

CLABE Welcomes You!



BACHELOR DEGREE OF
BUSINESS AND ECONOMICS
ACADEMICS AND ORGANISATION

Tuesday, SEPTEMBER 10th, 2015

3 p.m. room magna – 1° floor



PROGRAMME COORDINATOR

Dott.ssa Annalisa Brega

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PROGRAMME TUTOR

Dott.ssa Elena Ghibellini

E-mail: ems.bo.tutorclabe@unibo.it



PROGRAMME COORDINATOR

- supports the program director by **performing administrative duties related to planning, directing and coordinating** both the **academic** and **administrative activities** of the programme;
- **guides students** through each phase of the programme: guidance, exchange programme support, internships, graduation;
- provides financial, event, and administrative support
- In charge of the **official communication** and website
- In charge of the admission procedures
- The programme tutor supports the programme coordinator on these areas: course timetable, exam calls and admission procedures.



Guys, this is the University...

NO



**YOUR
ATTENTION
PLEASE:**

**No one is
coming to
save you.**

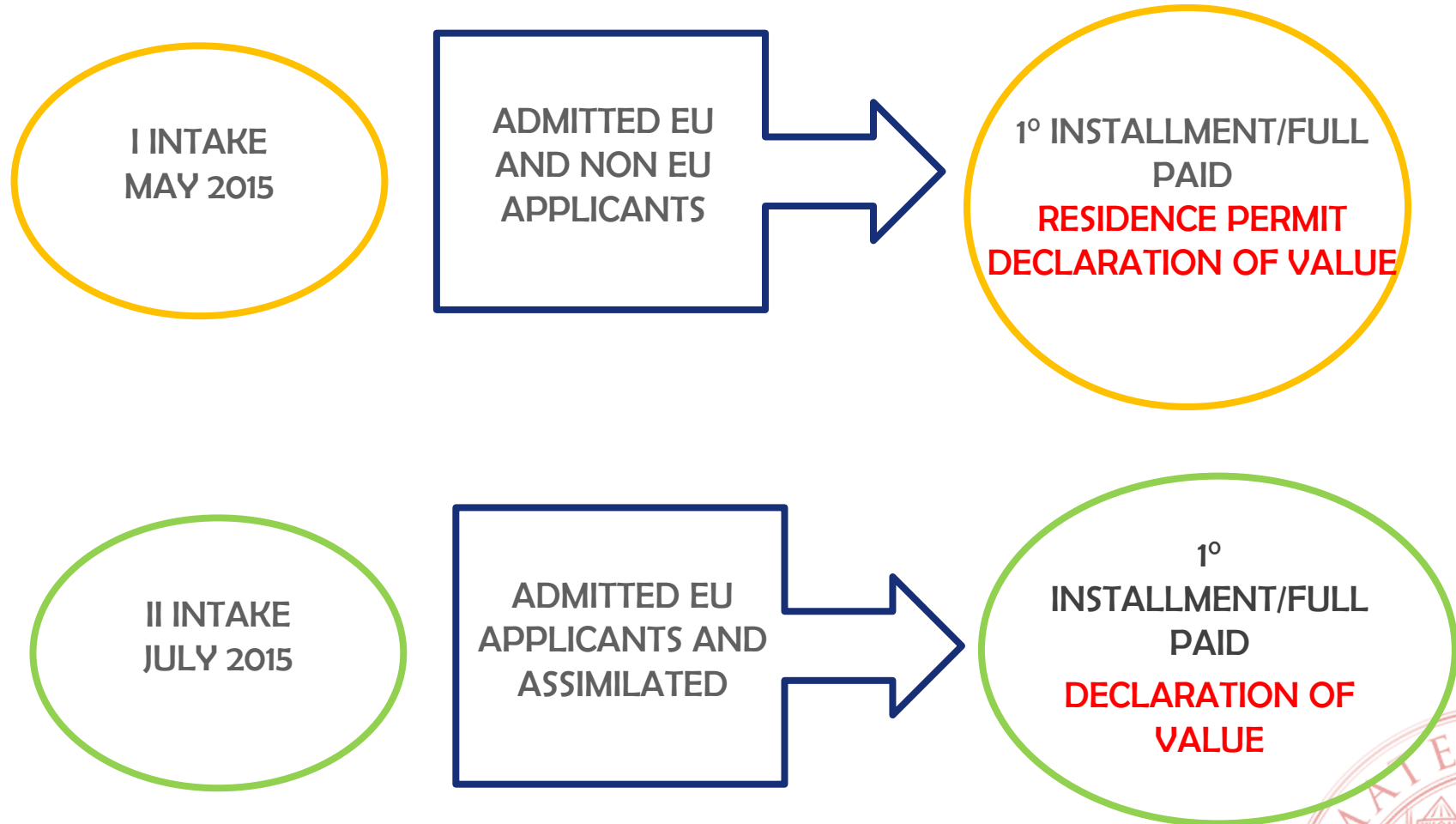
**This life of
yours is
100% your
responsibility.**

