



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI STORIA CULTURE CIVILTÀ

Applied Critical Archaeology and Heritage - ACRA

HANDBOOK

for students enrolled
a.y. 2024-25



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1) General functioning

The second cycle degree/Master program in Archaeology and Cultures of the Ancient World is a 2-year (120 ECTS/CFU = credits) degree program. The program offers two separate curricula: **Archaeology and Cultures of the Ancient World – ACMA** (in Italian) and **Applied Critical Archaeology and Heritage - ACRA** (in English).

The overall aim of the program is to provide students with a wide range of subject-specific and subject-related competencies within the archaeological field as well as the common humanistic ones.

Purpose of the programme and what is expected of incoming and current students

The competence objectives of the programme are divided into general and specific competence objectives. The general competence goals are the broad goals the graduate has after completion of the programme, while the more subject-specific competence goals relate to the core subjects of the programme. Expected competence outcomes is divided into knowledge, skills, and competences:

As an example of competence objectives, the candidate shall:

- Be able to delimit and define an academic problem at a high scientific level
- Be able to investigate, analyse and propose solutions for academic problems, using the relevant academic theories and methods, with the incorporation of current international research
- Be able to systematise complex knowledge, data, and select and prioritise issues relevant to the subject at hand
- Be able to critically evaluate the various theories and methods applied within the field and used in the subject(s)
- Have a precise and consistent use of concepts
- Be able to argue on a sound and scientific basis
- Be able to initiate and conduct a professional dialogue
- Take a critical view of the source material and document them by means of proper references, notes, and bibliography
- Employ language – both written and oral – that is subject-oriented, precise, and accurate.
- Communicate research-based knowledge and discuss complex scientific issues in a way that is both relevant and understandable by different audiences
- Be able to work independently in a disciplined, structured, and goal-oriented manner, including meeting deadlines and formalities

Lecture terms

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/academic-calendar>

In a.y. **2024-25** lectures will take place as follows:

12 cfu course units – total of 60 hours:

I semester: from September 16th 2024 to December 20th 2024

II semester: from February 10th 2025 to May 16th 2025

1 Year course: from September 16th 2024 to April 30th 2025

6 cfu course units – total of 30 hours:

I term: from September 16th 2024 to October 25th 2024

II term: from November 11th 2024 to December 20th 2024

III term: from February 10th 2025 to March 21st 2025

IV term: from March 31st 2025 to May 16th 2025

Lecture breaks

From October 28th 2024 to November 8th 2024

From January 2nd 2025 to February 7th 2025

From March 24th 2025 to March 28th 2025

From December 23rd 2024 to January 7th 2025 (Christmas)

From April 17th 2025 to April 22nd 2025 (Easter)

May 2nd 2025 (bank holiday Workers' Day)

Exam Dates

From October 21st 2024 (for courses of the I term)

From December 9th 2024 (for courses of the I semester)

From December 16th 2024 (for courses of the II term)

From March 17th 2025 (for courses of the III term)

From April 14th 2025 (for 1-year courses)

From April 28th 2025 (for courses of the II semester)

From May 5th 2025 (for courses of the IV term)

Final exam

I session: from June 30th 2025 to July 11th 2025

II session: from October 27th 2025 to November 7th 2025

III session: from March 9th 2026 to March 20th 2026

Course Timetable

You can view the lecture schedule for the year you are enrolled here:

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/timetable>

2) Study plan and related deadlines

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/preparing-the-study-plan>

What is a study plan?

The study plan is the complete set of exams that you need to pass in order to get your degree.

Some exams are compulsory, while others are elective.

Who can submit a study plan?

A study plan can be submitted by enrolled students who have paid their tuition fees and, in case of international students, who hold a valid residence permit.

When to submit your study plan?

You can submit and amend your study plan **in two distinct periods during the academic year.**

The open windows for the a.y. 2024-25 are:

– from **October 7th to November 29th, 2024**

– from **January 7th to April 4th, 2025**

Study plans submitted by November 29, 2024 can be changed. After the deadlines, the last study plan submitted will be deemed valid and no further change will be possible.

Attention: students intending to graduate within a.y. 2023-24 (= **within the graduation session of March 2025**), **CANNOT** submit a new study plan or change the study plan previously submitted.

Students who proceed with the payment of the first enrolment rate for the subsequent academic year and change their study plan **will not be able to present their graduation request for March 2025.**

An exam can be taken only if the course has been included in the study plan and after the end of the lessons.

Attention

Students enrolled in years following the first who have the intention to change a teaching referred to years preceding the year of their enrolment, **CANNOT** sit nor verbalize the modified exam until the end of the lessons of the current year.

How to submit your study plan

Studenti Online

If you are a properly enrolled student, you can present or change your study plan **via [Studenti Online](#)** only when the service is open. After making your choices, **do not forget to click on “save”** to complete the process. Also, we suggest printing a copy of the submitted study plan in order to check for formal or substantive errors that might arise after the upload.

Hard-copy forms

You are required to present your study plan **exclusively in hard-copy** if:

- you enrolled after a.y. 2020/21 and you are currently "fuori corso" (you do not graduate within the end of the second year of the program)
- you enrolled as [part-time student](#)

You must hand-in the hard-copy to the Student Administration Office in Viale Filopanti 1 (entrance from Mura Anteo Zamboni 2/a) during the opening hours.

Course Structure Diagram for students enrolled in a.y. 2024-25

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/course-structure-diagram/piano/2024/8855/B67/000/2024>

3) Course attendance

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/lecture-attendance>

Classes

You'll be able to find when and where your classes will be held in the page dedicated to each course or, more generally, in the [Course Timetable](#).

Class attendance is not mandatory but highly recommended.

Many students find that regularly attending classes is the most convenient and efficient way to complete their degree program.

If you are in your first year, it's important to start off on the right foot! University implies a significant change in your study methods and evaluation. Establishing the correct pace is crucial to prevent falling behind in acquiring your education credits (CFUs) by the end of the first year.

Here are a few compelling reasons to attend lectures:

1. A teacher's guidance and support are essential for enhancing and completing the learning process. Learning is not a passive activity; it involves unlocking your potential through interaction.
2. Throughout your educational journey, you grow, improve, and develop your projects by engaging in discussions and comparisons with others. Attending lectures provides you with the opportunity to collaborate with fellow students in your degree program, form study groups, exchange notes on various subjects, share experiences, and strategies for exam preparation. It's a valuable opportunity worth experiencing.
3. When you're in class, you are actively studying, ensuring continuous learning without missing a beat!
4. Active participation in practical disciplines like laboratory work and internships is essential.

4) Assessments/Grading system

The ECTS/CFU tables and grading scale are tools designed to facilitate the transfer of academic results (expressed in terms of grades) between different national assessment systems. They are adopted by the universities in the countries belonging to the European Higher Education Area and they allow the conversion of the grades from one country into grades used in another country, following common European rules. The ECTS/CFU tables contain the statistical distribution of grades achieved by homogeneous groups of students in a given period. For each grade, the percentage of students who actually achieved it is reported.

They then show how a national scale of votes is used within an institution, on the basis of their own voting policies and they also allow, through the comparison of the cumulated percentages, the conversion of grades between different national systems. Starting from A.Y. 2018-19 at the University of Bologna the homogeneous groups of students are created by merging the degree programmes in the same ISCED field of study (1 digit). Within each field of study, students are subdivided by study cycle (first, second and single cycle).

The tables are updated every year at the end of July and contain the data of the exams and final examinations of the previous three ended academic years (1 November - 31 October).

The ECTS/CFU scale is built according to the following rule:

- grade A corresponds to the grades obtained by the best 10% of students;
- grade B corresponds to the grades obtained by the next 25%;
- grade C corresponds to the grades obtained by the next 30%;
- grade D corresponds to the grades obtained by the next 25%;
- grade E corresponds to the grades obtained by the final 10%.

Please note that the ECTS/CFU scale allows the transfer of votes only among universities of countries belonging to the European Higher Education Area that have adopted the same ECTS/CFU scale. It also should not be confused with other grading scales expressed in letters of the alphabet.

ECTS/CFU grading tables, A.Y. 2024-25, AREA ISCED 02 – Arts and humanities
Reference group: SECOND CYCLE DEGREE PROGRAMMES - Exam type: EXAMS

<i>Italian Exam Grade</i>	<i>Exams %</i>	<i>Cumulative Exams %</i>	<i>ECTS Exam grade</i>
30 L	25,06%	25,06%	A
30	29,75%	54,80%	C
29	9,37%	64,17%	C
28	14,12%	78,29%	D
27	8,29%	86,59%	D
26	4,85%	91,43%	D
25	2,92%	94,35%	D
24	2,05%	96,40%	E
23	1,11%	97,52%	E
22	0,76%	98,27%	E
21	0,43%	98,70%	E
20	0,56%	99,25%	E
19	0,18%	99,44%	E
18	0,56%	100,00%	E

5) Tips on academic writing

- Plan your essay by deciding what issues need to be discussed and the order in which they should be considered.
- Draft a rough outline or essay plan (a list of topics/sites/artefacts and the problems related to them etc.). The essay must have a clear introduction and an identifiable conclusion. The body of the essay should consist of a series of paragraphs directly related to the question. These should be linked to each other indicating where you are switching from one issue to the next. The use of sub-headings may be useful in this respect.
- Use 1.5 line spacing, 12 pt size for the text (10 pt size for footnotes). Use a title page with the following information: your name; student number; essay title.
- Use a writing software (es. Libreoffice, Openoffice, Word or Pages) and when finished transform it in pdf.

