

Welcome to I-CONTACT



Vademecum for I-CONTACT
STUDENTS

Unibo University_Dipartimento
di Beni Culturali
a.y. 2024/25

DISCLAIMER:

Please note that this publication has been produced by the tutors of the Degree Program for the newly enrolled students. It aims at providing an informal, quick overview of, and introduction to the I-Contact Program but it does not replace in any way the Program's regulation and its official website.

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1. I-CONTACT: GET TO KNOW YOUR MASTER'S DEGREE PROGRAMME

1.1 RAVENNA CAMPUS

- University of Bologna – Ravenna Campus: www.unibo.it/en/campus-ravenna/ravenna-campus
- Ravenna Campus International Welcome Week (welcome activities and intercultural/international events):
- **Ravenna Campus Social** – you can find our Instagram page [here](#)
- **Students' organizations active in Ravenna:**
 - [Tôchi Bellezza](#)
 - [ESN Ravenna - Erasmus Student Network](#)
 - [Ravenna Must Act](#)
 - [2cool2Ra](#)
 - [UniversiRà](#)
- **Get involved in Ravenna:** Organizations and Cooperatives for which you can volunteer while studying in the city: [AFS Intercultura Ravenna](#), [Cooperativa Sociale Teranga](#), [Students in Action](#), [Europe Must Act Ravenna](#), [Tracce Migranti](#), [Refugees Welcome](#)

Here is more information about:

- [the Ravenna Campus and its offices](#)
- [Housing and Accommodation](#)
- [The documents you need to obtain once you arrive in Ravenna \[Immigration and Residence permit for non-EU students\]](#)
- [Pre-enrolment for non-EU students and matriculation procedures](#)
- [Italian Health Care services and how to obtain a general practitioner](#)
- [How to prepare for enrolment](#), do both for EU and non-EU students.

1.2 DEGREE PROGRAM OVERVIEW

- I-CONTACT offers a solid interdisciplinary and problem-oriented training to students with diverse educational backgrounds, planning to work in the field of international cooperation and development.
- Key objectives: to broaden students' conceptual and analytical abilities; to equip students with academic and professional skills and methodological tools to critically address and tackle the evolving economic, political, social, and cultural issues in international cooperation and development; to enable students to manage global development projects in complex, multidimensional and intercultural environments.
- Main area of interest: historical and geopolitical dynamics between the EU and Central and Eastern Europe, East Asian countries, and the Euro-Med region.
- More information on the course [website](#)

1.3 KEY FIGURES & OFFICES

The main staff members that you may want to contact for help and support are:

- **Carlotta Severi, the Administrative Program Coordinator of I-CONTACT**, takes care of the main administrative procedures connected to the course and you can contact him for specific questions about the admission requirements/admission process at this address: icontact.info@unibo.it
- **The tutors**, if you're not sure who to contact or if you have other specific issues, you can always reach out to them. This is their email address: cdl.icontact-tutor@unibo.it. This year one of the tutors will be specifically dedicated **to supporting international students**. More information about the current tutors and their role, [here](#).
- **International Desk of Ravenna**, provides information and guidance for international students: assistance and information before registration; administrative support; immigration procedures support; information desk for degree programmes and services provided by Ravenna Campus; Italian language courses; welcoming, ongoing guidance and cross-cultural events. You can reach out to them at this email address: internationaldesk.ra@unibo.it
- **The Student Administration office**, supports students during the procedure of enrolment, changes and transfers, diploma supplements. You will interact with this office a lot at the beginning of your time at I-CONTACT and you can contact them at this email address: segravenna@unibo.it. More information [here](#).
- **Degree Program Office**, deals with the organization of the teachings of the Master (timetable and lessons schedule) and gives support to the students for the preparation of study plan. Their email is: campusravenna.segdidascienzepolitiche@unibo.it
- **International Relations Office of Ravenna**, deals with Mobility Programs (Erasmus, Overseas) and with the process of starting a curricular internship. If you need support for the mobility programs, you can write to: campusravenna.internazionale@unibo.it; if you need support for your internship, write instead to: campusravenna.tirocini@unibo.it.
- **The students' representatives**, elected every two years, are voting members of the Degree Program Board. Their role is to introduce and support students' needs and requests during the Board meetings. If you feel the need to reach out to them, please do so using the email addresses [at this page](#).

