

International winter welcome School of Engineering and Architecture University of Bologna

international programmes

SCHOOL OF ENGINEERING AND ARCHITECTURE



Don't get lost:
Services and offices of the
School

Lara Sorrentino, International
Relations and Student Mobility
Office, School of Engineering
and Architecture, Bologna
Campus

Don't get lost: Services and offices of the School *Bologna Campus*

Bologna Campus:

- 27 Bachelor, Master and Single Cycle degree Programmes
- All the **course units** of the School have free access and don't require any registration
- 320 staff Professors and Researchers
- About 10,000 enrolled students



SCHOOL of ENG & ARCH

Departments

**Dept. of Electrical,
Electronic and
Information
Engineering "Guglielmo
Marconi" - DEI**

**Dept. of Civil, Chemical,
Environmental and
Materials Engineering
DICAM**

**Dept. of Industrial
Engineering
DIN**

**Dept. of Computer
Science and
Engineering
DISI**

**Dept. of Architecture
DA**



SCHOOL of ENG & ARCH

Bologna Campus

There are 2 venues of the School in Bologna Campus: Viale del Risorgimento 2 and in Via Terracini 28.

Laboratories

ICT Teaching Laboratories: LAB3, LAB4 and LAB6 (in Terracini) are laboratories for practicals and exams and are not open-access, but must be reserved by professors.

Internet Room, Central Building - ground floor. ~23 workstations: allows students to surf Internet and access e-mail free of charge. The room is open from 9.00 a.m. to 6.30 p.m. from Monday to Thursday, and from 9.00 a.m. to 2.00 p.m. on Friday.

Study Rooms

Viale del Risorgimento

There are **two study rooms on the ground floor**: the main one is located nearby the LAB4 (about 50 seats available) and the other one nearby the lecture room #0.5 (about 25 seats available).

Via Umberto Terracini

There are **two study rooms on the ground floor** (about 100 seats) with 10 free access workstations.



Main library

Library of Engineering and Architecture

(www.biblioteche.unibo.it/ingegneria)

- 1st floor, viale del Risorgimento, 2 - Bologna
- Ground floor, Via U. Terracini, 28 - Bologna

In the library you can borrow many test books for your exams and there are seats available for individual study

NEW: The Library in Viale Risorgimento is now open until 11.45 pm from Monday to Friday, and on Saturdays from 8,45 am to 1,15 pm.

Other libraries are available within Departments of the School
(www.engineeringarchitecture.unibo.it/en/departments/departments)
and/or other Schools and/or Departments of our University

With your university badge and a valid ID, you can access any University library of Bologna



Other services

- **Viale del Risorgimento**
 - Café (ground floor)
 - Canteen (ground floor - new rooms building)
 - Copy Center (first floor)

- **Via Umberto Terracini**
 - Café (ground floor)
 - Copy Center (ground floor)



Teaching calendar (A.Y. 2017/2018)

Activities	Start	End
Teaching cycle (1 st)	September 19, 2017	December 18, 2017
Exam period (1 st)	December 19, 2017	February 23, 2018
Teaching cycle (2 nd)	February 22, 2018	June 8, 2018
Easter holidays	March 29, 2018	April 03, 2018
Exam period (2 nd)	June 11, 2018	September 14, 2018



Lessons timetable

Lessons timetable is published on the **Degree Programmes websites:**

<http://www.engineeringarchitecture.unibo.it/en/Course-timetable/course-timetable-bologna-and-ravenna-campuses>

Study plan

In order to choose electives, you need to fill in your online Study Plan.

First period: **from October 16, 2017 to November 17, 2017**

Second period: **from February 12, 2018 to March 9, 2018**

Instruction and details on your Degree programme website:

[Home](#) > [Current students](#) > [Teaching](#) > [Study plan submission](#)



IMPORTANT: Registering for exams

Before sitting an exam, you must be sure it is in your online study plan and than you have to **register for the session on:**

AlmaEsami

almaesami.unibo.it

- Once you have seen the exams session dates on AlmaEsami, in order to sit an exam you have to register, according to the schedules set by professors and visible on AlmaEsami;
- After you have passed an exam, the professors record the results which you will be able to see on your Studenti Online profile next to each exam. The recorded exams are marked with “verbalizzato” (recorded) and the grade or the “pass” evaluation (ID).