- It is recommended to check that your spelling and grammar are correct, especially the spelling of unfamiliar terms or site names. Remember to use the spell check. You can use both BCE/CE or BC/AD system.
- You can insert no more than 5 images/tables in your essay. Illustrations should only be used to demonstrate your argument; they should not be included simply for the sake of pretty pictures. Refer to the illustration in the text (e.g. The chronological development of the Bronze Age is summarised in Figure 1). The illustration should be labelled with captions: e.g. Figure 1 with a title and the source, e.g. Figure 1: Bronze Age Chronology (after Waddell 1998, figure 2). This also applies to tables and plates (photographs).
- Use of the Harvard system of referencing (also known as the Author-Date system). You can quote the reference in brackets within the text. The format is author and year of publication, followed by the relevant page numbers, e.g. "The medieval ringfort remains an archaeological chimera" (Lynn 1975, 66). If more than one reference is to appear, they should be separated using a semicolon (;), as in (Woodman 1986; Mitchell 1995, 45). If you refer to work without directly quoting or referring to specific information, use the author and year e.g. (Woodman 1977). Make sure you include all text references in your bibliography.
- Setting out quotes: If your quote is short (2 lines or less) use quotation marks. For example: As Mellars (1998, 232) stated "The question of large-scale migrations of red deer between summer and winter territories remains controversial". If longer than this, start a new line and indent it as a paragraph in its own right; do not use quotation marks. The exact reference is always needed. A good essay never consists of a series of 'quotes' strung together by a few sentences, even if properly referenced and set between an introduction and conclusion.
- At the end of your essay you must provide a bibliography for all the publications you have referenced in alphabetical order by author's surname. If an author has produced more than one article per year these should be differentiated as, for instance, Bradley 1984a and 1984b, in both the text and the bibliography. If not otherwise specified in the syllabus of the course, the format should be as follows:

* Books: author's name, initials, year of publication, *title of book*, place of publication.

e.g. Murphy, S. 1998. *Wonders of the Past*. London.

* Periodical/journal articles: author, initials, year, title, *journal name*, volume number and pages.

e.g. Murphy, S. 1985. Megaliths in Mayo. *Archaeology Ireland* 7(2), 16-18.

* Articles in edited books and conference proceedings: author(s), initials, year of publication, title of article, editor (ed. / eds), *book title*, page numbers, place of publication.

e.g. Murphy, S. 1988. The meaning of rock art. In P.F. Cullen (ed.) *Aspects of Prehistory*, 24-29. New York.

* Web-pages/Electronic publications: author(s), date, initials, title of serial/page, volume number, pages. Availability statement (date of accession if needed).

e.g. Vince A, 1997. Publishing archaeology on the Web: who reads this stuff anyway? *Internet Archaeology* 3, 8-10.

6) Plagiarism and poor academic practice

At UNIBO we take plagiarism very seriously and this is not accepted within ACRA. Please understand also that plagiarism in Italy is illegal and if you submit a plagiarized piece of work you are posing yourself at risk of potential legal consequences.

A service is provided by the University of Bologna to verify the originality of the documents produced for the final examination, supporting the verification activities which are normally carried out by the supervising professor with the Turnitin computer programme.

7) Senior seminars

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/senior-seminars>

The Senior Seminars are the premier archaeology and heritage series in English language at the University of Bologna.

The range of topics is extremely diverse, covering the whole multidisciplinary spectrum of current archaeology and heritage research.

Most of the seminars is held in-class at the Piazza San Giovanni in Monte 2, 40124, Bologna

Attention: Subsequent seminars will be published on the [ACRA webpage](#) in due course.

Dr. Helen Dawson (Eberhard Karls Universität Tübingen)

Critical and Engaged Island Archaeology: The “Loss of Innocence”

September 26th, 2024 • 5:00 pm • Room: Aula GAMBI 1st floor

Dr. Helen Dawson (Eberhard Karls Universität Tübingen)

Endangered global island heritage: challenges and prospects

October 10th, 2024 • 5:00 pm • Room : Aula CAPITANI ground floor

Prof. Barbara Borg (Normale, Pisa)

Mapping the social history of Rome: the emergence of a Christian cult on the Via Appia and the in-Rome Project

November 27th, 2024 • 5:00 pm • Room : Aula CAPITANI ground floor

PAST LECTURES a.y. 2023-24:

Prof. Hasan Peker (Istanbul University)

First Indo-Europeans of Anatolia and Their Successors

Prof. Kathryn Gleason (Cornell University) with the participation of Dr Amina-Aïcha Malek (CNRS and editor of the volume Sourcebook for Garden Archaeology)

Exploring Gardens as Built Environments

Prof. Rubina Raja (Aarhus University / UrbNet Centre)

Investigating the past as palimpsests of knowledge: the case of archaeological research at Gerasa (Jerash, Jordan)

Prof. Giulia Recchia (La Sapienza, Rome)

A multimillennial cultic place at the center of the Mediterranean: the megalithic complex at Tas-Silg in Malta

PAST SEMINARS A.Y. 2022-23:

SHORT COURSES

Gary Feinman (Field Museum of Natural History, Chicago)

Reframing Archaeological Perspectives on Political Organization

Upland Archaeology Workshop

Dimitri Van Limbergen (Ghent University)

Data and methods in Roman wine archaeology: traditional interpretations and new approaches

LECTURES

Carlo Beltrame (University of Venice - Ca' Foscari)

Where is Maritime Archaeology Going? New Approaches and Methods

Annemarieke Willemsen (Rijkmuseum van Oudheden, Leiden)

Living with a River: the Dutch Emporium of Dorestad in the Early Middle Ages

Katharina Becker (University College Cork)

The Irish Iron Age. Lessons learnt from fifteen years of working with data from infrastructural schemes

Pascal Butterlin (Université Paris 1 - Panthéon-Sorbonne)

Last researches in Tell Hariri Mari: between the East and the West of the ancient Near East

EARLY CAREER LECTURES

Arianna Zapelloni Pavia (Charles University, Prague)

Becoming cives Romani. Continuity and change in ancient Umbrian sanctuaries after the Social War

Students are **either** expected to attend **eight (8) seminars** or **six (6) seminars and one (1) short course over the course of two years**. Senior Seminar is a pass/no pass class and, in order to get 6 credits (CFU), students are required to deliver a **3000-word cumulative paper** on the activities attended, starting from the exam session in June.

Students must email their paper to maurizio.cattani@unibo.it or annalisa.marzano2@unibo.it and register on AlmaEsami one week before the exam date. Students do not need to be present at the exam.

8) Internships

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/curricular-internship>

Internships are learning activities that allow students to obtain credits contemplated in the course structure diagram of their degree programme, which also allow to acquire practical skills and add experience to your university education.

Internships are carried out on the basis of an agreement between the University of Bologna and the Hosting Structure (company, public body, professional firm etc.) and an internship programme signed by the parties concerned.

Which internship is foreseen by the degree programme/curriculum?

- B1743 Museum Stage, Heritage Stage (1) (LM) (6 CFU) (150 hours)
- 86238 Internship Abroad to Prepare for the Final Examination (LM) (6 CFU) (150 hours)

Please, note that note that 25 hours of internship correspond to 1 University credit (CFU).

ATTENTION: the same internship activity can be recognized only for either, not both, of the above-mentioned teachings.

Who is your Academic Tutor?

ACRA Internship Committee (choose one of them):

- prof. Andrea Gaucci - andrea.gaucci3@unibo.it
- prof. Federica Boschi - federica.boschi5@unibo.it
- prof. Francesco Iacono - francesco.iacono5@unibo.it

When can you submit your internship request?

You can submit your request for the Internship Abroad to Prepare the Final Examination starting from your second year, after having selected the internship in your [Study Plan](#).

For your Internship Abroad to Prepare for the Final Examination, you are required to first have already defined the main subject of your final examination with your Supervisor who will follow your activities during the internship. You also have to ask your Supervisor to write an email in which he/she approves your internship activities, you'll have to upload it together with your curriculum vitae/cover letter during the online application procedure. For an effective cv/cover letter please, check [Job Placement](#).

How to choose the Hosting Institutions

Hosting Institutions must sign an internship agreement with the University of Bologna.

You can check and apply for the internship vacancies published by the Hosting Institution having already signed an internship agreement with the University of Bologna on [SOL-Tirocini-Internships](#).

If none of the offers meet your interest, ask the Hosting Institution you are interested in to publish an Internship Offer dedicated specifically to you (“ad personam”) on [Internships and agreements service](https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/are-you-a-company-or-an-institution) (<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>)

If you are interested in a Hosting Institution which has not already signed an internship agreement with the University of Bologna, invite the Institution to read this link: <https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/are-you-a-company-or-an-institution> and register at [Internships and agreements service](https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/are-you-a-company-or-an-institution).

You can also carry out an internship abroad by applying for an [exchange programme](https://www.unibo.it/en/international/internship-abroad) (for example, Erasmus + Mobility for traineeships) <https://www.unibo.it/en/international/internship-abroad>.