2. ADMISSION & MATRICULATION PROCESSES

2.1 ADMISSION PROCEDURES: requirements, deadlines and selection process

- For more detailed information on how to enroll check this [webpage](#). Keep in mind these general steps:
 1. Check the entry requirements
 2. Choose your curriculum
 3. Follow the application procedure
 4. Accept and matriculate
- Please note that if you are an international student, you will also need to pre-enroll at the Italian Embassy and get an entry visa for academic purposes. You can find more information about the enrolment with foreign qualifications [here](#) and detailed information about pre-enrolment and visas [here](#).
- The International Desk is available via Teams to support students in the enrolment process.

2.1.1 CHOOSE YOUR CURRICULUM

The master's degree Program offers 2 pathways/curricula:

- A) Protection of **Human Rights** and **International Cooperation**
- B) **International Cooperation** on **Intercultural Heritage**

Applicants shall select Curriculum A or Curriculum B and apply online accordingly: **this choice is binding for the enrolment**. For more information on the teachings and differences between each curricula, please check the Course Structure Diagram. In case an applicant wishes to apply to both curricula (A and B), he/she will have to indicate this choice in the Application. Bear in mind the candidate, if eligible, will be admitted to only one of the curricula, according to the Admission Board decision.

Keep in mind that the change of curriculum is allowed only in very limited cases, so it's very important to **choose reasonably** from the beginning. If you want more information about the curricula or if you need guidance, please don't hesitate to contact the I-Contact tutors (cdl.icontact-tutor@unibo.it).

2.2 MATRICULATION & ACTIVATION OF YOUR ACADEMIC CAREER

If you are an international student, remember to check the specific required documents for the matriculation process on this [website](#).

- You will be able to activate your student career only after the matriculation procedure is completed.

- **Digital Identification and Activation of the Career:** In order to have your Student's profile activated, you need to...
 - **Italian Students (with SPID):** access your Students Online [SOL] area with the **SPID credentials** if you have them. After you have completed the identification and activation procedures, you'll receive the **QR code** to go print your **Unibo-badge** (through any Unibocolumn) and you'll be able to fully access all the services offered on the **Students Online [SOL] platform**.
 - **International Students (or Italian students without SPID):** **book an appointment** with the administration to complete your digital identification (in your Students Online profile you will find the dedicated button)

IMPORTANT: if your career is NOT activated, you can't take any exams!

- Upon completing the matriculation, you will receive a **certificate of enrolment**, which you will have to present along with other required documents when applying for your residence permit.
 - if you are an international student.

IMPORTANT: if you are not yet graduated, you can enroll by the deadlines, by the career is activated only after having demonstrate the achievement of the graduation.

2.3 SCHOLARSHIPS AND FEE REDUCTION OPPORTUNITIES

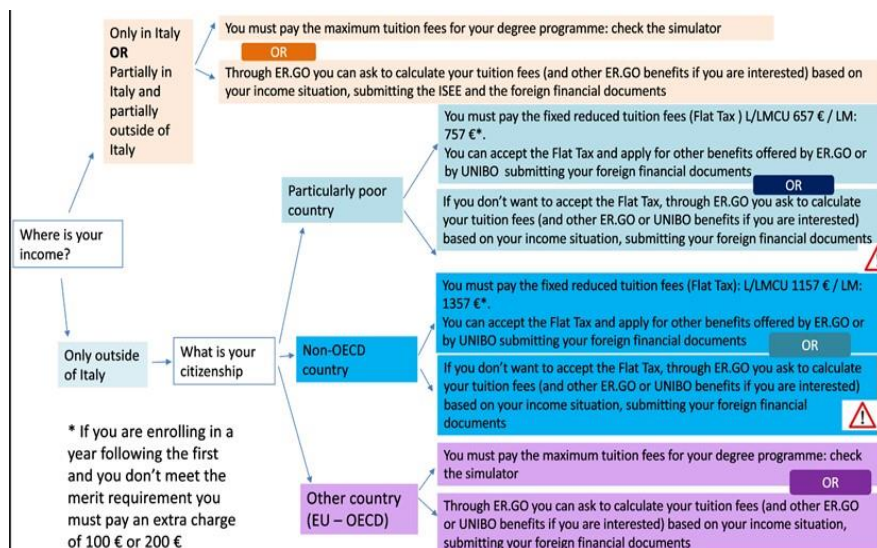
It is possible to find [a list of all the opportunities](#) you will have while studying in Ravenna to **support yourself** during your studies. The list includes specific job positions, such as the *150hours collaboration* or the *tutorships*, that will enable you to be paid by the university to complete certain tasks.