Home

Degree Programme

[Mobilità internazionale \(1900\)](#)

[Access your e-mail](#)

Address for correspondence:

[Modify contact details](#)



To pay the fee calculated according to your financial conditions, you must have an ISEE 2017 certificate and you must enter the information no later than 15/12/2017, in the following website [ER-GO](#), logging in using your university credentials. The fee due according to your financial conditions will be calculated in January 2018. [Get further information](#) about fees.

Loss of student status: terms and regulations



From January 2017, with the publication of the new Student regulations, new rules regulating the loss of student status have come into force. [Learn about the regulations regarding the loss of student status](#). If you think that you are about to lose your student status or wish to receive detailed information about the procedures and deadlines related to your student career, please contact the [Student administration office](#).

Requests in progress

[Bookings](#)

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



Entrance exams or requirements check
[Apply](#)



Registration
Enrol in a Degree Programme



Exams - AlmaEsami
Enrol for exams and progress tests



Bookings
Register for entrance exams, language test, job placement ...



Calls
Opportunities offered to you by the University



Fee situation - Enrolment
Check your fee situation and make payments



Certificates and self-certifications
Print self-certifications and certificates with stamp



On-line records book
Check your university career



Language exam recognition
Request language exam recognition



Study plan
Complete your study plan



Studenti Online Help Desk

To receive support in using Studenti Online or to report a malfunction

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

Telephone:
+39 051 20 99 882

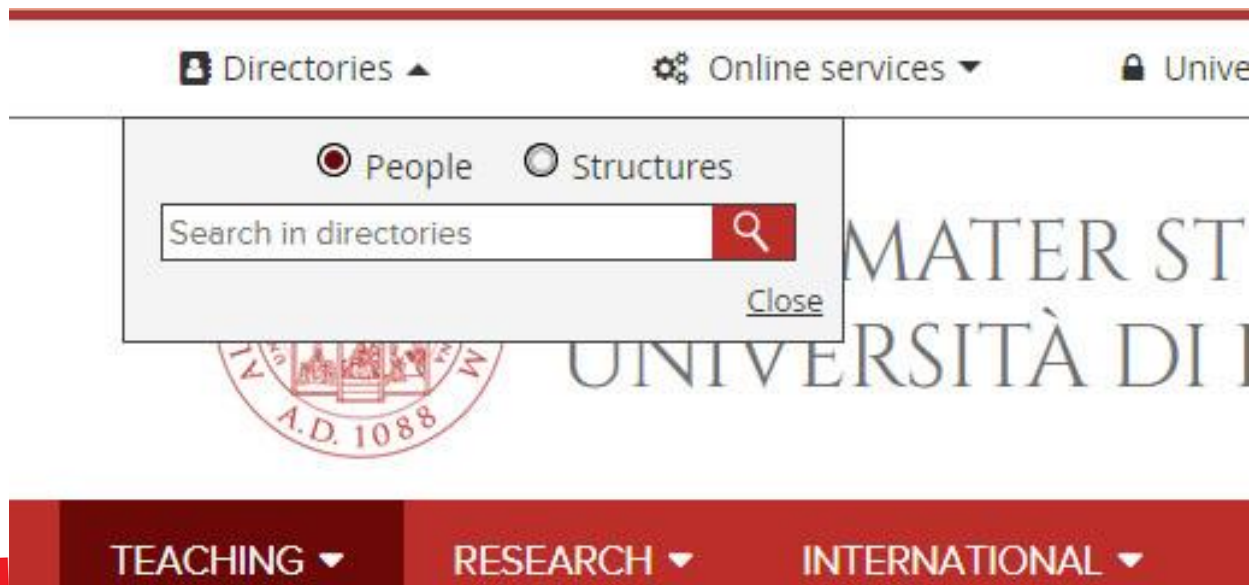
Opening hours:
Monday - Friday 9:00-13:00 and 14:00-17:00

General information on teaching and student services

For general information on teaching and student services contact the Public Relations Office - [URP](#).

How to contact a Professor

On the top of each unibo.it webpage you can find the “Directories” (Rubrica) button that helps you find the personal website of the Professors with contacts, notices and useful resources.



Who do I need to ask if...?

Before asking, check on the websites for relevant info!