Internships cannot be carried out at a Hosting Institution where the legal representative, the cooperation partner or the responsible manager in charge has family ties or affinity within the 2nd degree with the interested student.

Internships must be carried out in person. Internship Committee may value the internship as a whole and allow online or blended activities.

How to activate an internship

When the Hosting Institution accepts your internship request, link to [SOL-Tirocini-Internships](https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/are-you-a-company-or-an-institution) and:

1. follow the guided procedure you will receive on you Unibo email;
2. download the attendance register from [SOL-Tirocini-Internships](https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/are-you-a-company-or-an-institution) where you will find the allowed period of your internship.

Agree with your Academic Tutor and with the Host Contact Person, your learning objectives and activities, the timelines to achieve them and all the other details required to complete the internship programme.

Important: before the internship, complete online Health and Safety Training (Module 1 and Module 2). Your Hosting Institution is in charge of confirming its validity.

During the internship

Refer to your Academic Tutor for any support or advice you may need on how to carry out your activities.

Possible business trips must be previously communicated by the tutor of the Hosting Institution to the internship office by mail to - arin.tirocinilettere@unibo.it - and to your Academic Tutor who must allow them.

During the internship, the University of Bologna guarantees insurance cover against accidents at work and third-party liability claims. Please, for more info visit the [Insurance for students](https://www.unibo.it/en/services-and-opportunities/health-and-assistance/insurance) webpage - <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/insurance>.

Record your daily activities in the attendance register.

In case of changes (for example: interruption or cancellation of the agreed internship programme), you must inform your internship office by mail to - arin.tirocinilettere@unibo.it - and in cc your Academic Tutor and your Tutor at the Hosting Institution.

What to do at the end of the internship

After having completed your internship:

- Connect to [SOL-Tirocini-Internships](#)
- Insert the end date of your internship
- Upload your attendance register (the first two pages must be duly completed and signed by the Hosting Institution)
- Enclose an email of declaration by your supervisor regarding the outcome of your internship Abroad for Preparation for the Final Examination
- Fill in carefully the questionnaire about your intership experience. Your answers will help us to monitor your internships' progress and, if necessary, will allow us to act in order to improve them. The Host Structure will fill in an evaluation questionnaire, as well.
- ACRA Internship Committee will validate the internship.
- Once received the validation of your attendance register, please book an appointment on AlmaEsami published by your Academic Tutor who will verbalize your internship.

Acknowledgement of an extra-university activity as a curricular internship

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/recognition-of-activities-substituting-the-internship>

If you carried out an extra-university activity that you think is consistent with the subjects and goals of your Degree Programme, you may ask for its acknowledgement as a curricular internship.

The activity could be:

- A working activity: a subordinate or parasubordinated work relationship
- Civil Service (Servizio Civile Universale)
- Volunteering at institutions authorized to host volunteers ([Decreto Legislativo 3/07/2017, n. 112](#))

You may submit your request anytime in the academic year, as long as:

- the activity is consistent with your Degree Programme contents and goals;
- you have included the relevant internship activity in your study plan before submitting the acknowledgement request.

The maximum number of credits CFU that can be recognised is 12.

How to submit your acknowledgement request

In order to apply for the acknowledgement, please submit the following documents to the Student Administration Office:

- The **acknowledgement request form** with “marca da bollo” (stamp duty), filled in and signed;
- The **certificate of working activity**: a document **released by the Hosting Institution**, signed by your employer/internship contact person, specifying:
 - Working/volunteering relationship
 - tasks performed, commitment, responsibility, autonomy of the student

Both documents are available in the attachment box on the right of this page:

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/recognition-of-activities-substituting-the-internship>

The request can be delivered by post mail to the Student Administration Office - segstudiumanistici@unibo.it or you may ask an appointment to hand in the documents in person.

Outcome of the request

Your request will be examined by your Degree Programme Board, in agreement with the Internship Board.

The outcome of the evaluation will be communicated by the Student Administration Office within 60 days and, in case of positive evaluation, your career will be updated.

Important:

- If you are applying for the acknowledgement of a working activity and you are about to graduate, please consider the deadline by which all credits must be registered.
- The recognition of credits may affect the merit requirements that are necessary to calculate the tuition fees
- You may not undertake the acknowledgement request for working activities in a host organisation whose legal manager, member or director/supervisor/person in charge has family bonds (up to the 2nd degree of kinship) with you.
- You may not undertake the acknowledgement request for working activities that have already been recognized.

9) Fieldwork, Laboratories, Museum Stage, Heritage Stage

Student enrolled in A.Y. 2024-25 will choose in their 1st year Study Plan the following compulsory unit (6 CFU): B1741 Fieldwork and Laboratories (1) (LM)

Student enrolled in A.Y. 2024-25 will choose in their 2nd year Study Plan one elective unit among the following list (6 CFU):

B1742 Fieldwork and Laboratories (2) (LM)

B1743 Museum Stage, Heritage Stage (1) (LM)

In order to achieve 12 CFU, here are some examples:

B1741 + B1742	Fieldwork 3 weeks (2 CFU each week) * Fieldwork 3 weeks (2 CFU each week)	6 + 6 = 12
	Fieldwork 3 weeks (2 CFU each week) + 3 Laboratories (2 CFU each laboratory)	6 + 6 = 12
	Fieldwork 2 weeks (2 CFU each week) + 4 Laboratories (2 CFU each laboratory)	4 + 8 = 12
	Fieldwork 1 week (2 CFU each week) + 5 Laboratories (2 CFU each laboratory)	2 + 10 = 12
	6 Laboratories (2 CFU each laboratory)	12
B1741 + B1743	Museum Stage, Heritage Stage (150 hours = 6 CFU) + 3 Laboratories (2 CFU each laboratory)	6 + 6 = 12
	Museum Stage, Heritage Stage (150 hours = 6 CFU) + Fieldwork 3 weeks (2 CFU each week)	6 + 6 = 12
	Museum Stage, Heritage Stage (150 hours = 6 CFU) + Fieldwork 2 weeks (2 CFU each week) 1 Laboratory (2 CFU each laboratory)	6 + 4 + 2 = 12
	Museum Stage, Heritage Stage (150 hours = 6 CFU) + Fieldwork 1 weeks (2 CFU each week) 2 Laboratories (2 CFU each laboratory)	6 + 2 + 4 = 12

*The maximum number of CFU in the same excavation that can be recognized is 6, even if the fieldwork lasts more than 3 weeks.

FIELDWORK

Archaeological excavations and field research are a fundamental part of scientific research of the Department of History and Cultures (DISCi).

DISCi's projects are geographically located in some of the most important archaeological sites in the world, where research is often conducted in collaboration with other international universities and research institutions and in agreement with the archaeological services (in Italy and abroad). Field research is supported, not only by the University of Bologna and the Ministry for Cultural Heritage and Activities, but also by the Ministry of Education (FIRB and PRIN) funding from, University and Research (Montalcini program) and from contributions from the Ministry of Foreign Affairs as well as from funding from European programs.

CFU: Each week of fieldwork provides 2 CFU.

Certificate: At the end of the activity, students receive a certificate with original signature of the fieldwork supervisor.

Validation: All certificates must be presented for validation as part of **B1741 Fieldwork and Laboratories (1) (LM) and/or B1742 Fieldwork and Laboratories (2) (LM)** at the end of the second year, to prof. Maurizio Cattani: maurizio.cattani@unibo.it.

UNIBO Excavations

You can find the **calls to participation** to our department's excavations and surveys here:

<https://disci.unibo.it/it/ricerca/missioni-archeologiche/avvisi-selezione-campagne-didattiche-archeologiche>

External Excavations

The participation to excavations organised by external institutions must be arranged with the Degree Coordinator through the following procedure:

1. students ask for the **permission (nulla osta) to the Degree Coordinator** filling in the appropriate form (printed and in hard-copy) (<https://corsi.unibo.it/magistrale/archeologia/scavi-esterni>);
2. the Coordinator evaluates the adequacy of the proposed activity and starts the procedure for a **specific agreement** between the University of Bologna and the relevant hosting institute. The Department Board will then approve this agreement;
3. insurance and CFU will be granted by the University after the approval of the Coordinator and the establishment of an agreement;
4. at the end of the activity, students receive by the excavation supervisor a **certificate of participation** which will be then delivered in original to the professor in charge of the validation, together with the permission (nulla osta) given by the Degree Coordinator.

Due to the length of the procedure, students are advised to ask for the excavation **well in advance**.

LABORATORIES

Laboratories are integral part of ACRA scientific training. These are aimed at offering in-depth, first-hand experience on activities crucial for conducting archaeological research in both professional and academic environments.

Laboratories are complementary learning activities that provide CFU eligible in the second year of the course, but **attendance can be anticipated to the first one**.

