



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
DIPARTIMENTO DI STORIA CULTURE CIVILTÀ

# Archaeology and Cultures of the Ancient World

Cod. 6702

**English Curriculum  
Applied Critical Archaeology  
and Heritage (ACRA)**

**HANDBOOK**  
for students enrolled a.y. 2025-26



## Contents

1)	General functioning	2
2)	Study plan and related deadlines	3
3)	Lecture attendance	5
4)	Tips on academic writing	5
5)	Plagiarism and poor academic practice	7
6)	Senior seminars	7
7)	Internships	9
8)	Fieldwork and Laboratories	12
9)	Health and safety mandatory training	13
10)	Thesis preparation	15
11)	Other opportunities	18
12)	Contacts	18

## 1) General functioning

The 2<sup>nd</sup> 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: **Archaeologia: Ricerca e Interpretazioni storiche** (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, exam dates**

[Academic Calendar — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

### **In a.y. 2025-26 lectures will take place as follows:**

12 cfu course units – total of 60 hours:

I semester: from September 15<sup>th</sup> 2025 to December 19<sup>th</sup> 2025

II semester: from February 9<sup>th</sup> 2026 to May 22<sup>nd</sup> 2026

1 Year course: from September 15<sup>th</sup> 2025 to May 15<sup>th</sup> 2026

**6 cfu course units – total of 30 hours:**

I term: from September 15<sup>th</sup> 2025 to October 24<sup>th</sup> 2025

II term: from November 10<sup>th</sup> 2025 to December 19<sup>th</sup> 2025

III term: from February 9<sup>th</sup> 2026 to March 18<sup>st</sup> 2026

IV term: from April 8<sup>th</sup> 2026 to May 22<sup>nd</sup> 2026

**LECTURE BREAKS**

From October 27<sup>th</sup> 2025 to October 31<sup>st</sup> 2025 – graduations

From November 3<sup>rd</sup> to November 7<sup>th</sup> 2025 – graduations (optional)

From December 24<sup>th</sup> 2025 to January 6<sup>th</sup> 2026 - Christmas

From January 2<sup>nd</sup> to February 6<sup>th</sup> 2026

From March 23<sup>rd</sup> to March 27<sup>th</sup> 2026 – graduations

From March 19<sup>th</sup> to March 20<sup>th</sup> and from March 30<sup>th</sup> to March 31<sup>st</sup> 2026 – graduations (optional)

From April 2<sup>nd</sup> to April 7<sup>th</sup> 2026 - Easter

**EXAM DATES**

- From October 20<sup>th</sup> 2025 (for courses of the I term)
- From December 9<sup>th</sup> 2025 (for courses of the I semester)
- From December 15<sup>th</sup> 2025 (for courses of the II term)
- From March 16<sup>th</sup> 2026 (for courses of the III term)
- From April 20<sup>th</sup> 2026 (for 1-year courses)
- From May 4<sup>th</sup> 2026 (for courses of the II semester)
- From May 11<sup>th</sup> 2026 (for courses of the IV term)

**FINAL EXAM**

I session: from June 29<sup>th</sup> 2026 to July 10<sup>th</sup> 2026

II session: from October 26<sup>th</sup> 2026 to November 6<sup>th</sup> 2026

III session: from March 15<sup>th</sup> 2027 to March 24<sup>th</sup> 2027

**Course Timetable**

You can select your curriculum and view the lecture schedule for the year you are enrolled here:

[Orario delle lezioni — Archeologia e culture del mondo antico - Laurea Magistrale - Bologna](#)

## 2) Study plan and related deadlines

[Preparing the study plan — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

### **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. 2025-26 are:**

- from **October 6th 2025 to November 28th, 2025**
- from **January 7th 2026 to April 10th, 2026**

Study plans submitted by November 28, 2025 can be changed during the period from January 7th to April 10th, 2026. After the deadline of April 10th, 2026, the last study plan submitted will be deemed valid and no further change will be possible.

**Attention:** students intending to graduate within a.y. 2024-25 (= **within the graduation session of March 2026**), **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 2026.**

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 2<sup>nd</sup> 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. 2025-26**

[Course Structure Diagram - A.Y. 2025/2026 — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

## **3) Lecture attendance**

[Lecture attendance — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

### **Classes**

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) 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.