- Regarding the scholarship opportunities and the fee reduction system, in Italy fees are computed based on the students' and there are different processes for international and Italian students:
 - Italian students:
 - **Reduction of the fee:** Italian students can ask for a reduction of the fee by uploading their ISEE (and other required documents) on the ER.GO portal. [ER.GO](#) is a regional organization, not directly connected to Unibo, which is in charge of checking students' income for the reduction fee and takes decisions on each singular application. They have their own rules and deadlines, please contact them directly for any further doubt or question on the scholarship.
 - **Scholarship:** Italian students can ask for a scholarship grant by uploading their ISEE (and other required documents) on the ER.GO portal, and to obtain the scholarship they will need to fill also the 'benefit' section. To know more about

the credits you will need to obtain or to maintain the scholarship and other requirements, check the [ER.GO website](#).

- International students (EU and non EU)
 - **ER.GO fee reduction and scholarship:** international students can ask for a scholarship and for a reduction of the fee (if eligible) through the ER.GO portal, according to the annual Call. To apply, students will need to upload a series of required documents (and have them translated and legalized). [ER.GO](#) is a **regional organization**, connected to the Italian governmental system and detached from the University. They have their own rules and deadlines, please contact them directly for any further doubt or question on the scholarship.
- International students (only non-EU students)
 - **Flat tax system:** the University of Bologna has created a new system for international students to have fee reduction that does NOT include ER.GO, and is organized through a **flat tax system**. For more information, check the website [here](#).

Please note that by applying to this option, the system DOES NOT give students a scholarship! This option will allow students to **pay LESS taxes** (depending on their country of origin) without having to provide all the documents that ER.GO usually requires (and without having to spend money on the translation and legalization of those documents).



3. STUDYING at I-CONTACT

3.1 ACADEMIC CALENDAR

- You can find and download the **Academic Calendar** with detailed information on lectures, breaks, and exam dates for the current academic year [here](#).
- In any case, the lecture year is divided into:
 - **Semester I:** September – December
 - Period I: September-October
 - Period II: November-December
 - **Semester II:** February – May
 - Period III: February-March
 - Period IV: March-May

3.1.1 BREAKS:

- **Winter break:** mid-December (usually from the 24th of December, for Christmas and New Year's Eve) and the month of January (you may have exams starting from the second week of January, but no classes).
- **Spring break:** one week around Easter (usually no exams and no classes during that week)

3.2 DEGREE PROGRAM STRUCTURE AND STUDY PLAN

- Depending on the curriculum you chose, you will have to sit certain exams, some of which are compulsory, others are elective. You can find information about all the courses provided by the program in the [Degree Structure Diagram](#), selecting your curriculum (Track A or B) and the year of your first enrolment in the MA programme.
- After having chosen the courses you would like to attend, you will have to **complete and submit your Study Plan via StudentiOnline (SOL)** within the two specific periods of the academic year. If you have submitted the Study Plan during the first period, you will be able to then change it during the second opening.
- **NOTE:** within the period of the opening of the Study Plan completion, you can modify it as many times as you want.
- You can only fill out the Study Plan for the current academic year (if you are a first-year student, you will not be able to select your second-year courses). All the information regarding the deadlines and the method for Study Plan submission can be found [here](#).
- Students who are outside the prescribed time (fuori corso) are not allowed to submit the study plan. Therefore, any potential request of change, duly motivated, needs to be submitted to the

Course Board via a specific authorisation request. The filled study plan form must be delivered to the Student Administration Office via mail to segravenna@unibo.it .

- Please note that you can attend the classes of the courses that are not in your Study Plan, but you cannot take the exams of those courses.