S



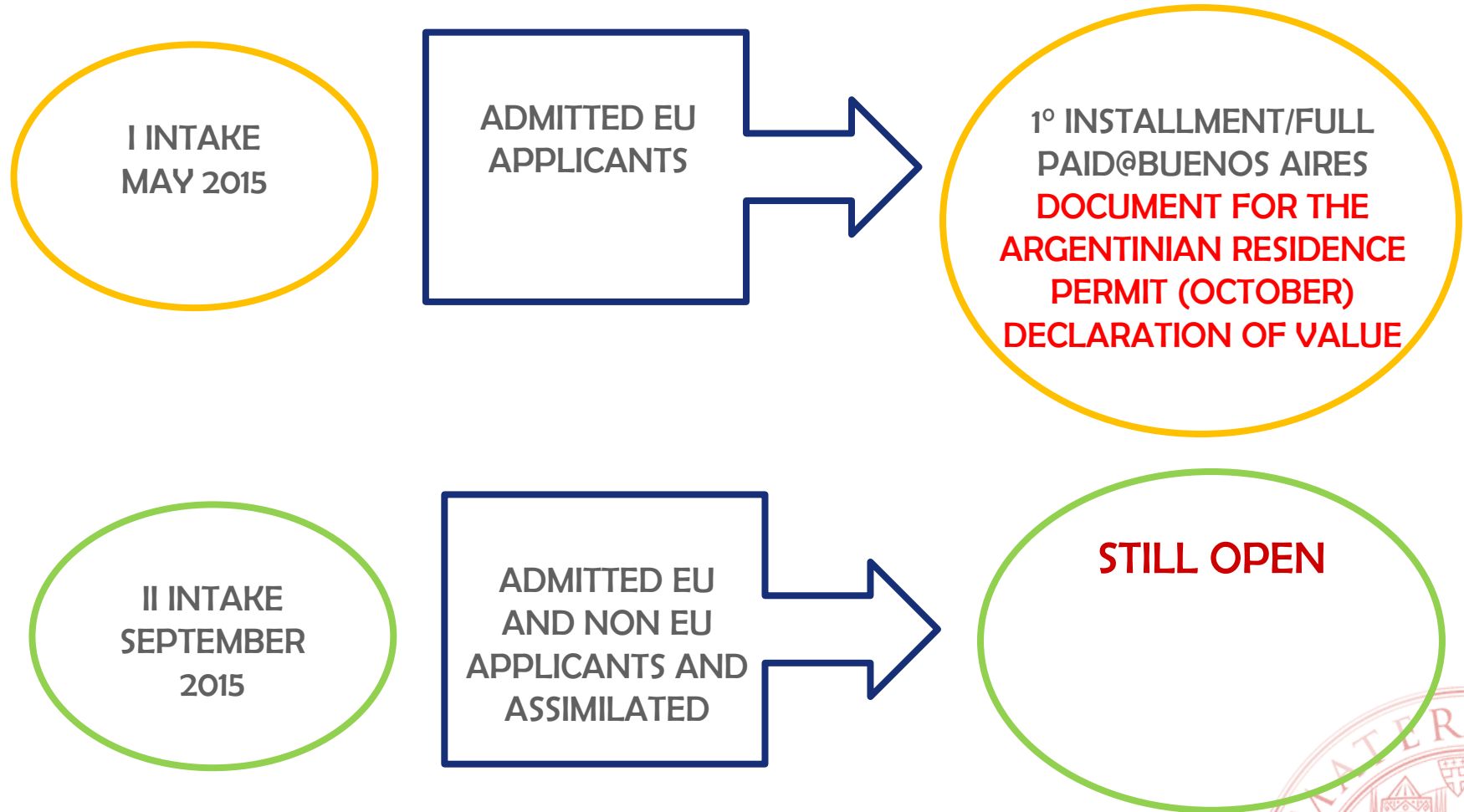
FINALIZE YOUR ENROLLMENT

BOLOGNA TRACK



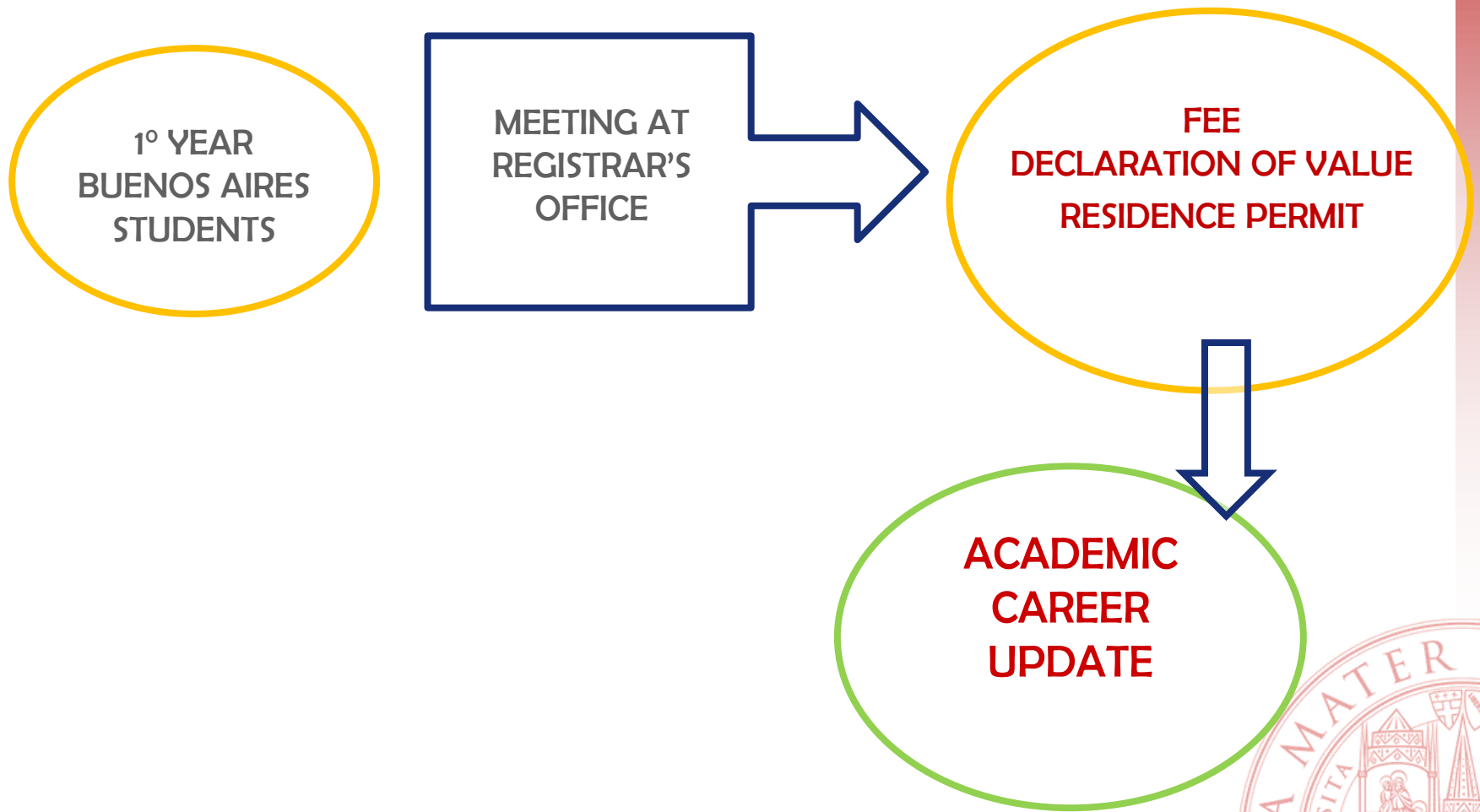
FINALIZE YOUR ENROLLMENT

BUENOS AIRES TRACK – 1^o year



FINALIZE YOUR ENROLLMENT

BUENOS AIRES TRACK – 2^o year



BEING A STUDENT

ENROLLMENT

- 1) Print the enrollment form and sign it
- 2) pay the first fee installment or the full installment
- 3) arrange an appointment or send by recorded delivery with acknowledgment of receipt to the Registry Office:
 1. enrollment form
 2. payment receipt
 3. n°1 photograph
 4. copy of a valid id
 5. *Declaration of value*
 6. *Copy of the residence permit receipt* → *copy of the residence permit*

The Registrar's office (Segreteria Studenti) manages a lot of different issues such as Enrollment, Payment of Tuition Fees, On-Line Study Plan, Graduation.

Contacts: Via Zamboni n. 33, ground floor, 40126 Bologna
T. +39.051.20.99270 F. +39.051.20.99273
Monday, Wednesday, Friday 9.00 - 11.15
Tuesday 9.00 - 11.15 / 14.30 - 15.30
Thursday 14.30 - 15.30



BEING A STUDENT

BADGE

It is your **personal card** which shows your name, surname, student ID number, fiscal code and academic year of issue.

It is your **ID at the exams**