Place: Laboratory rooms in Piazza San Giovanni in Monte 2 (if not stated otherwise)

Period: Activities take place along the academic year

Deadline: requests for the laboratories attendance must be presented by **December 15, 2024**

CFU: Each laboratory requires 20 hours of guided practical activity plus individual practice and provides 2 CFU

Attendance to each laboratory: must be requested in advance through the form available in the webpage and addressed to the contact information available for each laboratory and to labarqueo@unibo.it

Certificate: At the end of each activity students receive a certificate with original signature of the laboratory supervisor. All certificates must be presented for the validation of CFU as part of FIELDWORK AND LABORATORIES, to the following mail: maurizio.cattani@unibo.it

For students enrolled in a.y. 2024-25

- B1741 [Fieldwork and Laboratories \(1\) \(LM\)](#) 6 CFU is a compulsory unit in their 1st year
- B1742 [Fieldwork and Laboratories \(2\) \(LM\)](#) 6 CFU is an eligible unit in their 2nd year

Laboratories offered in a.y. 2024-25 will be available soon here:

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/laboratories>

Community and Communication (2 cfu)

Scientific Coordinator: Francesco Iacono, with the collaboration of Dr. Giulia Maria Marcolli

Period: January-June 2025 (lesson times to be defined)

Type: Both remote and in presence

Place: Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna

N. of admitted students: 8

Mail: francesco.iacono5@unibo.it; giuliamaria.marcolli@unibo.it

Aims:

The relationship between archaeologists and the public has become a central concern of contemporary archaeological research. This involves both the process of engaging with communities, and the development of an effective communication strategy, a toolset that has become an unavoidable skill for fostering public engagement.

Through several sessions and individual work, this laboratory will try to provide students with a first introduction to these themes. Starting from recent experiences, the laboratory will introduce the techniques related to how to liaise with a community on the ground (through methods such as questionnaires, interviews and participant observation) as well as how to build up a communication plan on archaeological research (concerned with things such as how to choose the right communication channels – from social media, to podcasts, to more traditional channels such as print media) with the aim of engaging with different audiences and raise awareness of archaeological research and related knowledge. As of the last point, students will understand how communication strategies work and critically evaluate the messages they carry and to which targets. At the end of the course, participants will be able to create a communication plan for a specific cultural project (e.g., related to an archaeological site or a museum) and apply the learned social media strategy in a concrete way.

Program: The laboratory will be organized in a number of introductory theoretical lessons, some of which delivered remotely, which will precede an activity of primary material processing, to be carried out in person at the headquarters of S. Giovanni in Monte.

Suggested readings:

Bonacchi C. 2012, Archaeology and Digital Communication. Towards Strategies of Public Engagement, Archetype Publications.

Clack T., Brittain M. 2007, Archaeology and the Media, Routledge.

Colombo M.E. 2020, Musei e cultura digitale, Editrice Bibliografica.

Giaccardi E. 2012, Heritage and Social Media. Understanding heritage in a participatory culture, Routledge.

Mandarano N. 2019, Musei e digital media, Carrocci editore.

Visser J., Richardson J. 2013, The Digital Engagement Framework [Accessed June 2022]
<https://issuu.com/sumodesign/docs/digital-engagement-booklet>
Walker D. 2014, Antisocial media in archaeology?, *Archaeological Dialogues*, 21(2), 217-235.
doi:10.1017/S1380203814000221
Further texts, videos and podcasts will be added during the laboratory

Past Laboratories a.y. 2023-24:

- **General activities of the Archaeology and Cultures of the Ancient World curriculum – ACMA (mainly in Italian)**

Students of English curriculum Applied Critical Archaeology and Heritage can apply also to laboratories of the Italian curriculum **Archaeology and Cultures of the Ancient World – ACMA** (carried out mainly in Italian).

It is recommended a good level of Italian speaking.

For these laboratories visit the page “**1 laboratory didattici**”, under *Attività didattiche* in the *Studiare* section of the ACMA website.

- **Specific activities dedicated to students of Applied Critical Archaeology and Heritage curriculum - ACRA (in English)**

- [Experimental Archaeology \(2 cfu\)](#)
- [Quantifying Archaeological material \(2 cfu\)](#)
- [Pottery digitization \(2 cfu\)](#)
- [Documenting stone materials \(2 cfu\)](#)
- [Survey in Archaeology \(2 cfu\)](#)
- [Digital Archaeology \(2 cfu\)](#)
- [Writing grant applications \(2 cfu\)](#)

Experimental Archaeology (2 cfu)

Scientific directors: Claudio Cavazzuti

Period: May 2024, 23rd-24th (lesson times to be defined)

Type: in presence

Place: Bronze Age Archaeological site of Solarolo (RA) or Bronze Age site of Monte della Croce (BO)

Admitted students: 8

Mail: claudio.cavazzuti3@unibo.it

Aims: The laboratory introduces the subject of experimental archaeology and the potential of this approach for understanding prehistoric technologies, or aspects of territorial organization and mobility.

Program: The module include 2h of theoretical introduction, and two practical session, which will take place at the Bronze Age site of Solarolo (Ravenna) or at the Bronze Age site of Monte della

Croce (Bologna), where student will be trained in performing the various phases of the chaîne opératoire related to Bronze Age technologies and the documentation protocol commonly used in archaeological experiments. In addition, the laboratory includes 30h of individual activities, to be programmed with the lab director.

Suggested readings:

Barbieri, Monia; Cavazzuti, Claudio; Pellegrini, Luca; Scacchetti, Federico (2015). Experiencing Visible and Invisible Metal Casting Techniques in Bronze Age Italy, Exarc Online Journal, <https://exarc.net/issue-2015-3/ea/experiencing-visible-and-invisible-metal-casting-techniques-bronze-age-italy>

Coles, John Morton (1979), Experimental archaeology, London: Academic Press

La Torre, Andrea; Mannino, Giulia; Zurzolo, Alice (2019). Fine Pottery Chaîne Opératoire from the Bronze Age site of Via Ordriere, Solarolo (RA, IT): Experiments on the Relationship between Surface Treatments and Function, Exarc Online Journal, <https://exarc.net/issue-2020-1/ea/fine-pottery-chaine-operatoire>

Mathieu, James R. (editor), (2002), Experimental archaeology, replicating past objects, behaviors and processes, BAR International Series 1035, Oxford

Paardekoper, Roeland, Reeves, Jody (2014). Experiments past. Histories of Experimental Archaeology, Sidestone Press.

Quantifying Archaeological material (2 cfu)

Scientific Coordinator: Francesco Iacono, with the collaboration of Dr. Francesca Porta

Period: January-June 2024 (lesson times to be defined)

Type: Both remote and in presence

Place: Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna

N. of admitted students: 8

Mail: francesco.iacono5@unibo.it; francesca.porta@unibo.it

Aims: Over the last few decades quantitative literacy has emerged as a key skill to be mastered for archaeology students. Aimed both at the study of survey and excavation record this laboratory will help you through the analysis of the material from the Roca Archaeological Survey project (any period from prehistory to today, <https://site.unibo.it/paesaggi-mob-mem/it>), and the Torre dell'Alto Project excavation (Bronze Age, <https://site.unibo.it/medcoastlife/en>) this laboratory, is aimed at teaching how to identify, quantify and interpret material data.

Program: The laboratory will be organized in a number of introductory theoretical lessons, some of which delivered remotely, which will precede an activity of primary material processing, to be carried out in person at the headquarters of S. Giovanni in Monte.

Suggested readings:

Banning, E.B., 2002. Archaeological Survey (Manuals in archaeological method, theory, and technique). New York: Kluwer Academic/Plenum Publishers. (Chapter IX)

Iacono, F., V. Spagnolo, W. De Neef & L. Coluccia, 2020. Roca Archaeological Survey: Inquadramento e primissimi risultati, FOLD&R Archaeological Survey Series 2020(13), 1–14. (www.fastionline.org/docs/FOLDER-sur-2020-13.pdf)

Iacono, F., Fiorini, A., Agostini, G., Ceccato, Z., Favaron, S., 2023. Torre dell'Alto (Nardò, Lecce): un primo inquadramento. FOLD&R 1–17.

(<https://cris.unibo.it/retrieve/handle/11585/935936/da439107-ad77-4f3b-8c15-820303517212/FOLDER-it-2023-562.pdf>)

Shennan, S., 1997. Quantifying Archaeology, 2nd edition. ed. Edinburgh University Press.

Pottery Digitization

Scientific director: Nicolò Marchetti, in collaboration with Dr. Gabriele Giacosa and Valentina Gallerani

Period: January 2024, 18th, 19th, 24th, 25th, 26th (h 9-13); February 2024, 26th (h 9-14)

Type: frontal lesson

Place: Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna, Aula Morandi

Admitted students: 10

Mail: nicolo.marchetti@unibo.it; gabriele.giacosa3@unibo.it; gallerani.vale@gmail.com

Aims: The aims of the pottery digitization laboratory consist in: 1) Defining the entire process of pottery analysis applied in the Near East, from the excavation to the publication; 2) Providing a comprehensive overview of the archaeological approaches to the study of pottery; 3) Introducing students to the Middle Bronze Age (2000-1600 BC) to the Hellenistic and Roman period (330 BC-250 AD) ceramic horizons from the Middle Euphrates valley; 4) Providing the students with an excellent command of the open source software Inkscape for the pottery digitization.

Program: The laboratory consists c.ca 25 hours of frontal lessons including theoretical and practical activities and c.ca 25 hours of individual activities which will allow the students to apply the methodology of pottery digitization learned and preliminarily tested during the frontal lessons.