## 5) Plagiarism and poor academic practice

[Guarantee of originality — University of Bologna](#)

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.

## 6) Senior seminars

[ACRA - Senior seminars in Archaeological Practice — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

The Senior Seminars in Archaeological Practice 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.

Short courses and lectures are taught by guests and visitings from all over the world.

The [a.a. 2025/2026 series](#) is held in-class at the Piazza San Giovanni in Monte 2, 40124, Bologna.

**Academic Coordinator:** [Prof. Annalisa Marzano](#)

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 - words cumulative paper on the seminars attended, starting from the exam session in June.

Students must email their paper to [annalisa.marzano2@unibo.it](mailto:annalisa.marzano2@unibo.it) and register on [AlmaEsami](#) one week before the exam date. Students do not need to be present at the exam.

Please, check the [website](#) for the updated Senior Seminars schedule for the a.y. 2025–2026

## SHORT COURSES



## MEET the MET

In February 2026, a short course consisting of nine seminars will be held, led by Directors and Curators from the Metropolitan Museum of Art in New York. The program will address a wide range of museological topics, including the history and management of permanent collections, the biography of individual objects, the organization of temporary exhibitions, illicit trafficking, and forms of restitution.

=> MEET the MET short-course sessions may also be counted as individual seminars and combined with other seminars or short courses to reach the required total of 16 hours.

**Below is the schedule of sessions. Please, check the [website](#) to follow the courses on Teams:**

Monday <b>02/09/26</b> 4:00-5:00 pm	<b>Yelena Rakic</b>  The Collecting history of the Department of Ancient West Asia and the display in its future galleries
Monday <b>02/09/26</b> 5:00-6:00 pm	<b>Niv Allon and Anna Serotta</b>  About a new acquisition in the Department of Egyptian Art
Tuesday <b>02/10/26</b> 4:00-5:00 pm	<b>Sean Hemingway</b>  Putting on a Show at the Met: Pergamon and the Hellenistic Kingdoms of the Ancient World
Wednesday <b>02/11/26</b> 4:00-5:00 pm	<b>Sarah Lepinski</b>  The Krauss Sarcophagus and its afterlife in New York
Wednesday <b>02/11/26</b> 5:00-6:00 pm	<b>Maya Muratov</b>  History of Collecting Mediterranean Antiquities at the Greek and Roman Department and the Provenance Project
Monday <b>02/16/26</b> 4:00-5:00 pm	<b>Carlotta Trevisanello</b>  Amber from pre-Roman Italy at The Met: the permanent collection and a major loan from the Republic of Italy
Tuesday <b>02/16/26</b> 5:00-6:00 pm	<b>Sarah Graff</b>  The Clay and Creation gallery: Presenting archaeological material in an art museum
Tuesday <b>02/17/26</b> 4:00-5:00 pm	<b>Delphine Tonglet</b>  Graves in the Museum: objects from funerary contexts and the exhibition Across Wine-Dark Seas (December 2026-April 2027)
Tuesday <b>02/17/26</b> 5:00-6:00 pm	<b>Sebastiano Soldi</b>  Mediterranean people on the move: East-West interactions through material culture and research experiences

## 7) Internships

### Internship — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna

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 in the 2<sup>nd</sup> year?**

Internship is an elective activity at your 2<sup>nd</sup> year. You may choose:

- **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 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?**

When you apply to [SOL-Internship](#), select one of the following academic tutor for each type of internship:

- prof. Andrea Gaucci - [andrea.gaucci3@unibo.it](mailto:andrea.gaucci3@unibo.it)
- prof. Federica Boschi - [federica.boschi5@unibo.it](mailto:federica.boschi5@unibo.it)
- prof. Francesco Iacono - [francesco.iacono5@unibo.it](mailto:francesco.iacono5@unibo.it)

If you choose the Internship Abroad to Prepare for the Final Examination, your academic tutor is your thesis supervisor.

#### **When can you submit your internship request?**

If you are enrolled in the 2<sup>nd</sup> year and your tuition fees are up to date, you may submit your internship request through [SOL-Internship](#) after having selected the internship in your study plan.

If you are enrolled in the 2<sup>nd</sup> year and your tuition fees are up to date, you can choose the Internship Abroad to Prepare for the Final Examination in your study plan, after agreeing on the thesis topic with your supervisor. When submitting the internship request on [SOL-Internship](#), you must attach both your CV and the supervisor's approval email.