It allows to use different **university facilities**: students discounts, computer lab, libraries. It opens the school restrooms!



You will obtain the badge when your enrollment will be completed.

You do not need to renew it



STRUCTURE OF THE ACADEMIC YEAR

<http://corsi.unibo.it/CLaBE/Pages/structure-of-the-academic-year.aspx>



STRUCTURE OF THE ACADEMIC YEAR

Academic Calendar 2015-16	
Crash Course	21/09/2015 -21/10/2015
Lectures	2/11/2015 - 13/05/2016
I mid-term exam	7/01/2016-13/02/2016
II mid-term exam	1/04/2016 -9/04/2016
III mid-term exam, I and II full exam	23/05/2016 -23/07/2016
III full exam	29/08/2016 – 13/09/2016

Mathematics

Students bound with an OFA are obliged to comply with Mathematics within February 2017!



STRUCTURE OF THE ACADEMIC YEAR

NATIONAL HOLIDAYS	
San Petronio Bologna's Patron Saint	October 4th
November 1st	
December 8th	
April 25th	
Christmas, Easter , May 1st	



STRUCTURE OF THE ACADEMIC YEAR

Tutorships

Tutors will help you with extra classes and individual meetings



STRUCTURE OF THE ACADEMIC YEAR

HOW TO TAKE EXAMS

In the international programmes of the University of Bologna students **are free to take their exams at the end of each course, at a second intermediate date, or eventually in September.**