Theoretical module: This module is included in the 25 hours of frontal lessons and it will be carried out during the first half of each lesson. Student will be provided with a comprehensive overview of chrono-typological, functional and chemical analyses of the pottery. The middle Euphrates valley from the Middle Bronze Age (2000-1600 BC) up to the Hellenistic and Roman period (330 BC-250 AD) will be considered as a case study.

Practical module: This module is included in the 25 hours of frontal lessons and it will be carried out during the second half of each lesson. In addition, this module also includes the 25 hours of individual activity. During the lesson, participants will be introduced to the use of the open source software Inkscape for the digitization of pottery fragments and complete shapes. Then, the following 25 hours of individual activity will consist in the digitization of 65 ceramic fragments per participant.

At the end of the laboratory, students will have the aims and methodologies for the study archaeological ceramics. In addition, they will have acquired a substantial overview of the pottery assemblages from the middle Euphrates valley and an in-depth knowledge of the open source software Inkscape for the digitization of ceramic designs.

By learning how to digitize pottery fragments and complete shapes, students will acquire an important professional skill which is nowadays highly requested in the field of archaeological research, especially for scientific and editorial purposes.

Suggested readings:

ORTON, C., HUGHES, M., 1993. Pottery in Archaeology, Cambridge, University Press.
RICE, P., 1987. Pottery Analysis. A Sourcebook, Chicago, University Press.
HAUSLEITER, A., REICHE, E., (eds.) 1999. Iron Age Pottery in Northern Mesopotamia, Northern Syria and South-Eastern Anatolia (AVO 10), Münster, Ugarit-Verlaag.
HAYES, J.W. 1985. Sigillata Orientale A. In AA.VV. (eds.), Enciclopedia dell'Arte Antica Atlante, Vol. 2.2, Atlante delle forme ceramiche II. Ceramica fine romana nel bacino mediterraneo (tardo ellenismo e primo impero), Treccani, Roma, 9-48.

Documenting stone materials (2 cfu)

Scientific Director: Isabella Baldini and Giulia Marsili, with the collaboration of prof. G. Bargossi and dr. C. Lamanna

Period: December 2023, 18th-22nd h. 9.30-13.30

Type: in presence

Place: Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna; BIGEA, Piazza porta san Donato.

Admitted students: 10

Mail: isabella.baldini@unibo.it; giulia.marsili2@unibo.it

Aims: in this lab students will tackle the methods and techniques of documenting Late Antique stone materials both from an archaeological and petrographic perspective. In practical trainings, students will handle archaeological findings from the excavation of via d'Azeglio, Ravenna.

Program: The laboratory consists c.ca 20 hours of frontal lessons including theoretical and practical activities and c.ca 30 hours of individual activities which will allow the students to apply the methodology of stone materials analysis learned and preliminarily tested during the frontal lessons. Lab frontal lessons are divided into two main parts, which include theoretical and practical modules each. In the first section, thanks to the cooperation of prof. G. Bargossi (BiGeA), stone materials will be analyzed according to their petrographic features. Students will gain skills about petrographic characterization of stones and the main scientific analyses applied to stone findings for their lithotype identification. In the practical module, student will be able to inspect thin sections from via d'Azeglio stone findings. In the second part of the lab, stone materials will be analyzed according to their archaeological features. Students will acquire knowledge about working techniques of stone materials in antiquity and craftsmanship from quarries to building sites. Student will be also layed out with the main chrono-typological classifications of architectural and liturgical stone items from the Early Roman to the Late Antique period. Digital materials will be exploited to illustrate working tools and artisanal practices applied in antiquity. In the practical module of this section, students will be trained in recognizing lithotypes and drawing architectural stone material. They will also acquire skills in digital drawing and photography techniques for archaeological stone materials.

Suggested readings:

Gnoli R., *Marmora romana*, Roma 1989.

Borghini G. (a cura di), *Marmi Antichi I*, Roma 1989.

Pensabene P., *Marmi antichi II: cave e tecnica di lavorazione, provenienze e distribuzione*, Roma 1998.

De Nuccio M., Ungaro L., Pensabene P., Lazzarini L. (a cura di), *I marmi colorati della Roma imperiale*, Venezia 2002.

Del Bufalo D., *Marmi colorati: le pietre e l'architettura dall'antico al barocco*, Roma 2003.

Lazzarini L., *Pietre e marmi antichi: natura, caratterizzazione, origine, storia d'uso, diffusione, collezionismo*, Padova 2004.

Lazzarini L., Pisa 2007. *PoikiloiLithoi, Versicolores Maculae. I marmi colorati della Grecia antica: storia, uso, diffusione, cave, geologia*.

Survey in Archaeology (2 cfu)

Scientific director: Cristiano Putzolu

Period: May 2024, 13th-17th h. 9 AM – 1 PM

Type: frontal lesson

Place: Laboratorio di Topografia, Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna

Admitted students: 12

Email: cristiano.putzolu@unibo.it

Aims: the workshop is aimed at training basic skills in topographic and archaeological surveying. It offers theoretical knowledge on the main surveying operations and intends to develop practical skills on the techniques of traditional direct surveying, the use of technical instrumentation (optical level and total station), and provides the first rudiments on the techniques of photo-modeling, photo-rectification and graphic processing.

Program: The laboratory consists of about 20 hours of practical activities carried out collectively in the Topography Laboratory (for processing) and en plein air inside the Department (for exercises) through which students will acquire the following practical skills:

1. direct surveying and drawing (eidotype drawing, measurements by trilateration, graphic scales, return of measurements);
2. instrumental survey (construction of a simple polygonal network; setting up the instrument; taking measurements; calculation procedures and restitution);
3. photogrammetric survey (how to create a set of two-dimensional digital images, image processing in the three separate and successive stages, scaling of the obtained model).

The educational course will be completed with an additional 5 hours of individual activity that can also be carried out remotely assisted or in the Topography Laboratory itself. At the end of the lab, students will have acquired the knowledge of the basic methodology in direct surveying (trilateration and manual surveying, drawing of wall structures), instrumental surveying (topographic surveying with the total station and the use of the optical level) and photogrammetric surveying.

Suggested readings

Lock, *Using Computers in Archaeology. Towards virtual pasts*, London and New York, 2003 especially:

Chapter 2 Survey and prospection

Chapter 3 Excavation and computer

Digital Archaeology (2 cfu)

Scientific directors: Cristiano Putzolu

Period: 15th January – 3rd May 2024

Type: frontal lesson

Place: Laboratorio di Topografia, Department of History and cultures, Piazza S. Giovanni in Monte 2, Bologna

Admitted students:

Mail: cristiano.putzolu@unibo.it

Aims: DiSCi has several field investigation projects (excavations and fieldwalking surveys) that involve the use of survey methodologies or data analysis typical of digital archaeology, which for various reasons (to optimise data acquisition work in the field, for the impossibility of bringing the necessary hardware on the mission, for lack of time to train students in post-excavation data processing procedures, etc.) often do not see the post-processing phase directly on the ground.

Operations such as the processing of photogrammetric surveys, the vectorialisation of orthophotomodels in a GIS environment, and data-entry in databases therefore often become operations that are postponed to a later date before leaving for a new campaign.

The aim of the digital archaeology workshop is the digital training of the DiSCi students who participate in the excavation or survey activities promoted by colleagues in the Department by processing the data they themselves have helped to collect in the field (learning by doing).

At the same time, it is aimed at those who need to use digital archaeology methodologies for their thesis work.

In order to meet the diverse needs of the different participants, the workshop will not have a programme but will take the form of an open space (on Tuesdays from 9 a.m. to 6 p.m.) in which everyone knows they have a space where they can bring their case study and proceed with their thesis work or they can experience post-processing techniques on what they have helped to collect during the survey campaigns.

An attendance register will help keep track of the number of hours accumulated by each student so that the certificate of attendance can then be issued.

Program: at the end of the workshop, each participant will have had direct experience of the contribution of digital archaeology to the knowledge production process in an archaeological project and will at the same time have made progress in their thesis work or contributed to the implementation of the project in which they were involved in the fieldwork phase.

Suggested readings:

Dell'Unto N., Landeschi G. 2022, *Geographical information systems in archaeology*, in Dell'Unto N., Landeschi G. - Archaeological 3D GIS, pp. 5-17

Wheatley D., Gillings M. 2002, *Spatial Technology and Archaeology. The archaeological applications of GIS*, Chapters 1-3, pp. 1-78.

Qgis User Guide: https://docs.qgis.org/3.22/en/docs/user_manual/

Writing grant applications (2 cfu)

Scientific supervisor: Prof. Laura Demeter

Period: dates to be defined

Delivery mode: on-line

Admitted students: 10

Mail: laura.demeter@unibo.it

Aims: the lab aims at introducing students to current existing schemes for funding cultural projects and academic research. The focus will be on identifying the appropriate schemes for funding at the EU level (H2020, COST Action, CoE) and how to prepare such applications.

Program: The course will provide an overview of the necessary steps for developing your proposal, how to conduct research, how to keep informed about grant opportunities, how to search for hosting institutions, and on the important steps of writing the application.

The course consists of a series of short lectures and exercises, focused on the following main objectives: **Grant writing basics, How to write a grant proposal, Searching for Funding.**

Outcomes:

Learn basic principles of effective grant writing;

Explore how to conduct internet research;

Identify potential funding schemes for future career development.