3.3 HOW TO FILL THE STUDY PLAN?



STEP 1: access your SOL [Student Online platform] and select ‘Study Plan’. NOTE: if you cannot find this section, it means that you’re not FULLY ENROLLED to the course, so please firstly take care of that!

STEP 2: the system will tell you if you CAN submit your study plan [i.e. if you’re currently in one of the periods of the opening of the Study Plan completion. If it’s not the case, you will have to wait for the next opening period to fill the Study Plan]

STEP 3: You will be asked to fill in a questionnaire about your experience at Bologna University so far, if you haven’t already been asked for it. The survey is anonymous and it’s important for the University to know what needs to be improved (so please be sincere!)



STEP 4: you'll be requested to select your curricula: either A (human rights) or B (intercultural heritage).

NOTE: since you're admitted only to the course of a specific curriculum, this is basically an already made choice, you'll just have to move forward.



STEP 5: actual completion of the Study Plan.

There will be mandatory courses (which are already selected for you) and optional courses (which you can choose). Please respect the minimum (and maximum) number of credits for each section.

During the first year you will be able to fill only in the study plan of the first year, while **during the second year** you'll be able to modify the study plan of both the first and the second year.



STEP 6: check the Study Plan you've filled so far and SUBMIT.

STEP 7: the system will show that your Study Plan is confirmed. You can also download a PDF version for your convenience.

At this point, you'll be able to enroll for passing the Exams of the courses that you selected for your study plan, using the *AlmaEsami* function of your SOL area. (More info under the *Exam* section)

IMPORTANT (only for SECOND YEAR STUDENTS!!)

In the second year it's possible to select, under the section 'Elective Learnings', ANY teaching offered by ICONTACT. To do so:

- Select under the 'Elective Learning activity section' the '*insegnamento a scelta su CORSO*' option (press the little arrow). You can chose also Soft Skills modules, which could be offered in a different UniBo campus (Bologna, Forlì, Cesena, Rimini).
- At this point you'll be **redirected to a research page** where you'll be able to research the teaching you would like to add to your study plan. You can do so by introducing the name of the professor, the subject code or the subject title.
- Once you've researched and selected the teaching, you'll be able to go back to your Study Plan compilation and move on with the other sections.

Note that: it is also possible to add in the elective activities any course of the University of Bologna. Take into account though, that in order for the course to be recognized as valid, it must be entirely in English and compliant with the course. To select the course you must write in advance to the professor in charge of the course and to the Programme's Coordinator.

3) Elective learning activities (credits: 12-20)
The student can indicate an activity among those included in the Master's Degree or choose among the recommended activities. Minimum 12 CFU

Selection complete

CFU	Ciclo
<input type="checkbox"/> 9227 - 8567 - ARABIC LANGUAGE	6 3
<input type="checkbox"/> 9227 - 8544 - CITIZENSHIP AND DEVELOPMENT IN AFRICA	6 1
<input type="checkbox"/> 9227 - 8425 - HISTOIRE CONTEMPORAINE DE L'AFRIQUE DU NORD ET DU MOYEN-ORIENT	6 2
<input checked="" type="checkbox"/> 9227 - 8565 - HISTORY OF EASTERN EUROPE, NATION-BUILDING AND PROTECTION OF MINORITIES	6 3
<input type="checkbox"/> 9227 - 8568 - HISTORY OF NOMADISM	6 2
<input type="checkbox"/> 9227 - 8534 - HISTORY OF RELATIONS BETWEEN EUROPE AND LATIN AMERICA IN CONTEMPORARY AGE	6 1
<input checked="" type="checkbox"/> 9227 - 8554 - HUMAN RIGHTS AND CHILDREN'S RIGHTS	6 2
<input type="checkbox"/> 9227 - 8509 - INTERNSHIPS	6 1
<input type="checkbox"/> 9227 - 8545 - JUSTICE, MULTICULTURALISM AND HUMAN RIGHTS	6 3
<input type="checkbox"/> 9227 - 8585 - POLITICAL HISTORY OF EUROPEAN INTEGRATION AND COOPERATION	6 2

soft skills (credits 0-12)