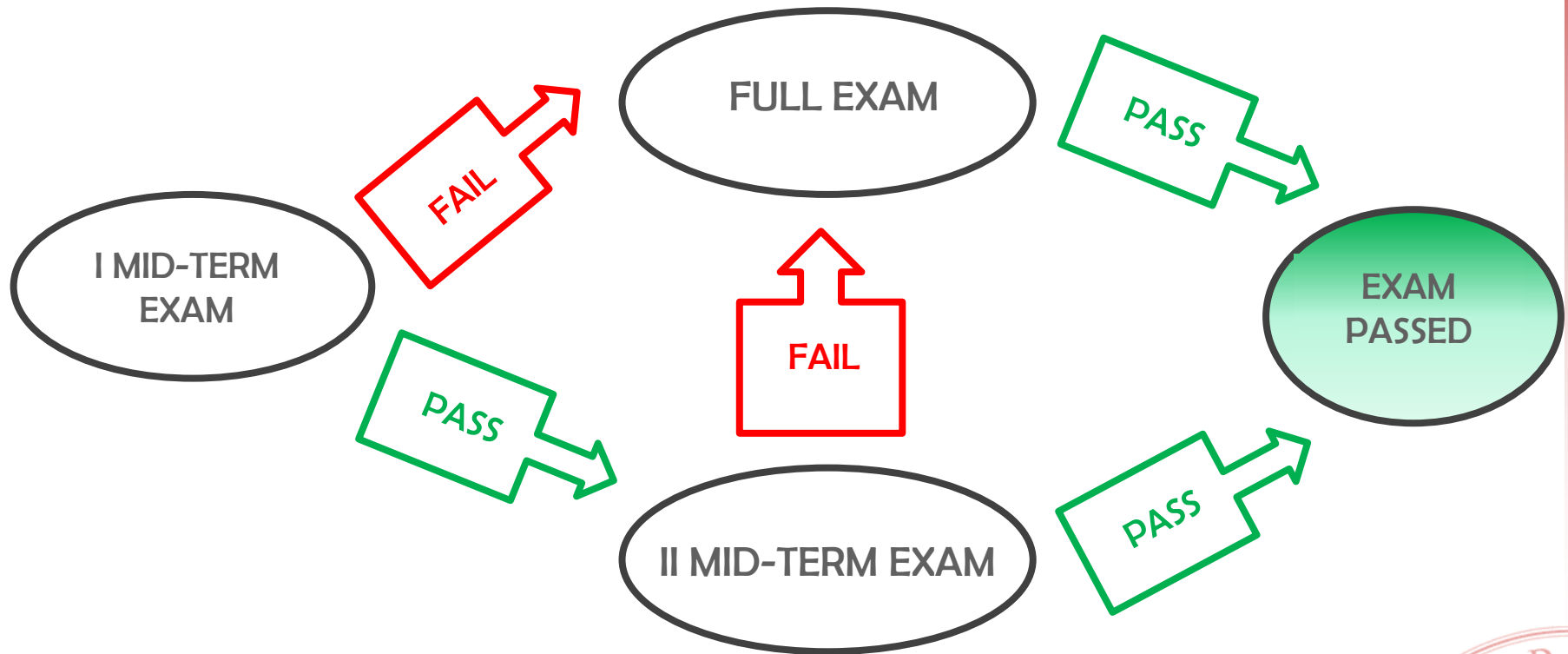
For Business and Economics in the **first quarter students will sit the first mid-term exams** of the courses taught in the first term; in the second quarter students will sit **the second mid-term exams of the courses taught in the first term** or the full exam (should students haven't sat the first mid-term exam or they haven't passed it).

The same rules apply for the courses taught in the second term.



STRUCTURE OF THE ACADEMIC YEAR

HOW TO TAKE EXAMS 1



STRUCTURE OF THE ACADEMIC YEAR

HOW TO TAKE EXAMS 2

- Exams: written or oral test, immediately after the end of the course.
- If a student fails an exam, he/she has the opportunity to retake it in a following date but ONLY three possibilities per year to sit an exam

QUARTER	Nov. '15	Dec-Jan. '15- Feb '16	April '16	June '16	June/July '16	Sept. '16
Q1	1	1				1
Q2		2				1
Q3			1	1		1
Q4					2	1

Register and registered in AlmaEsami (Certificates).



ALMAESAMI

- To know the day and the place of the exam
- To register at the exam (from 15 days before)
- To register your final mark

<https://almaesami.unibo.it>

Discover the days of the exams... they are available already!