MUSEUM STAGE, HERITAGE STAGE

These are internship activities in public bodies: museum, superintendencies for archaeological heritage, local institutes responsible for protection of the cultural heritage, institutions organizing events related to archaeological tourism, specialized publishing in the archaeological sector, etc.

CFU: an internship of 150 hours provides 6 CFU

Certificate: At the end of the internship, students receive a certificate with original signature of the internship hosting institution

Validation: All certificates must be presented for the validation of CFU as **B1743 Museum Stage, Heritage Stage (1) (LM)** at the end of the second year, to:

- prof. Andrea Gaucci - andrea.gaucci3@unibo.it
- prof. Federica Boschi - federica.boschi5@unibo.it
- prof. Francesco Iacono - francesco.iacono5@unibo.it

You can refer to Chapter 8 “Internships” for more detailed information

Existing internship opportunities

University of Bologna

Internship activity	Area	Address	Contact person	Email Contact person
Front office at the Humanities Library	ABIS - AREA BIBLIOTECHE E SERVIZI ALLO STUDIO	Biblioteca Discipline Umanistiche	Agrillo Linda	linda.agrillo2@unibo.it
Front office at the Humanities Library	ABIS - AREA BIBLIOTECHE E SERVIZI ALLO STUDIO	Biblioteca Discipline Umanistiche	Zani Maurizio	maurizio.zani@unibo.it
Delopement of a case study based on some specimens of the Brandel Collection of the University di Bologna Botanical Garden and Herbarium		ACRA - AREA DI CAMPUS DI RAVENNA	Zambruno Simone	simone.zambruno2@unibo.it
Central Library Campus Rimini	ACRR - SETTORE BIBLIOTECA CENTRALE RIMINI	Via Marsala 49 Bologna	Collina Elena	elena.collina@unibo.it
DULCIS - Didattica Universitaria della Lingua e Cultura Italiana per Stranieri (teaching italian language and culture to foreigners) at the Ateneum Linguistic Centre (CLA)	AFORM - AREA FORMAZIONE E DOTTORATO	Centro Linguistico d'Ateneo, sedi di Bologna e della Romagna.	PolSELLI Paola	paola.polselli@unibo.it
Participation in video-making	ARTEC - AREA RAPPORTI IMPRESE, TERZA MISSIONE E COMUNICAZIONE	Via Marsala 49 Bologna	Cerato Mirella	ssrd.produzionevideo@unibo.it
University Identity System	ARTEC - Settore Comunicazione	Via Marsala 49 Bologna	Cappelli Paola	paola.cappelli3@unibo.it
Digitalisation of the Modern Collections	BIBLIOTECA UNIVERSITARIA DI BOLOGNA – BUB	Via Zamboni 33/35 Bologna	Fughelli Francesca	francesca.fughelli@unibo.it
Assisting in the reorganisation of the Historical Archive	BIBLIOTECA UNIVERSITARIA DI BOLOGNA – BUB	Via Zamboni 33/35 Bologna	Chersoni Cristina	cristina.chersoni@unibo.it
Revision of the bibliographic material present in the consultation room	BIBLIOTECA UNIVERSITARIA DI BOLOGNA – BUB	Via Zamboni 33/35 Bologna	Fughelli Francesca	francesca.fughelli@unibo.it
Assisting in the management of the picture gallery of the University Library.	BIBLIOTECA UNIVERSITARIA DI BOLOGNA – BUB	Via Zamboni 33/35 Bologna	Zannoni Pierpaolo	pierpaolo.zannoni@unibo.it
Laboratory of Bioarcheology and Forensic Osteology	BIGEA - DIPARTIMENTO DI SCIENZE BIOLOGICHE, GEOLOGICHE E AMB	Via Selmi 3 Bologna	Belcastro Maria Giovanna	maria.belcastro@unibo.it
Study of the change of use of the soil extimating fluvial sediment transport	BIGEA - DIPARTIMENTO DI SCIENZE BIOLOGICHE, GEOLOGICHE E AMB	Via Selmi 3 Bologna	De Giglio Michaela	michaela.degiglio@unibo.it
Definition of a base ontology for the classification of digital material	C.I.R. STORIA DEL DIRITTO FILOSOFIA E SOCIOLOGIA DIR. E INFORM. GIUR.	Via Galliera n. 3 Bologna	Palmirani Monica	monica.palmirani@unibo.it
Health sickness processes and social, political economic and cultural dimentions	DIMEC - DIPARTIMENTO DI SCIENZE MEDICHE E CHIRURGICHE	Via Massarenti n. 9 Bologna	Martino Ardigò	ardigo.martino@unibo.it
Research, gathering and revisionof the	Dipartimento della Arti-DAR	Via Barberia n. 4 Bologna	Roberto Pinto	darespazi@gmail.com

material relating to the project dare_SPAZI				
Internship in the editorial office of the periodic "Danza e ricerca. Laboratorio di studi, scritture, visioni"	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Taddeo Giulia	g.taddeo@unibo.it
Cinema Space/Arts Laboratories	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Giorgi Michela	michela.giorgi@unibo.it
Etnosemiotic research - C.U.B.E.	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Marsciani Francesco	francesco.marsciani@unibo.it
Visual Arts Library	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Merizzi Gian mario	gianmarcomerizzi@unibo.it
Archive of singing	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Beghelli Marco	marco.beghelli@unibo.it
Codifying tv series	Dipartimento delle Arti- DAR	Via Barberia n. 4 Bologna	Marta Rocchi	marta.rocchi5@unibo.it
Laboratories of anthropology and ancient DNA, at the Department of Cultural Heritage	Dipartimento di Beni Culturali- DBC	Via Degli Ariani n. 1 Ravenna	Benazzi Stefano	stefano.benazzi@unibo.it
Study of anthropological remains	Dipartimento di Beni Culturali- DBC	Via Degli Ariani n. 1 Ravenna	Gruppioni Giorgio	giorgio.gruppioni@unibo.it
Diagnostic Laboratory for Material Cultural Heritage	Dipartimento di Beni Culturali- DBC	Via Degli Ariani n. 1 Ravenna	Matteucci Chiara	chiara.matteucci@unibo.it
Press office	Dipartimento di Ingegneria Industriale	Viale Risorgimento n. 2 Bologna	Cavina Nicolò	nicolo.cavina@unibo.it
Internship in the Educational Sciences Library	DIPARTIMENTO DI SCIENZE DELL'EDUCAZIONE "GIOVANNI MARIA BERT	Via Filippo Re n. 6	barbino federico	federico.barbino@unibo.it
Social media management	Dipartimento di Scienze e Tecnologie Agro-Alimentari	Via G. Fanin 50 Bologna	Samoggia Antonella	antonella.samoggia@unibo.it
Ficlit per la Scuola – project for students of Literature, Italianistics and Philology, for the reception of migrant families	One of the schools in Bologna	To be determined	Chiara Gianollo	chiara.gianollo@unibo.it
Project UniverS-ITA – the written Italian of university students: sociolinguistic framework, typological tendencies,	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Ballare Silvia	silvia.ballare@unibo.it
Study Centre "La permanenza del Classico", Alma Mater Studiorum - Università di Bologna	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Condello Federico	federico.condello@unibo.it
Editorial office of the periodical "Scritture migranti"	FICLIT- DIPARTIMENTO DI FILOSOFIA E COMUNICAZIONE	Via Zamboni n. 32 Bologna	Guido Mattia Gallerani	guido.gallerani@unibo.it

Nazionale Edition of the Work of Aldo Moro (MIBACT project)	FICLIT - DIPARTIMENTO DI FILOSOFIA E COMUNICAZIONE	Via Zamboni n. 32 Bologna	Marialaura Vignocchi	marialaura.vignocchi@unibo.it
Digitalising the corpus of Linear A	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Ferrara Silvia	s.ferrara@unibo.it
Publication of the periodical "Eikiasmos"	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Garulli Valentina	valentina.garulli@unibo.it
Opening and online cataloguing of periodicals and miscellaneous italian publications in the field of classical studies for ANNEE PHILOLOGIQUE	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Garulli Valentina	valentina.garulli@unibo.it
Gathering and processing data for the research project "La classe plurilingue"	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Gianollo Chiara	chiara.gianollo@unibo.it
Project Ancient book digitalisation	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Serra Marco	marco.serra@unibo.it
Updating corpus CORIS	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Tamburini Fabio	fabio.tamburini@unibo.it
Research at the DHARC centre	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Tomasi Francesca	francesca.tomasi@unibo.it
Experimental Linguistics	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Vayra Mario	mario.vayra@unibo.it
Project ADLab. The digitalisation of cultural funds	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni n. 32 Bologna	Zani Maurizio - Marco Serra	maurizio.zani@unibo.it marco.serra@unibo.it
Polifonia Project. Contributing to the creation of a multilingual musical glossary through terminologic an lexographic research; knowing tools for text digitalisation and optical feature recognition; contributing to the planning and construction of a specilistic corpus in one of the languages of the internship (English, French, Spanish, Italian)	FICLIT - DIPARTIMENTO DI FILOLOGIA CLASSICA E ITALIANISTICA	Via Zamboni, 32 Bologna	Valentina Presutti	valentina.presutti@unibo.it
Editorial office of Deckard	FILCOM - DIPARTIMENTO DI FILOSOFIA E COMUNICAZIONE	Via Azzo Gardino 23 - Zamboni 38	Ciardi Marco	marco.ciardi@unibo.it

