

BUILDING ENGINEERING/ARCHITECTURE

LA – ADDITIONAL NOTES



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI ARCHITETTURA

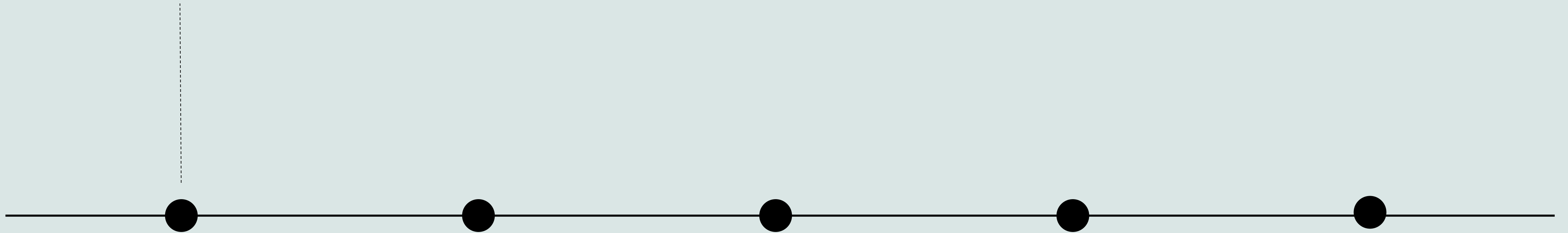
These slides are meant as support material for the meeting in which they were shown, not as a stand-alone instruction manual.

Please refer to the meeting recording for complete information.

TIMELINE

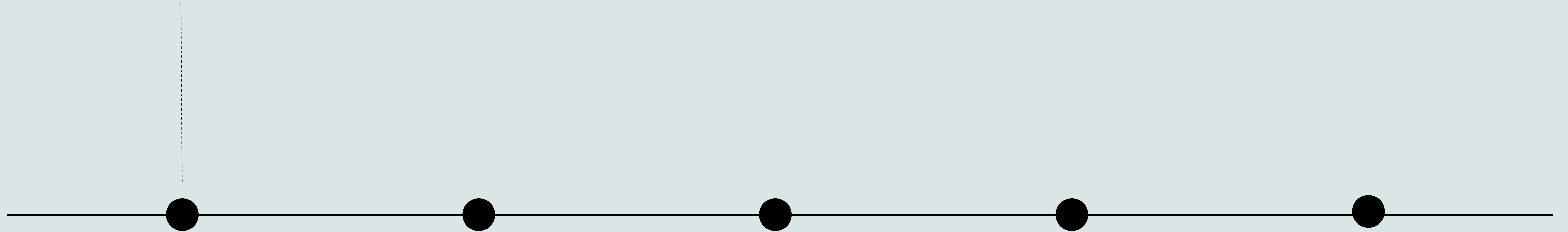
carefully read the

information for grant holders



carefully read the

information for grant holders



check the

deadlines calendar

of the host institution

carefully read the

information for grant holders

before departure:

LA approved on AlmaRM &

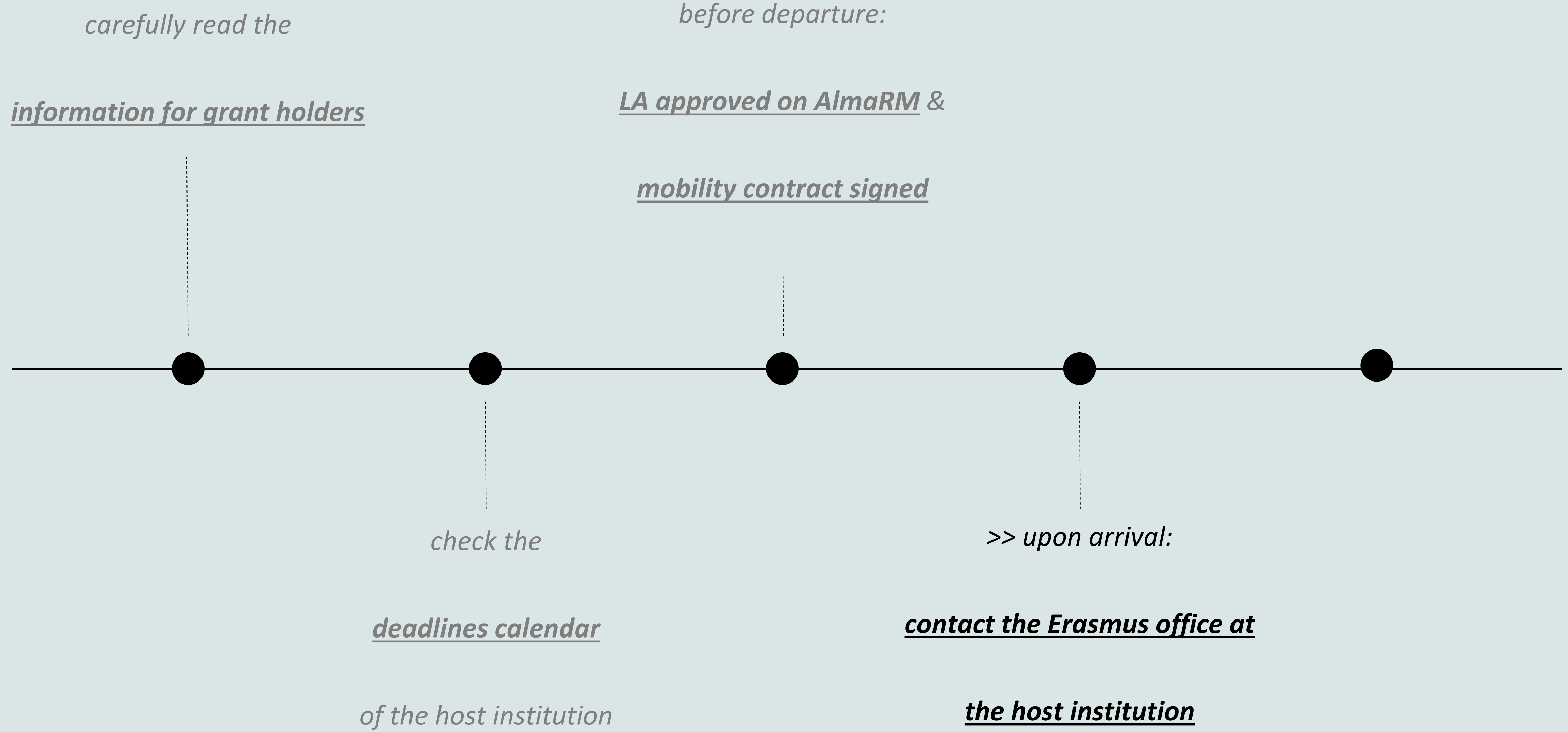
mobility contract signed

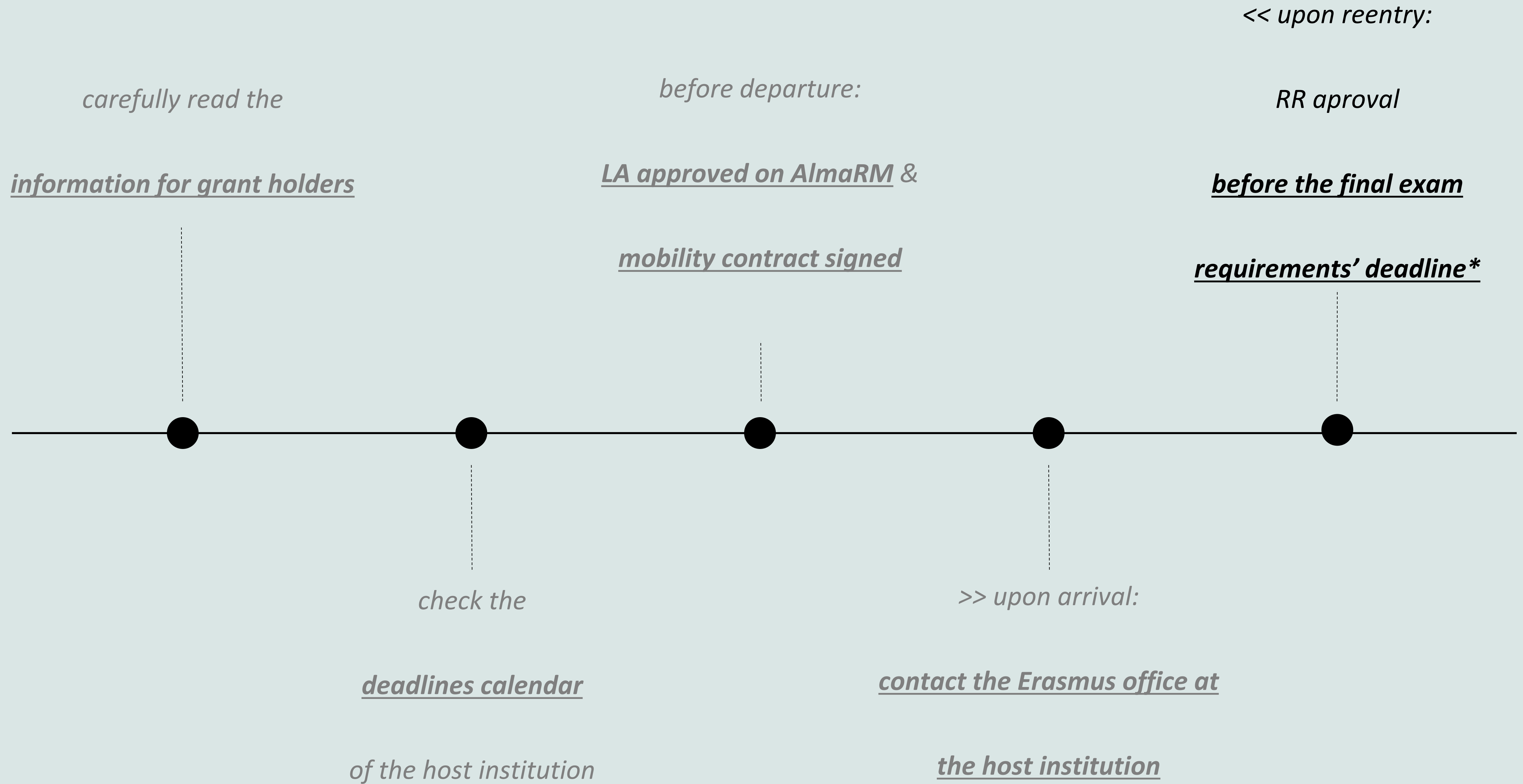


check the

deadlines calendar

of the host institution





<< upon reentry:

RR aproval

before the final exam

requirements' deadline*



consider a process of at least 10 working days

for practice approval

RR – consider a further time buffer for:

. career credits assignment

. sustaining integrative exams

PRACTICES PROCESS

HOST INSTITUTION DOCUMENTS

. required by the host institution

. compiled by the student

. if requested, they are signed by:

. the exchange referent

or

. internationalization delegate

UNIBO DOCUMENTS

. they must be compiled only via the AlmaRM platform

. they are the only official documents upon which the success of the exchange depends, including the scholarship granting

PRACTICE UPLOAD

Student

practice upload via AlmaRM



VALIDATION

Students Mobility Office

checks practice validity from a *technical, formal and normative* standpoint.