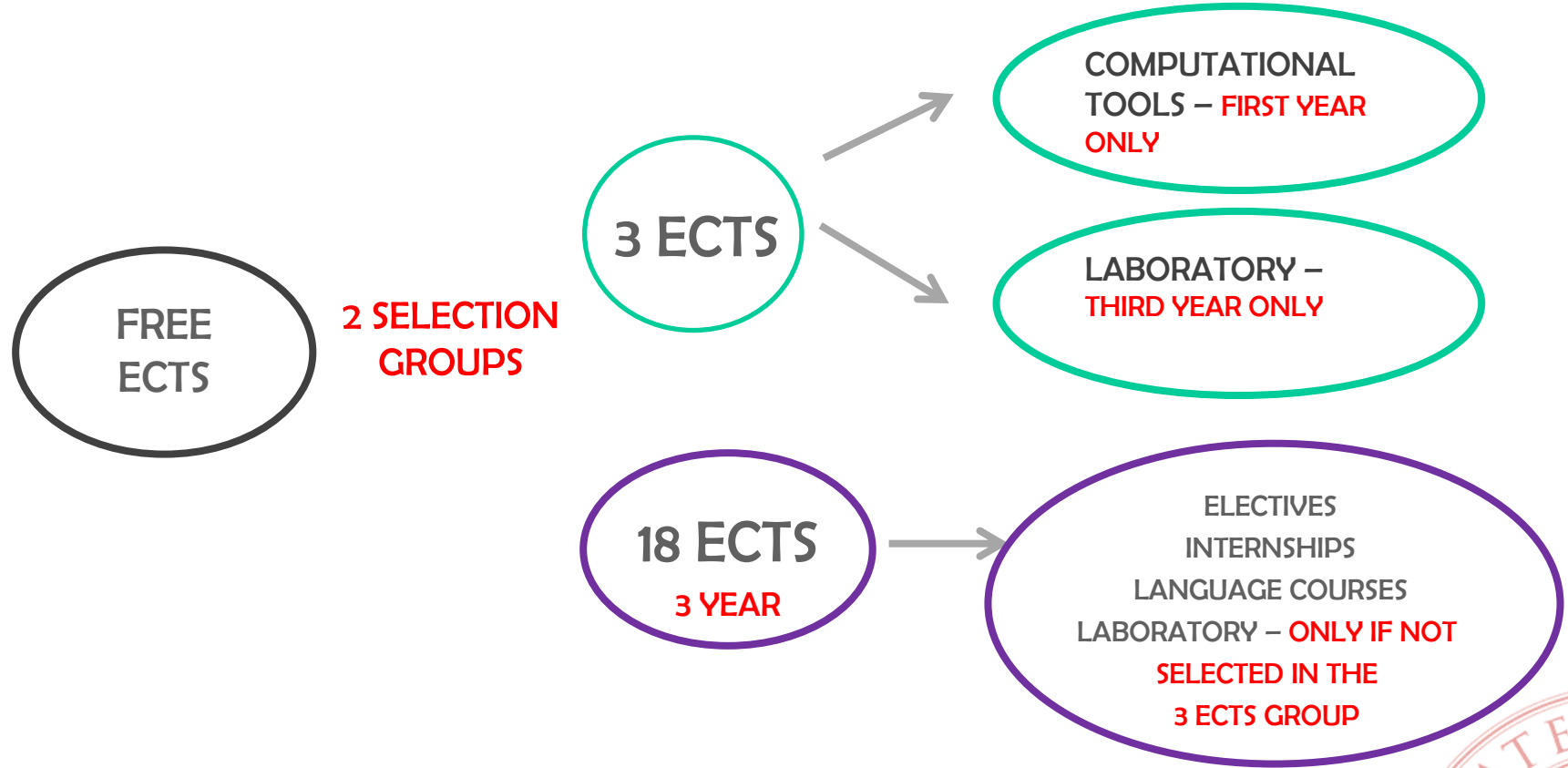
MARKS ACCEPTANCE

- You DO NOT have a “right” of refusing the mark: it is up to each teacher to decide if he/she wants to give you the opportunity not to accept a “bad” mark and to sit the exam again.
- We advice you to ask to each teacher before the exam if you will have this chance and how/when (i.e. in one day time) you have to tell him/her your decision.



STUDY PLAN

HOW TO SELECT ELECTIVES



STUDY PLAN

HOW TO SELECT ELECTIVES

First Year

Attività formative obbligatorie

		PERIOD	SSD	CFU
47736	Accounting	1	SECS-P/07	9
37294	Principles of Law preparatory to Commercial law	1	IUS/01	9
37068	Principles of Management	1	SECS-P/08	9
37293	Microeconomics	2	SECS-P/01	9
23611	Organizational Behavior	2	SECS-P/10	9
37292	Mathematics preparatory to Statistics	E	SECS-S/06	12

2. One activity to be chosen among: (3 CFU)

Computational tools course can be attended only during the 1st year (it has to be inserted in the study plan from March 2014). Both internship and professional laboratory can be attended only during the 3rd year (they can be inserted in the study plan only at the 3rd year) in order to apply to the 3 credits internship, students should provide the hosting organization. Nevertheless the programme suggests the choice of the 6 or 9 credits internship among the Electives.

		PERIOD	CFU
60749	Internship	1	3
37848	Laboratory	1	3
37685	Computational Tools	2	3

Second Year

Attività formative obbligatorie

		PERIOD	SSD	CFU
59691	Macroeconomics	1	SECS-P/01	9
09511	Marketing	1	SECS-P/08	9
47732	Statistics	1	SECS-S/01	9
37299	Financial Analysis	2	SECS-P/07	9
37300	Financial Markets and Institutions	2	SECS-P/11	6
37297	Industrial Organization	2	SECS-P/01	9
37296	Commercial law	E	IUS/04	12

Only among one of the activities listed below

Can be selected **also** to cover the 18 ECTS of the third year

Can be selected **only** in the first year



STUDY PLAN

HOW TO SELECT ELECTIVES

Third Year

Attività formative obbligatorie

		PERIOD	SSD	CFU
48144	Corporate Finance	1	SECS-P/09	9
48142	Business Strategy	2	SECS-P/08	9
60750	Final Examination	2		3
25751	International Economics	2	SECS-P/01	9
21872	International Marketing	2	SECS-P/08	9

Attività a libera scelta (18 CFU)

3 credits Internship can be chosen within this credits group only if it has not been chosen among the "one activity to be chosen among". This credits group can be also filled with 6 or 9 credits internship, study and work internship and erasmus placement.

		PERIOD	SSD	CFU
67730	Econometrics	1	SECS-P/05	9
71217	INNOVATIVE RETAILING	1	SECS-P/08	9
69968	Market Research And Analysis	1	SECS-S/06	9

Optional activities:

- Internship (6 or 9 ECTS)
- Language course
- One of the activities listed below or Laboratory



CONNECT TO STUDENTI ON LINE!