Educational itineraries and guided tours of the MEUS (Museo Europeo degli Studenti - European Student Museum)	SMA - SISTEMA MUSEALE DI ATENEIO	Meus Via Zamboni 33 Bologna	Guerrini Maria Teresa	mariateresa.guerrini@unibo.it
Planning and realisation of a new museological educational itinerary	SMA - SISTEMA MUSEALE DI ATENEIO	Fano Marine Center - viale Adriatico 1 - Fano	Managlia Annalisa	annalisa.managlia@unibo.it
Unibo Magazine	SSRD - Unità professionale Coordinamento informazione di Ateneio - Ufficio Stampa	Via Zamboni 33 Bologna	Lacoppola Monica	monica.lacoppola@unibo.it
BYZART project. Bibliographical review and development of the digital collection of Byzantine art and archaeology	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Marialaura Vignocchi	marialaura.vignocchi@unibo.it
Front-office at the library	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Briamonte Ferdinando	ferdinando.briamonte@unibo.it
RAM - Ricerche e Analisi Manoscritti (Manuscript Research and Analysis)	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Modesti Maddalena	maddalena.modesti@unibo.it
Vesuviana program	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Coralini Antonella	antonella.coralini@unibo.it
Traslitteration/transcription of japanese bibliographic material in the latin alphabet.	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Guarnieri Claudia	claudia.guarnieri@unibo.it
Reorganisation of the archive	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	Bertacchini Elisabetta	elisabetta.bertacchini@unibo.it
Periodic "Discipline Filosofiche"	Storia culture civiltà -DISCI	Piazza S. Giovanni in Monte 2 Bologna	guidetti luca	luca.guidetti@unibo.it
Sive Natura. International Center for Spinozan Studies	FILCOM - DIPARTIMENTO DI FILOSOFIA E COMUNICAZIONE	Via Zamboni n. 32 Bologna	Lorenzo Vinciguerra	lorenzo.vinciguerra2@unibo.it
Italian Centre of the Année Philologique	FICLIT Filologia Classica e Italianistica,	III piano, Via Zamboni 32, Bologna	Camillo Neri Valentina Garulli	camillo.neri@unibo.it valentina.garulli@unibo.it

Other institutions

Bologna Civic Museums	Part of the Civic Museums of Bologna:	
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Bologna Municipality +390516496611	<ul style="list-style-type: none"> • MAMbo – Museo d'Arte moderna di Bologna • Museo Morandi • Casa Morandi • Villa delle Rose • Museo per la Memoria di Ustica • Museo Civico Archeologico • Museo Civico Medievale • Collezioni Comunali d'Arte • Museo Civico d'Arte Industriale e Galleria Davia Bargellini • Museo del Patrimonio Industriale • Museo e Biblioteca del Risorgimento • Museo internazionale e biblioteca della musica 	museicivicibologna@comune.bologna.it http://www.museibologna.it/ The sector is divided in six areas: <ul style="list-style-type: none"> • Archeology • Ancient Art • Modern and Contemporary Art • History and Memory • Industrial Heritage and Tecnical Culture • Music
MAMbo - Museo d'Arte Moderna di Bologna	Via Don Giovanni Minzoni, 14, 40121 Bologna	http://www.mambo-bologna.org/
Reginal Secretariat of the MiC - Ministry of Culture - Emilia Romagna	Str. Maggiore, 80, 40125 Bologna	https://emiliaromagna.cultura.gov.it/
Museo della civiltà Villanoviana	Via Tosarelli, 191 (Ingresso Via V. Golinelli), 40055 Villanova BO	muv@comune.castenaso.bo.it https://www.facebook.com/MUV-Museo-della-civilta-Villanoviana-158607187594123/
Parri Historical Institute Emilia Romagna	Via Sant'Isaia, 18, 40123 Bologna BO	https://www.istitutoparri.eu/istituto@istitutoparri.it
Superintendence Archeology, Fine Arts and Landscape for the metropolitan city of Bologna and the provinces of Modena, Reggio Emilia and Ferrara	Sector Archaeology - via delle Belle Arti, 52 - 40126 Bologna - Tel. 0510569311 Sector Fine Arts and Landscape - Via IV novembre, 5 - 40123 Bologna - Tel. 0516451311 Ferrara Operative centre - via Praisolo n. 1 - 44121 Ferrara - Tel. 0532234100	https://sabapbo.beniculturali.it/
Zanichelli Publishing House	Via Irnerio, 34, 40126 Bologna BO	https://www.zanichelli.it/contatti/supporto https://www.zanichelli.it/
Museo di Geografia	Palazzo Wollemborg - Via del Santo, 26 35123 Padova	museo.geografia@unipd.it Giovanni Donadelli - tel. +39 049 8274276 e-mail giovanni.donadelli@unipd.it https://www.musei.unipd.it/it/contatti https://www.musei.unipd.it/it/geografia
Galleria d'Arte Maggiore G.A.M.	Via d'Azeglio, 15, 40123 Bologna	https://www.maggioregam.com/

10) Health and safety mandatory training

In order to take part in excavations and surveys, students must:

- follow **health and safety training** required by Italian Legislative Decree 81/2008 organized by the University of Bologna or another institution

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/health-and-safety-mandatory-training>

- obtain the **permission for Archaeological Excavations**

<https://disci.unibo.it/en/departament/facilities/health-and-safety/training-on-health-and-safety-at-work-archaeologists/permission-for-archaeological-excavations>

Mandatory occupational health and safety training

This occupational health and safety training is required by law and consists of:

- General training: Module 1
- Specific training - Low Risk: Module 2
- Specific training - Medium Risk: Module 2 + Module 3

Recognition of previous training

The University considers valid:

- **General training**(Module 1) carried out at the University of Bologna or another institution
- **Specific training** (Modules 2, 3), **only if you already had training at the University of Bologna**, for the same category of risk and within the 5-year validity of the certificate. The University does not recognise specific health and safety training provided by other entities, schools and organisations.

To request recognition, verify validity, and - if applicable - obtain exoneration from an equivalent training module, please send your certificate to sicurezza.formazione@unibo.it.

General Training (Module 1)

Method: log in to [the Virtual Platform](#) using your university credentials (@studio.unibo.it).

Duration: 4 hours

Dates and times: always available online

Language: English

Final assessment test: multiple choice. You will be able to take the online test immediately after you complete the course. If you do not pass the test, you will have to wait 7 days before you can repeat the training

Certification: after passing the test you can download the certificate – in Italian or English – by logging into [Studenti Online](#) and going to the “Certificates and Self-certifications” page.

Validity: permanent

Other information: the course is preparatory for Modules 2 and 3.

Specific Training - Low Risk (Module 2)

Method: log in to the [Virtual Platform](#) using your university credentials (@studio.unibo.it).

Duration: 4 hours

Dates and times: always available online

Language: English

Final assessment test: multiple choice. You will be able to take the online test immediately after you complete the course. If you do not pass the test, you will have to wait 7 days before you can repeat the training

Certification: after passing the test you can download the certificate – in Italian or English – by logging into [Studenti Online](#) and going to the “Certificates and Self-certifications” page.

Validity: 5 years

Other information: the course is preparatory for Module 3.

Specific Training - Medium Risk (Module 3) held by Prof. Cristiano Putzolu

Archaeological risk

Method: in the classroom or on Teams

Duration: 4 hours

Dates and times: usually during the second semester (see specific calendar below)

Language: Italian and English (see specific calendar below)

Booking: Studenti Online (see specific calendar below)

Final assessment test: multiple choice

Certification: this is awarded upon attendance of at least 90% of the scheduled hours and passing the final test with at least 80% of correct answers. Certificates can be downloaded by logging into [Studenti Online](#) and going to the “Certificates and Self-certifications” page. Those who fail the test will have to repeat Module 3

Validity: 5 years

Students are strongly recommended to attend Module 1 and 2 (in e-learning) before Module 3.

Previous booking on [Studenti On Line](#).

ENGLISH 17 th February, 2025	9:00 am – 1:00 pm	Aula Gambi – 1 st floor P.zza S. Giovanni in Monte, 2 Bologna	Prof. Cristiano Putzolu
ITALIAN 18 th March, 2025	9:00 am – 1:00 pm	TEAMS	Prof. Cristiano Putzolu

Other options:

ITALIAN 22 nd November, 2024	9:00 am – 1:00 pm	TEAMS	Prof. Cristiano Putzolu
ITALIAN 12 th May, 2025	9:00 am – 1:00 pm	TEAMS	Prof. Cristiano Putzolu

Permission for archaeological excavations (nullaosta)

The request of permission must be sent to dr. Alessandro Risi - alessandro.risi@unibo.it – (Object: **"nulla osta per missioni archeologiche/permission for archaeological excavations"**).