#### **How to get ready**

The first step is to prepare an effective application, consisting of a CV and a cover letter. You may use the University's services and dedicated workshops. Please refer to the [Job Placement website](#).

Make sure you have completed the mandatory [training courses on Health and safety in the workplace](#) (Module 1 and Module 2).

If you have completed the general training (Module 1) outside the University, you must request its verification by sending an email to [sicurezza.formazione@unibo.it](mailto:sicurezza.formazione@unibo.it) and copying to [arin.tirocinilettere@unibo.it](mailto:arin.tirocinilettere@unibo.it)

Module 2 must be completed through the University's training system. Certificates issued by other institutions are not accepted.

### **How to choose the Hosting Institutions**

Log in to [SOL-Internship](#) where you find:

- internship offers from companies/institutions you can apply to;  
or
- a list of partner companies/institutions which you may contact directly to check their availability to host you as an intern. If they are available, you will be able to submit a spontaneous application in [SOL-Internship](#).

In both cases, once the company has accepted your application, log back into [SOL-Internship](#) and:

- follow the instructions that will be sent to your institutional e-mail address;
- download the attendance register from [SOL-Internship](#), which will indicate the authorized period for carrying out your internship.

The internship must be carried out in person. The Internship Committee may authorize a fully remote internship, depending on an evaluation of the overall project.

Please, note that:

- you may not begin the internship until the internship agreement has been signed by all parties involved and you have downloaded the attendance register;
- you are not allowed to carry out the internship at a company or institution where you have family or kinship ties (up to the second degree) with the legal representative, a shareholder, or the supervising manager.

### **In case you have already agreed an activity with a hosting institution**

If you have already agreed an internship with an hosting institution, please follow these steps:

- Make sure that the company/institution is already affiliated with the University. If it is not, it will need to [establish an agreement](#). Relevant information is available on the page "[Are you a company or institution?](#)"
- Ask the tutor from the host organization, who will supervise you during the internship, to submit a personalized internship offer ("ad personam") through the [Internships Service for companies/institutions](#).
- Follow the guided procedure that will be sent to your institutional e-mail address.
- Download the attendance register from [SOL-Internship](#), which will indicate the authorized internship period.

The internship must be carried out in person. The Internship Committee may authorize a fully remote internship after evaluating the overall project.

Please, note that:

- The internship cannot begin until the internship program has been signed by all parties involved and you have downloaded the attendance register;

- You may not carry out the internship at a company or institution where you have family or kinship ties (up to the second degree) with the legal representative, a shareholder, or the supervising manager.

### **In case you plan an internship at internal structures of the University of Bologna**

To carry out your internship within a University structure, you must:

- Consult the document “List of internship opportunities at UNIBO premises” and agree on the objectives and activities with your academic tutor and the contact person of the host structure (if different from the tutor);
- Complete the mandatory training courses on health and safety in the workplace (Module 1 and Module 2). If you have completed the general training (Module 1) outside the University, you must request its verification by sending an email to [sicurezza.formazione@unibo.it](mailto:sicurezza.formazione@unibo.it) and copying [arin.tirocinilettere@unibo.it](mailto:arin.tirocinilettere@unibo.it). Module 2 must be completed through the University’s training system. Certificates issued by other institutions are not accepted.
- Log in to [SOL-Internship](#) and select “Submit internal internship request (Unibo)”;
- Fill in the application fields by selecting the host structure from those listed in the “List of internship opportunities at UNIBO premises” document;
- Follow the instructions that will be sent to your institutional e-mail address;
- Download the attendance register from [SOL-Internship](#), which will indicate the authorized internship period.

The internship must be carried out in person. The Internship Committee may authorize a fully remote internship after evaluating the overall project.

Please, note that:

- The internship cannot begin until the internship program has been signed by all parties involved and you have downloaded the attendance register.

### **In case you plan an internship abroad**

You can carry out an internship abroad by:

- applying for an [exchange programme](#) (for example, Erasmus+ Mobility for Traineeships)
- or
- selecting a hosting company/institution abroad, following the same procedures as for Italian hosting institutions.