The screenshot shows the unibo.it website interface. At the top, there are browser tabs for 'ClABE - Bachelor in Business and Eco...', 'ES EasyRoom - Università degli Studi di ...', 'Bandi contratti di tutorato 2013-14', and '503 Service Unavailable'. The address bar shows 'corsi.unibo.it/ClABE/Pages/default.aspx'. Below the browser, there are navigation links: 'Più visitati', 'Come iniziare', 'Ultime notizie', 'ClABE - Bachelor in Bu...', 'Logo dell'Università di ...', 'ES EasyRoom - Università...', and 'Personale - Login'. The main header features the 'unibo.it' logo, a search bar, and 'Directories' and 'Online Services' dropdown menus. A 'Unibo Intranet' button is also visible. The main content area is divided into sections: 'Home', 'Presentation', 'Learning activities', and 'Prospects'. A large image of three students is featured, with a 'Prospective students' link below it. A dark grey navigation menu is open, listing services for 'Students' and 'Staff'. A green arrow points from the 'Students' menu to the text boxes below.

Students

- Alma Digital Library
- AlmaEnglish
- AlmaEsami
- AlmaRM
- Certificates
- Internships
- Staff-student mailing list
- Teaching materials: Searches
- UniboStore
- Orientaonline
- Study plans
- Document and library services
- Online student loan
- Studenti Online

Staff

- Alma Digital Library
- AlmaEsami
- AlmaRegistri
- AlmaRM
- Anagrafe della ricerca
- Cedolini web
- CIA
- Guide web - Insegnamenti
- Incarichi extrastituzionali
- Staff-student mailing list
- Teaching materials: searches
- NormAteneo
- Prenotazione box Salaborsa
- Presenze web
- RiO
- Document an
- Tesi Online
- Titulus
- OrganiWeb
- WI-FI

Here you can manage your
institutional E-MAIL
STUDY PLAN EXAM DATES
CERTIFICATES and
a lot of other useful things

Online Services for students:
STUDENTI ON LINE
AlmaEsami, AlmaWelcome, Email,
Autocertificati online/certificati,
Piano di studi...

CONNECT TO STUDENTI ON LINE!

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

STUDENTI ONLINE

Versione italiana qfstudent@studio.unibo.it | Logout

Home

Degree Programme
Innovation and organization of culture and the arts (0902)

Faculty
Economia

QF Student
0000000000000000

qfstudent@studio.unibo.it
[Access your e-mail](#)

Address for correspondence:
Indirizzo 4, Bologna

[Modify contact details](#)

Welcome QF Student

Summary of requests in progress

You have no outstanding requests
[See all](#)

<p>Entrance exams - AlmaWelcome! Register for an entrance exam</p>	<p>Registration - AlmaWelcome! Enrol in a Degree Programme</p>	<p>Exams - AlmaEsami Enrol for exams and progress tests</p>	<p>Fee situation Check your fee situation and make payments</p>	<p>Certificates and self-certifications Print self-certifications and certificates with stamp</p>	<p>On-line records book Check your university career</p>
<p>Study plans Complete your study plan</p>	<p>Graduation Present your graduation application</p>	<p>Programme transfer Request to transfer to another Degree Programme</p>	<p>Transfer Request transfer to another university</p>	<p>Mobilità internazionale - AlmaRM Programmi di scambio internazionali</p>	

Studenti Online Help desk

E-mail:
[Support service e-mail](#)

Telephone:
051 20 99 882

Opening hours:
Monday to Friday 9:00 am-1:00 pm

On-line services

- **AlmaWelcome:** enrollment- tuition fees
- **Almaesami:** exams and academic career
- **Fee situation:** check and pay
- **Certificates and self-certifications:** enrollment and transcripts
- **On-line records book:** to check your University career
- **Study plans:** to define your study plan



COURSE TIMETABLE

The suggested schedule ensures that students complete course requirements in the most appropriate order in due time and helps them to beat study time in a proper way.

Faculty strongly suggests students to stick to the proposed lessons schedule, since this will make it easier to fulfill the goals and objectives of the academic year.

COURSE TIMETABLE

As you can see, lectures are scheduled every morning from 8 a.m to 1 p.m from Monday to Friday, but changes can be possible. So please...



CLABE Quality Assurance

What ?

It is a process of analysis of relevant data to improve the quality of the course in terms of teaching activities, organisation, administration, etc.

Who?

CLABE QA Committee (3 members), the Council of the Degree Course (teachers), the Unibo QA group, the Ministry of Education

How?

Key tools of the analysis are students feedbacks

- Survey at the end of each course
 - Meeting with Prof. Manaresi
 - Meetings and emails to Annalisa Brega
 - Students representatives
- + Data about your careers, placement, internationalisation, etc

When?

July – September, every year



CLABE TUITION FEES



TUITION FEE WAIVERS

20 partial tuition fee waivers have been assigned to the best *international* students admitted to the CLABE based on the final admission order of merit.



SCHOLARSHIPS

- **ERGO** (Azienda Regionale per il Diritto agli Studi Superiori) – a regional institution that provides financial support for students and other funding schemes. All economic aid is granted upon a public competition based on income and academic evaluation. All the information could be found on the website: **www.er-go.it**

Via Schiavonia 5; call center 051 6436900; e-mail utentibo@er-go.it
Opening hours: Mon to Fri, 9.00 - 16.30

- The list of scholarships and awards offered by the University could be found on the website:

<http://www.unibo.it/Portale/Strumenti+del+Portale/Download/Didattica/PremiBorse/default.htm>



Exchange programmes

Erasmus – call for application

December 2015 January 2016

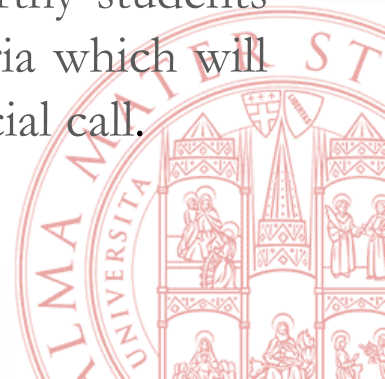
Overseas – call for application

November 2015

Semester@Buenos Aires

Campus April 2016

The study exchange program with the Unibo venue in Buenos Aires is offered to students enrolled in the second year. The project offers 60 places (of which 30 are reserved for CLABE students) to worthy students under the selection criteria which will follow in time in the official call.