ex. correct grouping of Correspondence Groups and the related CFUs



APPROVAL

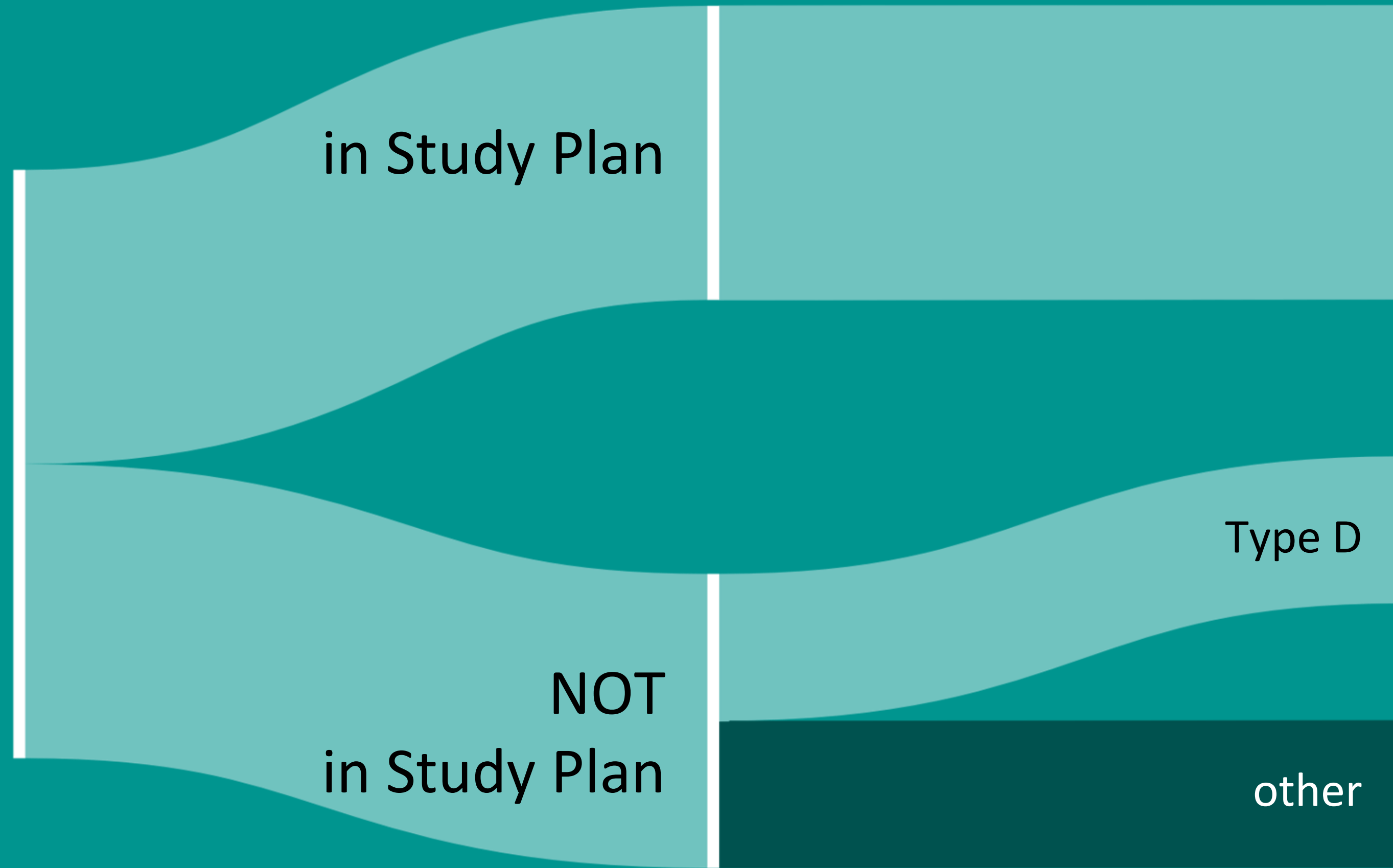
Internationalization Delegate

checks practice validity from a *content* standpoint

ex. attachment content in relation to the requirements (conformity of exams syllabuses and professors correspondence approvals)

<< at least 10 working days >>

EXAM



in Study Plan

exam professor approval

Type D

SSD professor approval (n. CFU)

NOT in Study Plan

other

change of Study Plan or extracurricular CFUs

EXAM IN STUDY PLAN

. send the exam syllabus to the corresponding exam's professor asking his opinion on the correspondence validity

EXAM NOT IN STUDY PLAN TYPE D

. send the exam syllabus to a professor of the same SSD asking his opinion on the correspondence validity, but ONLY about the correct SSD placement and amount of CFU to be assigned

EXAM NOT IN STUDY PLAN

. contact the professor responsible for the Study Plans before filling in the LA

ACTIVITY VALIDATION

- any foreign activity that cannot be recognized with a UniBo exam (with or without a change of study plan) *is still recognized with equivalent credits in the nearest SSD* (in some cases they can be extracurricular credits)

PROGRAMS VALIDATION

for each foreign exam, attach *a single pdf* containing:

- *Syllabus of the exam to be taken at the host university*

including the code and, if present, a link to the web page from which it was retrieved (preferably in English or translated into Italian)

