato" ("recorded") and the grade/evaluation next to the exam. Check your career details 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.

Important: all exams must be taken during the period agreed upon for your exchange programme (see page. 24).

Internships

Registering for exams



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

Internships

During your exchange period, you can also carry out 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. If you want to carry out an internship you have to check in advance if it is possible: find the degree programmes of the subject areas you are interested in, read the information on the relevant web sites (studying > curricular internship) and contact the indicated offices. For some degree programmes the information may be available only in Italian. 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.).

www.unibo.it/tirocini > tirocini curriculari (in Italian)

For information about internship within the Erasmus+ for Traineeship programme, see page 32.

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" button (book) is enabled;
- you can register for the exam sessions. Once you have seen the exam session dates, you can register for the exam sessions according to the schedule set by the professors;
- the professors record the exam results.

Check your career details in your personal homepage in AlmaRM, to monitor your exam recordings.

Grades and passing exams

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

You 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: failed exams are not usually recorded in Almaesami and therefore they are not listed in your Transcript of Records. If your university requires failed exams also to be listed in your Transcript of Records, you must explicitly ask the professor to record the "fail", immediately after 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. It is not possible to record a numerical grade lower than 18. If you fail the exam you do not obtain the relative credits.

For some activities, i.e. language exams, including the Italian language courses, some internships, laboratories and seminars, you are not given a grade but merely a "Idoneo"/"Pass". The same "Idoneo"/"Pass" is listed in the Transcript of Records. The "Idoneo"/"Pass" can never be transformed into a numerical grade.

In the Transcript of Records, which will be issued 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 attendance and of teaching activities not included in the curriculum

If you need a **certificate of attendance**, ask the professor for it during the first lesson. The professor will decide whether to issue a certificate of attendance 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 actual performance of these activities and their evaluation can be certified by the professors on stamped and signed headed paper, but they cannot be recorded in Almaesami and therefore are not reported in your Transcript of Records.

Always check in advance whether your university accepts this kind of certification.

Changing the study plan and the duration of the exchange period



UniboCultura Get to know the services

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

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

All activities and exams must be carried out during the agreed period. For example, if your exchange lasts 6 months, you can take exams within 6 months of your arrival. After 6 months you must Check-out and it is no longer possible to take exams.

If you want to take exams beyond the agreed period, you need to ask for an extension. The authorization must be requested from your university and the coordinator of your exchange 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 and check how the amount of your grant is affected by your early departure.

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 60 days prior to its expiry date. Contact the Exchange Students Desk for this procedure. The costs of the renewal are the same as those for the issue of the original Residence Permit. You must also extend your health insurance coverage.

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.

University Choir and Orchestra

www.collegiummusicumbologna.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 300 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

Get to know the services

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 Monday to Friday from 11.30 to 15.30 at Via Petroni 33 and Via Azzo Gardino 33 (Spazio Polifunzionale Unione).

Students can also use the **Pausa Pranzo @Le Residenze Universitarie**, at the Innerio (Piazza Puntoni 1) and Morgagni residences (Largo Trombetti 1/2) from Monday to Friday from 12.00 to 15.00.

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 4212611
cusb.segreteria@unibo.it



Student Associations

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

With TPER Public Transport:

www.tper.it

Exchange students (except students enrolled in joint/multiple degrees) have the opportunity to purchase a personal urban bus pass (TPER service, only for Bologna) for a total cost of € 10, valid for the entire period of stay (up to a maximum of one year).

To purchase the pass you must log in to StudentiOnline with the University username and password, pay online by credit card and collect the pass at the TPER point in Via Marconi 4, corner Via Lame in Bologna, during the opening hours.
studenti.unibo.it

With other forms of public transport:

www.unibo.it/Transport

By bike:

Dynamo - dynamo.bo.it/

It is the bike station (velostazione) in Bologna. At Dynamo, you can benefit from various services at discounted fares: rent-a-bike, secure parking for bicycles, bicycle repair shop or bicycle self-repair. Show your student card to take advantage of the following discounts: 20% off, on subscriptions for secure parking for bicycles; 10% off, on bicycle repair shop; 5% off, on purchases of helmets, chains and locks; bicycle self-repair. You can use repair tools for free and purchase materials at discounted price.

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

Find out the services for cyclists in Bologna: bike paths, bike sharing (Mobike), rentals and more.

UniboSostenibile - www.sostenibilita.unibo.it

Find out the initiatives organised by the University of Bologna about environmental sustainability.

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 medical examination; the doctor gives you an invoice you can send to the insurance company for a refund. It is recommended to check in advanced, by contacting your insurance company, if the specific treatment can be reimbursed.

If the GP thinks you need to see a specialist, you 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 also refunds these costs.

Regional Healthcare Service

www.saluter.it

freephone number 800 033 033

Opening hours: Monday to Friday, 8.30 - 18.00; Saturday, 8.30 - 13.00.

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).

The service offers a first visit for free and a 30% discount on some further visits.

For information: www.dibinem.unibo.it

Clinica Odontoiatrica (Dental Clinic)

Via S. Vitale 59 | 40125 Bologna

Tel. 051 2088123



Medical urgencies

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 20.00 to 8.00 or from Saturdays at 10.00 till Mondays at 8.00).

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 from Mondays to Saturdays.

Opening hours: Monday to Friday, 8.30 - 13.30;
Saturday, 8.30 - 12.00; Holidays, 8.00 - 13.00
Tel. 051 3172721 (Monday to Friday 12.00 - 13.00)

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 - 12.30

Service for students with disabilities and with specific learning disorders

It is a support service responding to the needs of students with disabilities or specific learning disorders (in Italian DSA). 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

Services for disabled students and students with specific learning disorders

Via Belle Arti 42 | 40126 Bologna
Tel. 051 2095941 - 42 (disabilities)
Tel. 051 2095943 (dyslexia)

disabili@unibo.it
dislessia@unibo.it

At the end of the exchange period



Before leaving, after sitting the exams planned, you must go to the Exchange Students Desk and Check-out.