SCHOOL OF ECONOMICS OFFICES AND COMPUTER LAB

Main building of the School of Economics: Piazza Scaravilli, 2.
Besides classrooms, here you can find the Department's administration (2° floor), International Relations office and CLABE program coordinator (1° floor).
On the 1° floor there is also the main computer lab of our School, where you can use Internet, access to free databases, free printing (do not forget to bring your own paper!); and where sometimes students have lessons and exams that require a special software.

In order to use the Lab facilities you need a student badge and a login in format of **name.surname@studio.unibo.it**. You will get it as soon as you complete an enrollment procedure.

WI-FI

Over all the University territory there is a Wi-Fi service available to Unibo students for free. In order to configure the network follow the instructions on: www.unibo.it/almawifi



LIBRARIES

BIBLIOTECA WALTER BIGIAMI
BIBLIOTECA DISCIPLINE AZIENDALI

UNIVERSITY SPORT CENTER

CUSB

UNIVERSITY LINGUISTIC CENTER

CLA



COMMUNICATIONS



Institutional information will **ONLY** be sent to your **UNIBO EMAIL ACCOUNT**: remember to check it regularly!!!

unibo.it Search Directories Online Services Unibo Intranet My E-mail Login

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA **FIRST CYCLE DEGREE/BACHELOR** BUSINESS AND ECONOMICS

Home Presentation Learning activities Prospects Faculty Course structure diagrams Contacts

Prospective students
Knowing the degree programme: characteristics, admission requirements and information on enrolment.

Current students
Basic information to study and to face each step of your University career.

Graduating students
Towards and beyond the degree: all the information you need to know on final examination, continuation of study and world of work.

Short description of the programme

Name
Business and Economics

Administration

ADMISSIONS 2013/2014
How to apply: deadlines, requirements, admission procedures for Italian and International students

PARTIAL TUITION FEE WAIVERS (Unibo Action 1) AND STUDY GRANTS (Unibo Action 2) for INTERNATIONAL STUDENTS
Beneficiaries, number and type of waivers, how to apply, deadline

CLABE TUITION FEES
How much do I have to pay for clabe?

Financial Aid
Clabe Scholarships and financial aid 2012/2013

FINAL EXAMINATION AND GRADUATION

News View all

[Important notice for enrollment](#)
Published on 09 September 2013

[Academic Calendar 2013/2014](#)
Published on 29 May 2013

Events View all

17 September 2013
[Not just English! What about a Master in Buenos Aires - Presentation on 17th of September hours 13.00, Piazza Scaravilli Building, Bologna](#)
from 29 August to 23 September 2013
[WELCOME WEEK 2013](#)
from 14 March to 23 September 2013
[NEW! Watch our international programs video](#)

[Semester@Buenos Aires Campus](#)
Check this new opportunity at Unibo's Buenos Aires Campus