- *Positive opinion on the correspondence with the proposed exam*

expressed by the *professor of the corresponding UniBo exam*

attach the e-mail exchange with the titular UniBo professor containing the positive opinion on the exam correspondence

PROFESSOR'S POSITIVE OPINION

the positive opinion expressed by the Unibo professor must contain:

- *name and code of the exam (or exams) at the foreign institution* for which the positive opinion is expressed
- *name and code of the corresponding Unibo exam*
- if the positive opinion is expressed *WITH or WITHOUT integrations*
 - if *integrations are foreseen* it is mandatory to specify
 - the number of *recognized CFUs*
 - the number of *CFUs to integrate*
 - the *course topics objects of the integration*
- in the case of *composite correspondence* (recognition of a UniBo exam through passing two or more foreign exams), the teacher must specify *what happens in the event that not all of the proposed exams have been passed*

PROFESSOR'S POSITIVE OPINION (EXAMPLES)

For the student _____ I express positive opinion on the correspondence of the course _____ with _____ for a total of ___ CFU without integrations

For the student _____ I express positive opinion on the correspondence of the course _____ with _____ for ___ CFU, with an integration of ___ CFU, to be carried out on the following topics:
. topic 1
. topic 2
. ...

PROFESSOR'S POSITIVE OPINION (EXAMPLES)

For the student Sebastien Cherly I express positive opinion on the correspondence of the course **49076 Tecnica de la Construcció - 14 ECTS** with **73713 Tecnica delle Costruzioni** for a total of **12 CFU without integrations**

For the student Caetana Cheiranda I express positive opinion on the correspondence of the course **330495 Tecnica de la Construcció - 10 ECTS** with **73713 Tecnica delle Costruzioni** for **9 CFU, with an integration of 3 CFU** to be carried out on the following topics:

- . brick slabs calculation
- . beam foundations

PROFESSOR'S POSITIVE OPINION (EXAMPLES)

For the student Elena Grigi I express positive opinion on the correspondence of the courses **2440013 Construcción II - 6 ECTS** and **2440024 - Estructuras II - 6 ECTS** with **73713 Tecnica delle Costruzioni** for a total of **12 CFU without integrations**.

If only Construcción II is passed, 5 CFU are recognized, with an integration of 7 CFU to be carried out on the following topics:

- . topic 1*
- . topic 2*

If only Estructuras II is passed, 7 CFU are recognized, with an integration of 5 CFU to be carried out on the following topics :

- . topic 3*
- . topic 4*

to be formulated by the professor

ECTS \neq CFU

QUESTIONS & CONTACTS

?