### **In case you wish to get recognized extra – university activities as an internship**

If you have carried out an extra-university activity and wish to have it recognized as an internship, please refer to the information available on the page "[Recognition of extra-university activities in place of the internship](#)".

### **During the internship**

During the internship, you must comply with the obligations outlined in the internship program you have signed and fill out the attendance register.

If there are any changes to the agreed program (e.g., interruption or cancellation), you must notify the Internship Office by e-mail, copying both your academic tutor and the company supervisor.

Throughout the entire internship period, you will be covered by accident insurance and third-party liability insurance. For more information on the insurance coverage provided, please refer to [Insurance for students — University of Bologna](#).

If you need to travel to locations or facilities not included in the approved internship program, you must notify the Internship Office and your academic tutor in advance by e-mail. The academic tutor must authorize the travel. In your e-mail, please include the reason for the travel, date, time, and full address of the location (street name/number, city, etc.). Insurance coverage will be valid only after the academic tutor has granted authorization.

### **What to do at the end of the internship**

The internship must be recorded in AlmaEsami, as any other activity submitted in your study plan.

After completing the required internship hours, have the attendance register signed by the tutor from the host organization.

Then, log in to [SOL-Internship](#) and:

- enter the internship end date;
- upload the attendance register pag 1 and 2, including all required data and the signature of the host organization's tutor;
- upload your report describing the carried out activities and the acquired skills;
- complete the evaluation questionnaire, which will be visible to the Internship Office and your academic tutor, but not to the host organization. The host organization will receive a separate evaluation questionnaire, which will be visible only to the academic tutor and the Internship Office.

Once the documentation has been uploaded and the questionnaire completed, the Internship Office will verify the attendance register, the academic tutor will assess the final report and the internship.

In order to record the internship, you will book an exam date in AlmaEsami. The *Museum stage*, *Heritage stage* CFUs are recorded in Almaesami by prof. Andrea Gaucci.

Please note: If you are about to graduate, the internship must be recorded by the deadline for meeting the "[Graduation eligibility requirements](#)." Therefore, you must upload all required documents to [SOL-Internship](#) at least 10 working days before that deadline.

## **9) Fieldwork and Laboratories**

[Fieldwork and Laboratories — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

The Master's Degree Programme in Archaeology and Ancient Cultures offers its students a unique opportunity to integrate theoretical training with hands-on experience in the field and in the laboratory. In addition to the courses included in the curriculum, **students may take part in thematic laboratories, applied research activities, and excavation or survey campaigns, which allow them to explore specific aspects of the discipline and to develop the technical and methodological skills essential to the archaeological profession.**

**These activities are an integral part of the training programme:** they not only enrich students' scientific preparation but also contribute to the acquisition of university credits (CFU).

At the end of each activity, students receive an official certificate signed by the laboratory supervisor (valid for 2 CFU) or by the excavation director (valid for 4 CFU). This certificate is required for the validation of **Fieldwork and Laboratories 1 and 2** (ACRA, English-language curriculum), for which validation is handled by Prof. Maurizio Cattani (previous booking on [AlmaEsami](#)).

**How to apply for Excavations and Laboratories ?**

[Excavations list and how to enroll](#)

[Laboratories list and how to enroll](#)

## 10) Health and safety mandatory training

[Health and Safety mandatory training — Archaeology and Cultures of the Ancient World - Laurea Magistrale - Bologna](#)

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

Regarding **permission for excavations and vaccination certificate** visit:

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

### Health and safety mandatory 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](mailto: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:** 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 70% 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](#).

#### **SPECIFIC CALENDAR 2025/26 – MODULE 3**

**November 21, 2025 (ITALIAN) Max 35 participants**

**9:00 a.m. - 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from October 20th, 2025 to November 18th, 2025
- Place: TEAMS

**January 21, 2026 (ITALIAN) Max 35 participants**

**9:00 a.m. - 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from December 19th, 2025 to January 18th, 2026
- Place: TEAMS

**February 12, 2026 (ENGLISH) Max 30 participants**

**9:00 a.m. – 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from January 19th, 2026 to February 5th, 2026
- Place: Aula Guglielmi (1st floor) Via Zamboni 32 - Bologna

**March 17, 2026 (ITALIAN) Max 35 participants**

**9:00 a.m. – 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from February 6th, 2026 to March 10th, 2026
- Place: TEAMS

**April 13, 2026 (ITALIAN) Max 35 participants**

**9:00 a.m. – 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from March 11th, 2026 to April 7th, 2026
- Place: TEAMS

**May 11, 2026 (ITALIAN) Max 35 participants**

**9:00 a.m. – 1:00 p.m.**

- Previous booking on [Studenti On Line](#) from April 1st, 2026 to May 6th, 2026
- Place: TEAMS

For further information, please see this link [Permission for Archaeological Excavations](#).