Students must attach the following documents:

- **Medical history form** filled in and signed. You can find the form here: <https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/health-and-safety-mandatory-training>
- **Updated vaccine certificate:** if your residence is in Emilia-Romagna Region you can download this certificate in your “Fascicolo Sanitario Elettronico / Health Electronic Folder”. If you are unaware of your vaccine situation and don’t have a vaccine certificate, you can ask it free of charge at the Health Authority in the city you are resident. Anti-tetanus booster shots are recommended every 10 years. Students without a regular anti-tetanus vaccine can get vaccinated at the health-centres of Public Hygiene at the Local Health Authorities where they are resident or in the Labour Medicine at the University.
- **MODULE 3 – Specific Training – Medium Risk**

In the absence of the above mentioned documents, students will not receive the permission to take part in the curricular activities in the archaeological excavations, managed and promoted by the History and Cultures Department of the University of Bologna.

Once collected all the necessary information, the doctor will make a preliminary evaluation to:

- check proper vaccine coverage already foreseen in the national vaccine plan;
- exclude any health condition and/or sensitivity which could have an effect on the safety of the activities or could request further in-depth analysis.

Following this evaluation, the doctor could ask the student possible further documents, information or medical checks. Then the doctor in charge will grant permission to take part in practical curricular activities together with specific prescriptions/recommendations.

The length of this permission depends on the deadline of the anti-tetanus vaccine booster shot.

11) Annual conference

Every year students of the first year of ACRA are invited to volunteer for the organisation of an international conference on a variety of themes. For the Academic year 2023-24 the theme is “Surplus and hierarchy: comparative perspectives”. Students contribute to every step of the organisation of such conference from selection of papers to be accepted to taking care of the logistics and the administration side of the event thus gaining valuable experience in a skill (conference organisation), crucial for academics.

12) Thesis preparation

In order to get your degree, you need to pass a public final exam, written and oral, and if necessary, supported by presentations, videos, audios etc.

During the final exam you are expected to show your skills in critically interpreting archaeological sources as well as your ability in projecting, writing, and presenting a dissertation that originally faces an important archaeological, historical and cultural issue.

Your dissertation must be conducted under the supervision of one faculty member (*relatore*).

Students usually choose the supervisor of their dissertation among the faculty members who teach courses listed in their study plan.

In case you would choose a faculty member whose course is out of your study plan, you need to ask the Board of the Degree Program. The Board will also appoint a co-supervisor among the faculty members of the Degree Program.

Dissertation and abstract must be uploaded **only** in pdf format on [Studenti Online](#) by the dates in which you have completed all requirements

Your dissertation and presentation will be graded and points will be added to the average grade to get your final grade:

- 4 points (excellent): only in case of outstanding research and brilliant presentation
- 3 points (very good)
- 2 points (good)
- 1 point (fair)
- 0 points (passing grade)

If you get a total of 110 points, the Degree Board may decide to add honours (*lode*) to your final grade.

Final exam: procedures and deadlines

To graduate, you have to sit a final examination designed to verify that you have reached the education objectives set by the Degree Programme.

In their study plan, students can choose among three different options to complete the final exam. The second and the third options allow students to gain part of the 18 CFU of the final exam abroad.

1) **Final Exam (18 CFU):** students write their dissertation without any institutional activities carried out abroad

2) **Final examination (6 CFU) with Preparation for the final examination abroad (12 CFU):** Students conduct a research period abroad in agreement with their supervisor. The Department of History and Cultures might provide some fundings.

- 12 CFU are recognised for the period abroad, which is exclusively aimed at completing the final dissertation. These CFU must be certified by the Supervisor, who will verify the completion of the research carried out abroad. In case of periods abroad within mobility programs, credits acquired at a partner university may be recognised in accordance with the supervisor.
- The remaining 6 CFU relate to the completion of the dissertation work.

3) **Final examination (6 CFU) with Internship abroad (6 CFU) and Preparation for the final examination abroad (6 CFU):**

Students conduct a research period abroad according with their supervisor. The Department of History and Cultures might provide some fundings.

- 6 CFU are recognised for the period abroad, which is exclusively aimed at completing the final dissertation. These CFU must be certified by the Supervisor, who will verify the completion of the research carried out abroad.
- 6 CFUs are recognised for the internship that students carried out abroad in accordance with their Supervisor. CFU need to be certified by the Supervisor who will verify the completion of the internship. In case of periods abroad within mobility programs, credits acquired at a partner at a university or organisation or partner company may be recognised in accordance with the supervisor.
- The remaining 6 CFU relate to the completion of the dissertation work.

How to apply

Submit your application to graduation on [Studenti Online](#) by paying a 32,00 € fee.

Late applications must pay an extra fee of 100,00 €.

You need a specific application for each session you apply for. Namely, if you postpone your graduation in the next session, you must submit your application and pay fees once again.

Admission Requirements

By the deadline you must:

- have taken and registered all the exams in you study plan;
- have regularly payed tuition fees;
- have uploaded your final dissertation in .pdf format via [Studenti Online](#) (including keywords and abstract);
- have completed the Alma Laurea survey via Studenti Online

The Student Administration Office (Segreteria) will double check your application and contact you in case you need to change something before the final exam.

Graduation sessions and deadlines

A.Y. 2023-2024

Session	Application submissions (32,00 € fee)	Late submission (100,00 € extra fee)	Completed requirements (including uploaded dissertation)	Supervisor's approval	Session dates
Session 1	May 07, 2025	May 26, 2025	June 11, 2025	June 16, 2025	from June 30 to July 11, 2025
Session 2	September 10, 2025	September 26, 2025	October 13, 2025	October 17, 2025	from October 27 to November 7, 2025
Session 3	January 08, 2026	January 23, 2026	February 11, 2026	February 16, 2026	from 9 to 20 March, 2026

REMEMBER: Students who are graduating in March 2025 cannot change the study plan submitted in the AY 2023/24.

Graduation dates: The date of the Graduation is published on [Students Online](#) in the "Details regarding the graduation application", at least one week before the date of the final test.

13) Other opportunities

Academic writing and language courses:

Check out the **CLA** (University Language Centre) **website** (<https://centri.unibo.it/cla/en>) and **e-learning platform** (<https://e-cla.unibo.it/?lang=en>) for more information.

How to spend a study period abroad: <https://www.unibo.it/en/international/Studying-abroad>

- Erasmus+ Study
- Overseas
- Mobility opportunities at the Buenos Aires campus
- Other

More information here: <https://www.unibo.it/en/international/Studying-abroad/Studying-abroad>

Internship abroad for students: <https://www.unibo.it/en/international/internship-abroad>

- Curricular internship abroad
- Erasmus+ Mobility for traineeships:
- Vulcanus Programme Europe-Japan

More information here: <https://www.unibo.it/en/international/internship-abroad>

14) Contacts

<https://corsi.unibo.it/2cycle/AppliedCriticalArchaeologyHeritage/contacts>

ACADEMIC COORDINATOR - MAURIZIO CATTANI

EMAIL: disci.acra@unibo.it

ADDRESS: Piazza San Giovanni in Monte, 2

ASSISTANT COORDINATOR - FRANCESCO IACONO

Information on the learning outcomes and contents of a degree programme.

EMAIL: francesco.iacono5@unibo.it

ADDRESS: Piazza San Giovanni in Monte, 2 - Bologna

PROGRAMME COORDINATOR - MARIA CRISTINA FALCARO

Notices about logistics and organisational aspects concerning your degree programme, general information on admissions, exams, course timetable, study plan and graduation.

EMAIL: disci.acra@unibo.it

ADDRESS: Via Zamboni, 34 - Bologna

INTERNATIONAL DESK

Admission process, immigration and residence procedures, study grants and subsidies, if you have foreign qualification and citizenship.

You need clarifications

[Virtual Helpdesk](#)

EMAIL internationaldesk@unibo.it

Phone+39 051 2082550 Friday 10-11 a.m.

Address Via Marsala 49/A - 40126 Bologna - Tuesday 2:30-4 p.m.

STUDENT ADMINISTRATION OFFICE

Enrolling, changing your degree programme, transferring to and from the University of Bologna, graduating, diploma supplement and other procedures.

You need clarifications

[Virtual Helpdesk](#)

EMAIL segstudiumanistici@unibo.it

Address Via Marsala 49/A - 40126 Bologna

You need to submit documents

Address Via Marsala 49/A - 40126 Bologna BO - Thursday 9– 12:30

INTERNATIONAL STUDENT ADMINISTRATION OFFICE

Enrolling and submitting the required documentation if you have a foreign qualification.

You need clarifications

[Virtual Helpdesk](#)

EMAIL segstudintbo@unibo.it

You need to submit documents

Address Via Marsala 49/A - 40126 Bologna BO

Tuesday 14 pm–16 pm

Wednesday 9:30 am–12:30 pm

Thursday 9:30 am–12:30 pm

INTERNSHIP OFFICE

Activate and manage a curricular internship or one for the preparation for the final dissertation, in Italy and abroad, outside of international mobility programmes.

EMAIL: arin.tirocinilettere@unibo.it (Schedule via email an online appointment)

TEL: + 39 051 2084000

ADDRESS: Via Filippo Re 10, Bologna

Office hours (direct access) Monday, Tuesday, Thursday, Friday 10:00am – 12:00pm

TEACHING SUPPORT FOR MOBILITY

Information about teaching matters for incoming and outgoing mobility programmes within and outside the EU, Learning Agreement and credit recognition.

EMAIL: aform.mobintsum@unibo.it

ADDRESS: Via Zamboni, 34 - 40126 Bologna