Tutor

technical-
normative

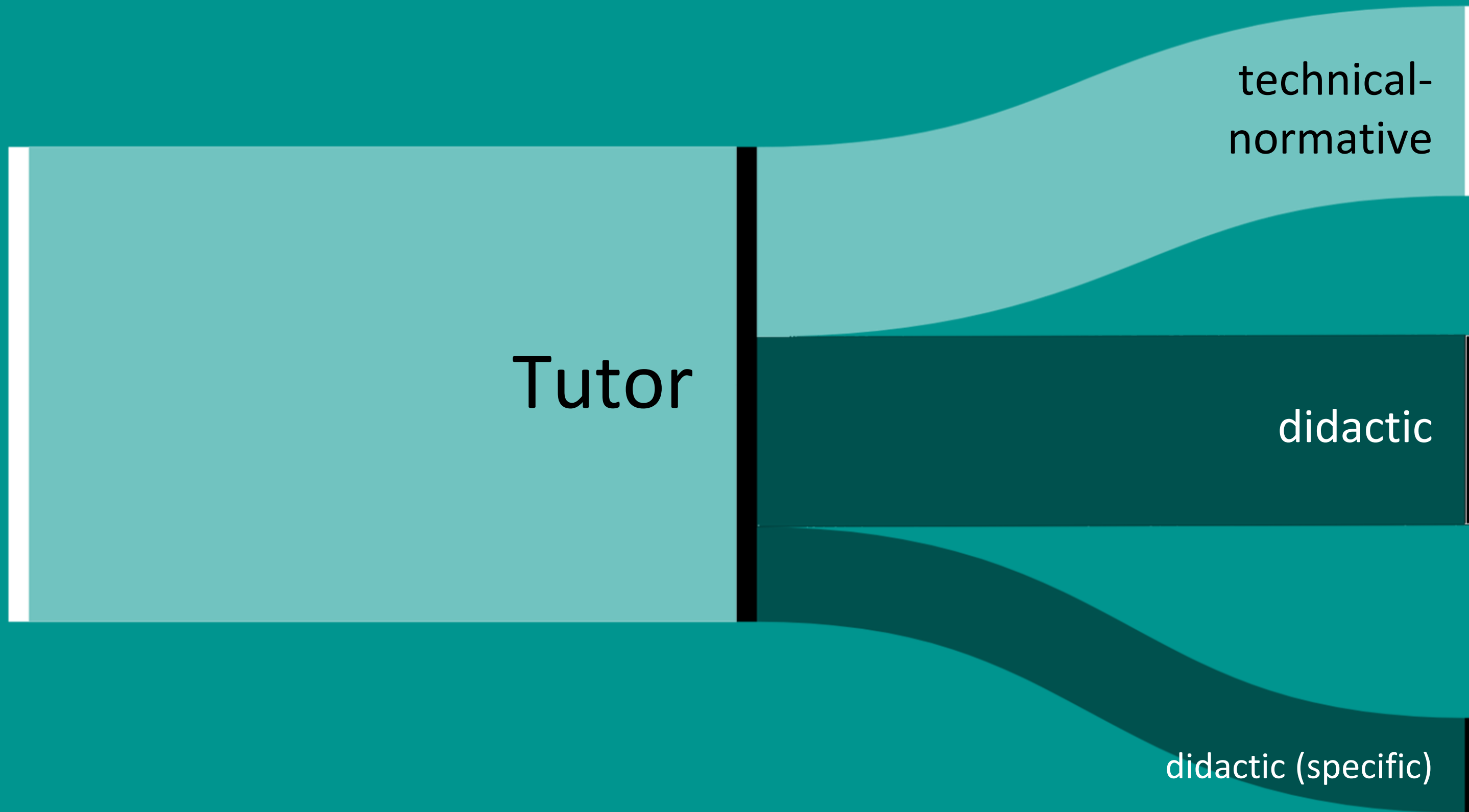
Students' International
Mobility office

didactic

Internationalization
Delegate

didactic (specific)

Specific exam's professor



TECHNICAL-NORMATIVE

ERASMUS

Students International Mobility Office

Info and questions about procedures & deadlines regarding internationalization programs, technical validation of related documents

- *what is the deadline to present the signed LA?*
- *where can I find my mobility contract?*
- *what's the deadline for XXXX?*

DIDACTIC

ARCHITECTURAL ENGINEERING

Internationalization Tutor Internationalization Delegate

Info and questions of a didactic nature related to internationalization programs; didactic approval of related documents (LA, RR) and communication with CdS

- *what should I attach to my LA?*
- *can I do a traineeship during my period abroad?*
- *what is this exam's SSD / what could be a good correspondent?*

DIDACTIC (SPECIFIC)

SPECIFIC EXAM

Teacher of the specific exam

Info and questions specific of an exam's syllabus in relation with the correspondence to that specific exam

- *I found this exam at the foreign institution, is it compatible with your exam?*

Students' support during the internationalization programs

Irene Ghezzi

Internationalization Tutor

irene.ghezzi3@unibo.it

Information and questions of didactic nature relating to internationalization programmes; didactic approval of the related documents (LA, RR) and communications with the CdS

Alessio Erioli

Internationalization Delegate

alessio.erioli@unibo.it

Information on procedures, deadlines, documents relating to internationalization programs; technical validation of related documents

Students International Mobility Office

ingarc.internazionale.bo@unibo.it

Internationalization Tutor Desk (Teams)

<https://tinyurl.com/ErTutorDesk>

#tutortalk – Thu 11:30-12:30 / email for out of hours requests

Info for Erasmus grant holders

<https://tinyurl.com/ErWinUnibo>

LA filling guide

<https://tinyurl.com/LAguide-Unibo>

Correspondences Database

<https://tinyurl.com/examsDB-EA>

AlmaRM

<https://almarm.unibo.it>