CFU	Ciclo
<input type="checkbox"/> 9240 - 7337 - CREATIVITY AND INNOVATION M	3 2
<input type="checkbox"/> 9240 - 8947 - INFORMATION LITERACY IN LINGUA INGLESE - RAVENNA	3 1
<input type="checkbox"/> 9240 - 8179 - PROJECT MANAGEMENT AND SOFT SKILLS M	3 2
<input type="checkbox"/> 9240 - 8426 - SUSTAINABLE DEVELOPMENT AND ONE HEALTH - RIMINI	3 2

Programmi a scelta su CORSO 9227 - INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE

Home → [Corsi] → [Corsi a scelta] → [Corsi] → [Corsi] → [Corsi]

Search form

Search:

Subject code:

Subject description:

Search results

No course was found

3.4 LINGUISTIC SKILLS

During the first year of your study plan, you may include in your study plan one of the language teaching activities offered annually, provided that it does **not correspond to the official language of your native country**. At the moment, it's possible to choose between French, Spanish, German and Italian. The language exams imply a **pass/fail test**; therefore, you will not receive a grade for it. You can find more info on the requirements of linguistic skills [here](#).

- **Italian language course** (only for students enrolled in the first year from ay 2023/24). The University has created this course for students interested in learning Italian culture and wish to improve their linguistic skill to better engage in the local environment.
- **German language course** is offered in English by the I-CONTACT master's degree program and at the end of the course you'll be asked to complete a pass/fail test of A2 level.
- For **Spanish and French**, you'll be asked to reach at least B1 level in the pass/fail test. For these languages, the courses are directly managed by **the CLA centre** (*Centro Linguistico di Ateneo*, University Linguistic Centre). The CLA of Ravenna organizes language courses of B1 level to guide the students and help them to pass the test: these courses are taught by a native-speaking teacher (in French or Spanish), who will speak French or Spanish for the entire course. You can find more information on the activities organized by the CLA on their [website](#).

IMPORTANT: Sometimes native-speaking professors use Italian language during the classes to better explain certain issues, since the CLA courses are organized for the ENTIRE campus and,

consequently, most of the students are Italian. Please let them know that you're NOT Italian, a so maybe they will stick to French/Spanish when they teach their classes.

3.4.1 FAQ LINGUISTIC REQUIREMENTS

Do you already have a B1 level of Spanish or French? Or a A2 level of German or Italian?

If you already have a certified level of the language that is sufficient according to the linguistic requirements, you may be exempted from taking the pass/fail test. Please check on this [website](#) whether your certificate is valid for the exemption. Regarding the French or Spanish language, check the [CLA website](#) for the information on the recognized certificates.

I have checked that my certificate is among the ones listed by the CLA/university: how do I get the exemption?

NOTE: If your certificate is among the ones accepted by the CLA (or by the university in the case of German) to be exempted from the test, you have to:

- Complete your Study Plan and add the language for which you have the certificate (so you can only do this AFTER the opening of the Study Plan period)
- Complete the '**Language exam recognition**' request on your SOL area. You will be asked to upload your certificate. After a few weeks you should be able to see the linguistic requirement recognized in your '*On-line records book*'.
- IMPORTANT: to fill in the Study Plan and to do the *Language exam recognition* process, you have to be FULLY enrolled into Unibo.



If I am a native-speaking student of French, Spanish, Italian or German, can I choose those languages for the Linguistic Requirement? And do I have to do the test?

If you are a native-speaking student of one of those languages, according to the decision of the Council Board, from ay 2023/24, "*The student may include in his/her study plan one of the language teaching activities offered annually provided that it does not correspond to the official language of his/her native country*" (14.06.2023)

Can I choose my native language as a second year elective activity in my study plan?

According to art. 7 of the Course Regulations, the student cannot include in his/her study plan one of linguistic skills (pass/ fail exams) as an elective activity. Pursuant to the aforementioned rule, the student cannot include a language teaching activity with a final grade that corresponds to the official language of his/her native country.

Where can I find information on the CLA pass/fail test (French or Spanish)?