If you successfully pass Module 3, you can download the certificate in .pdf on [Studenti online](#), after a few days.

## **11) 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 your Study Plan, you 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 (Dissertation) (18 CFU):** students write their dissertation without any institutional activities carried out abroad

2) **Final examination (Dissertation) (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.

**Attention:** In order to prepare the final examination abroad, and be insured, students must:

- apply for **Bando Tesi all'estero**: [Bando per l'erogazione di borse di studio per periodi di ricerca all'estero finalizzati alla preparazione della tesi di laurea magistrale– a.a. 2025/26. Dipartimento delle Arti \(DAR\), Dipartimento di Storia Culture e Civiltà \(DISCI\), Dipartimento di Filologia Classica e Italianistica, Dipartimento di Filosofia \(FILO\), Dipartimento di Lingue, Letterature e Culture moderne \(LILEC\). — Bandi](#)

Please, note that having eligibility for Bando Tesi all'estero still means being able to do the thesis abroad, even without a scholarship.

- or apply for [other opportunities such as Erasmus+ for Studies](#)

Students who prepare the final examination abroad without applying for a Call will NOT be insured - [Insurance for students — University of Bologna](#).

### 3) Final examination (Dissertation) (6 CFU) with Internship abroad to Prepare for the Final Examination (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.

**Attention:** In order to prepare the final examination abroad, and be insured, students must:

- apply for **Bando Tesi all'estero:** [Bando per l'erogazione di borse di studio per periodi di ricerca all'estero finalizzati alla preparazione della tesi di laurea magistrale– a.a. 2025/26. Dipartimento delle Arti \(DAR\), Dipartimento di Storia Culture e Civiltà \(DISCI\), Dipartimento di Filologia Classica e Italianistica, Dipartimento di Filosofia \(FILO\), Dipartimento di Lingue, Letterature e Culture moderne \(LILEC\). — Bandi](#)

Please, note that having eligibility for Bando Tesi all'estero still means being able to do the thesis abroad, even without a scholarship.

- or apply for [other opportunities such as Erasmus+ for Studies](#)

Students who prepare the final examination abroad without applying for a Call will NOT be insured - [Insurance for students — University of Bologna](#).

### How to apply for final exam

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 your study plan;
- have regularly paid 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. 2025-2026

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 06, 2026	May 25, 2026	June 12, 2026	June 16, 2026	from June 29 to July 10, 2026
Session 2	September 9, 2026	September 25, 2026	October 12, 2026	October 16, 2026	from October 26 to November 6, 2026
Session 3	January 13, 2027	January 29, 2027	February 17, 2027	February 22, 2027	from 15 to 24 March, 2027

**REMEMBER:** Students who are graduating in March 2027 cannot change the study plan submitted in the AY 2025/26.

**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.

## 12)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

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

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

## 13)Contacts

[Contacts — Archaeology and Cultures of the Ancient World - Laurea Magistrale - 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](mailto: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.

[Virtual Helpdesk](#)

EMAIL [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

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.

[Virtual Helpdesk](#)

EMAIL [segstudiumanistici@unibo.it](mailto:segstudiumanistici@unibo.it)

Address Via Marsala 49/A - 40126 Bologna

**You need to submit documents. Make an appointment via Virtual Helpdesk :**

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.

[Virtual Helpdesk](#)

EMAIL [segstudintbo@unibo.it](mailto: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](mailto: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.

[Virtual Helpdesk](#)

The VIRTUAL HELPDESK is available:

Wednesdays from 9:00-11:00 A.M. and Thursdays from 2:30-3:45 P.M.

EMAIL: [aform.mobintsum@unibo.it](mailto:aform.mobintsum@unibo.it)

ADDRESS: Via Zamboni, 34 - 40126 Bologna