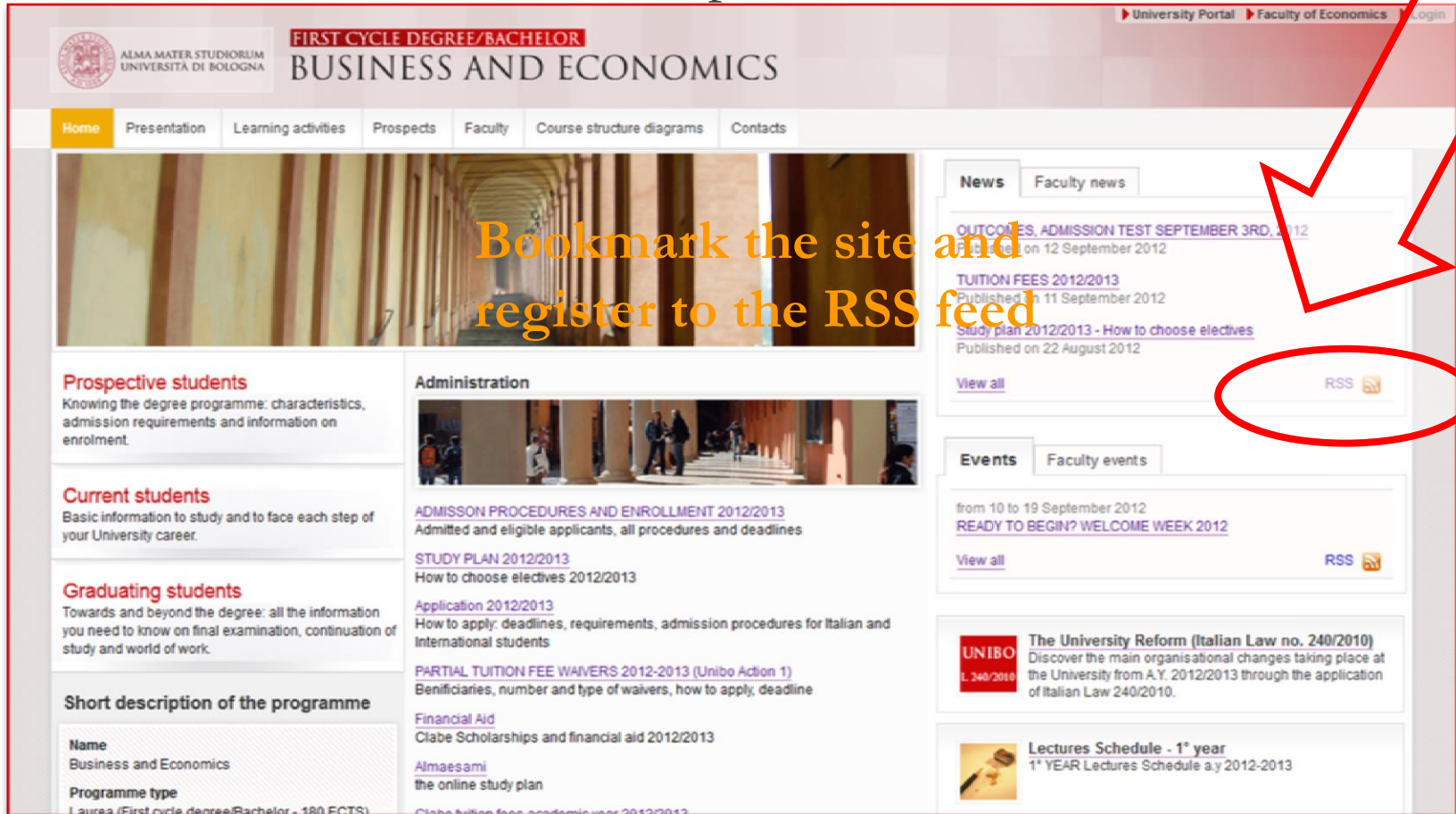
[Lectures Schedule - 1° year](#)

How do I have access to my unibo email account?



CLABE WEBSITE

What's up on Clabe?



The screenshot shows the Clabe website for the first cycle degree in Business and Economics at the University of Bologna. The page features a navigation menu with options like Home, Presentation, Learning activities, Prospects, Faculty, Course structure diagrams, and Contacts. A large banner image of a university hallway is overlaid with the text "Bookmark the site and register to the RSS feed". On the right side, there are sections for News and Events, each with an RSS feed icon circled in red. A large red arrow points from the top right towards the RSS icons.

Bookmark the site and register to the RSS feed

News Faculty news

[OUTCOMES, ADMISSION TEST SEPTEMBER 3RD, 2012](#)
Published on 12 September 2012

[TUITION FEES 2012/2013](#)
Published on 11 September 2012

[Study plan 2012/2013 - How to choose electives](#)
Published on 22 August 2012

[View all](#) [RSS](#)

Events Faculty events

from 10 to 19 September 2012

[READY TO BEGIN? WELCOME WEEK 2012](#)

[View all](#) [RSS](#)

UNIBO The University Reform (Italian Law no. 240/2010)
L. 240/2010 Discover the main organisational changes taking place at the University from A.Y. 2012/2013 through the application of Italian Law 240/2010.

Lectures Schedule - 1st year
1st YEAR Lectures Schedule a.y 2012-2013

Prospective students
Knowing the degree programme: characteristics, admission requirements and information on enrolment.

Current students
Basic information to study and to face each step of your University career.

Graduating students
Towards and beyond the degree: all the information you need to know on final examination, continuation of study and world of work.

Short description of the programme

Name
Business and Economics

Programme type
Laurea (First cycle degree/Bachelor - 180 ECTS)

Administration

[ADMISSION PROCEDURES AND ENROLLMENT 2012/2013](#)
Admitted and eligible applicants, all procedures and deadlines

[STUDY PLAN 2012/2013](#)
How to choose electives 2012/2013

[Application 2012/2013](#)
How to apply; deadlines, requirements, admission procedures for Italian and International students

[PARTIAL TUITION FEE WAIVERS 2012-2013 \(Unibo Action 1\)](#)
Beneficiaries, number and type of waivers, how to apply, deadline

[Financial Aid](#)
Clabe Scholarships and financial aid 2012/2013

[Almaesami](#)
the online study plan

[Clabe tuition fees academic year 2012/2013](#)

<http://clabe.unibo.it>



COMMUNICATIONS



facebook.com/emsunibo



COMMUNICATIONS

UNOFFICIAL information can be shared on facebook

The image shows a screenshot of a Facebook group page. A red diagonal line is drawn across the page from the top left to the bottom right. A red rectangular box is overlaid on the right side of the page, containing the text: **It's PUBLIC!
USE A
PROPER
LANGUAGE**. The Facebook interface includes the top navigation bar with the Facebook logo, search bar, and user profile 'Clabe Coordinator'. The group name is 'CLaBE - Business And Economics 2nd Year...'. The page shows a post by 'Fede Maremonti' asking about next year's books. The left sidebar shows navigation options like 'Benvenuta', 'Messaggi', and 'Trova i tuoi amici'. The right sidebar shows 'Gruppi suggeriti' and 'Sponsorizzata'.



QUESTIONS TIME



Welcome Week 2015. What's next?

Buddy Tour!

Bezawit and Fahad
class 3^o year students
will be your buddies **TODAY**

Enjoy!