Unibo Website > general info about enrollment, teaching, services and opportunities, included calls for application for Erasmus+ and Overseas:
www.unibo.it

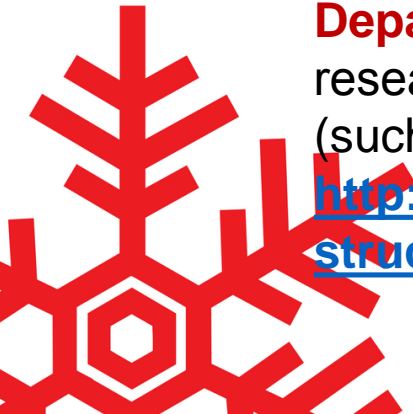
School of Eng. and Arch. Website > info about the School venues, Teaching calendar, Internship rules, events and specific calls for applications: <http://www.engineeringarchitecture.unibo.it/en>

Degree programmes Websites > info about the programmes contents, lessons timetable, specific opportunities and events, contact details about programme's director and coordinator:

<http://www.engineeringarchitecture.unibo.it/en/programmes/degree-programmes>

Departments Websites > general info about Department, relevant research updates, special opportunities for Department's students (such as Dual Degrees Calls):

<http://www.unibo.it/en/university/campuses-and-structures/departments>



Who do I need to ask if...?

Usually you can perform all actions regarding your career online (printing certificates, submitting applications, filling in your study plan, booking exams).

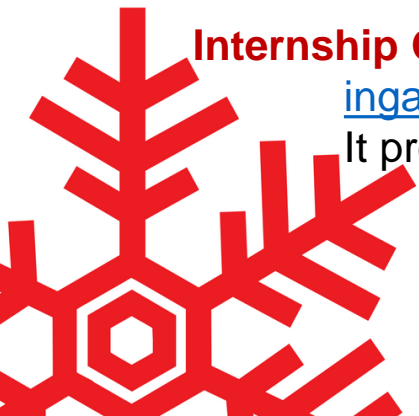
Visit the offices only for issues that you cannot deal with online!

Student Administration Office: Via Saragozza, 10 Bologna, seging@unibo.it
This office manages students' Unibo career. Visit the office to complete enrollment, hand in your residence permit and issue special requests concerning your career.

International Relations and Student Mobility Office: Second Floor, Viale Risorgimento, 2 Bologna ingarc.internazionale.bo@unibo.it
Visit the office for specific administrative and teaching-related support about international mobility (before visiting the office carefully read the relevant calls for application and the info published online).

Internship Office: Second Floor, Viale Risorgimento, 2 Bologna
ingarc.tirocini.bo@unibo.it

It provides administrative back-up for students and graduates who wish to do an internship.

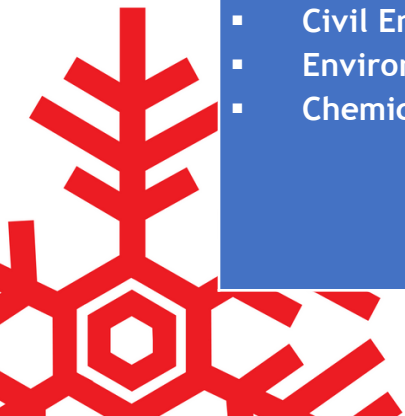


Who do I need to ask if...?

Departmental offices (Programme Coordinators)

For each international degree programme there is a person in charge (**programme coordinator**) to deal with specific teaching and administrative issues for students enrolled in the programme.

DEGREE PROGRAMME	DEPARTMENT	CONTACT PERSON AND OFFICE
<ul style="list-style-type: none">Advanced automotive electronic EngineeringElectronic Engineering - EBITTelecommunications Engineering	DEI	Giulio Ascari giulio.ascari@unibo.it Phone: +39 051 20 93 648 DEI - Department Teaching Office Viale del Risorgimento, 2 - New building, 2 nd floor open daily from 9:30 a.m. to 12:30 p.m.
<ul style="list-style-type: none">Automation EngineeringElectrical Engineering	DEI	Francesca Franchi francesca.franchi8@unibo.it Phone: +39 051 20 9 3398 DEI - Department Teaching Office Viale del Risorgimento, 2 - New building, 2 nd floor open daily from 9:30 a.m. to 12:30 p.m.
<ul style="list-style-type: none">Civil EngineeringEnvironmental Engineering) - EREChemical Engineering - STEM	DICAM	DICAM International Students support office dicam.didattica@unibo.it Viale Risorgimento, 2 Bologna, 1st floor, Costruzioni Idrauliche Via Terracini, 28 Bologna - 1st floor - Room 2-76 Tel: 051-2090263 - 051-2093726



Before visiting the offices:
look for relevant info on the websites
check on Studenti Online
ask your programme coordinator

Thank you!