You must Check-out in person. You cannot send a friend to do it for you! On Check-out you register your departure and check, together with the staff, if all the exams and internships are recorded. If all exams and internships have been recorded correctly, the digital Transcript of Records is sent immediately to your home university by e-mail.

In case any grades are missing, the Exchange Students Desk staff takes care of completing the recordings and will send the Transcript of Records to your home university later; therefore, you must Check-out even if not all the grades have been recorded yet.

When the Transcript of Records is ready, you can also download it directly from your personal homepage on AlmaRM. To avoid any delays, check regularly through AlmaRM that the exams you have sat have been recorded and, if any grades are missing, contact the professors before leaving.

Important: do not forget to return the books borrowed from the libraries, before checking-out otherwise you will not be issued the Transcript of Records.

When you leave, you receive the Certificate of Departure, confirming the start and end dates of your exchange period, which you shall give to your university. If you have specific forms from your home university to confirm your exchange period duration, bring them with you to get them filled in.

Important: the end date of your exchange period corresponds to the Check-out date!

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. The Check-out, formally closes your exchange period and you cannot sit any more exams or participate in other teaching activities.

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. Please remember that the "Idoneo"/"Pass" can never be transformed into a numerical grade.

The Transcript also contains an explanation of 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 by non-European universities which have not adopted the ECTS system.

The Transcript is issued in digital format, provided with digital signature and stamp, in compliance with EU Regulation 910/2014 on electronic identification and trust services for electronic transactions in European Single Market (eIDAS) and, according to Italian law, has the same legal value as the traditional paper Transcript.



The University of Bologna takes part in some special mobility programmes which may provide students with tailored services and may be subject to special rules.

Erasmus+ ICM (Mobility outside Europe) and Mobility CONFAP-ITALY (MCI Brazil)

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

Erasmus+ ICM (Mobility outside Europe)

Via Filippo Re 4 | 40126 Bologna

Students coming from Eastern neighbouring Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), Russia, Asia, Australia and New Zealand, USA and Canada:

Tel. +39 051 2088480 | diri.area2@unibo.it

Students coming from Africa, Latin America, Southern neighbouring Countries (Algeria, Egypt, Morocco, Tunisia, Lebanon, Jordan, Syria, Libya, Israel, Palestine) and Balkans (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia):

Tel. +39 051 2088103 | diri.area3@unibo.it

Mobility CONFAP-ITALY (MCI Brazil)

Via Filippo Re, 4 | 40126 Bologna

diri.area3@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 the Departments.

The document required to start the mobility programme is the Learning Agreement for Traineeship (LAT).

The LAT is the work plan agreed upon by you, your university and the tutoring professor at University of Bologna, who invited you and will tutor you activity. In order to carry out the traineeship you shall: ask the form to your home university and fill it; get it signed by your university and the tutoring professor at the University of Bologna; send the LAT to the Exchange Students Desk via email: incoming.diri@unibo.it; upon receipt of the Acceptance message, complete your online registration (see Registering, page 7); on arrival, Check-in at the Exchange Students Desk (see Check-in, page 14).

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 only get your Certificate of Departure. Your internship is certified by the professor tutoring your activities by filling in the appropriate sections of the Learning Agreement for Traineeships (LAT).

Visiting Students (First and Second Cycle)

First and Second Cycle 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 Departments. To be hosted as Visiting student you shall: obtain an invitation letter signed by the tutoring professor; upon receipt of the Acceptance message, complete your online registration (see Registering, page 7); on arrival, Check-in at the Exchange Students Desk (see Check-in, page 14).

It is advisable to agree your work plan with the tutoring professor in advance. As a Visiting Student you are not allowed to sit exams and gain credits. At the Check-out (see Check-out, page 30) you only get your Certificate of Departure. If you need a certification of your activities, this is issued by the tutoring professor on headed paper or on forms provided by your home university. These rules do not apply to Visiting Third Cycle Students (Visiting PhD).

Specific Agreements

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 Department hosting you. Pay attention and choose correctly the course units when filling in your Learning Agreement and Study Plan.

International Relations Offices

Contact the International Relations Offices of the different subject areas (areas/ambiti), for information on the organization of educational activities: Learning Agreement, teaching calendars, course timetables, exams and exam sessions. Identify the offices of your interest based on the subject area of the educational activities you carry out at the University of Bologna.

For more details and possible updates:

www.unibo.it/exchangestudentscontacts

Agriculture

distal.internazionalizzazione@unibo.it

Economics and Management

ems.bo.erasmus@unibo.it

Education

psiform.bologna.esteri@unibo.it

Engineering and Architecture

engineeringarchitecture.international@unibo.it

Foreign Languages and Literature, Interpreting and Translation

faclingue.esteri@unibo.it

Humanities

info.lettere@unibo.it



Law

giuri.spin@unibo.it

Medicine

erasmus.medicine@unibo.it

Pharmacy and Biotechnology

farbiomot.estero@unibo.it

Political Sciences

spbo.erasmus@unibo.it

Psychology

psiform.bologna.esteri@unibo.it

Sciences

scienze.mobint@unibo.it

Sociology

farbiomot.estero@unibo.it

Sport Sciences

farbiomot.estero@unibo.it

Statistics

ems.bo.erasmus@unibo.it

Veterinary Medicine

esteri.vet@unibo.it