You can find much information on these tests (called “idoneità” in Italian) on the CLA website. Here are the links:

- [What is the test of eligibility \(idoneità\)?](#)
- [How will the test be structured?](#) more info on the informative meeting (you can find the recording of the meeting [here](#))
- [How to prepare for the test?](#)
 - o **MODULI BLENDED:** The [Blended modules \(this doesn't work\)](#) are courses organized with mother-tongue teachers together with some exercises that the students should do autonomously at home.
 - o **CORSI DI AUTOAPPRENDIMENTO:** The [self-learning modules](#), the students can prepare by themselves autonomously for the test using the online teaching modules. In this way they'll be able to choose their own pace and time schedule. You can find these modules on the [e-cla platform](#).(to access, use your Unibo credentials).

Do I have to follow the courses in order to take the pass/fail test?

- For the **Italian and German linguistic requirement** there are specific courses, therefore, as for all the other courses, you can choose whether to be an attending or non-attending student. For non-attending students, the final test may be a bit different. So please get in touch with the professor to know more about this option.
- For the **Spanish and French linguistic requirements**, organized by the CLA, it is NOT mandatory to follow the classes. Therefore, you can prepare for the test autonomously (also using the materials available on the *e-cla* platform, see the previous question) and enroll directly for the test without attending the blended modules organized by the CLA.

How do I enroll in the pass/fail test?

To enroll for passing the pass/fail test of ANY language, you just follow the SAME procedures to enroll in any exam: through *AlmaEsami* (section on SOL) or through the *myUnibo* app.

NOTE: you have to firstly select the linguistic requirement on **your Study Plan** to be able to see the exam dates on *AlmaEsami* or on the app.

3.5 COURSES

The I-CONTACT Master's degree program has two type of courses:

- **Courses of 6 credits CFU**, which last 30 hours (usually 10 classes of 3 hours each or 12 classes of 2 hours each) and which will take place during periods listed in the Academic Calendar.
- **Courses of 12 CFU**, which last 60 hours and will take place during the entire semester (see Academic Calendar)

Each course has a **webpage** with all the information you may need to know (topics, required readings, exams and assessments methods, etc.). In addition, professors usually provide all the information you need during the first lecture.

The University of Bologna also designed an online platform, [UniBook-open knowledge](#), with many courses and resources (both in English and Italian), which you can access with your Unibo credentials.

NOTE: for the University of Bologna 1CFU/ECTS = 25 hours

3.6 VIRTUALE PLATFORM

Most of the professors will use an online **platform called [Virtuale](#)** where they will upload some materials you might need, along with some additional information about the syllabus or the exams. They might also use the platform to send you messages or announcements, so it's warmly recommended to sign up for the course before it begins. To enter to *Virtuale*, you just need your Unibo credentials.

NOTE: some professors might put an entry password to their *Virtuale* page, so you'll have to wait for the first lecture to enter. Not all professors use the platform.

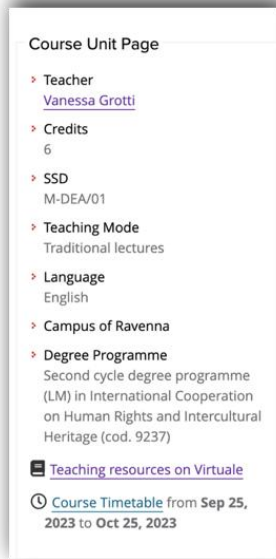
3.6.1 HOW TO USE THE VIRTUALE PLATFORM?

Log in with your Unibo credentials [here](#)

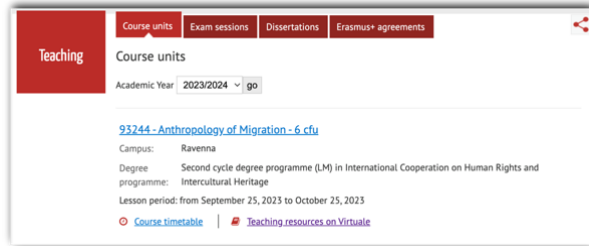
To add courses on Virtuale you have two possibilities:

1. Open the Course structure diagram, select the teaching activity you want to add. On the right side of the webpage, you will find "Teaching Resources on Virtuale". Click on it and you will redirect to Virtuale.
2. I-CONTACT website, open the section "STUDYING", then on the first menu you find the option "Faculty". Open the personal webpage of the course's Professor you are interested in. On his/her/their webpage you will find the section "Teachings". Find your course and click on "Teaching Resources on Virtuale"

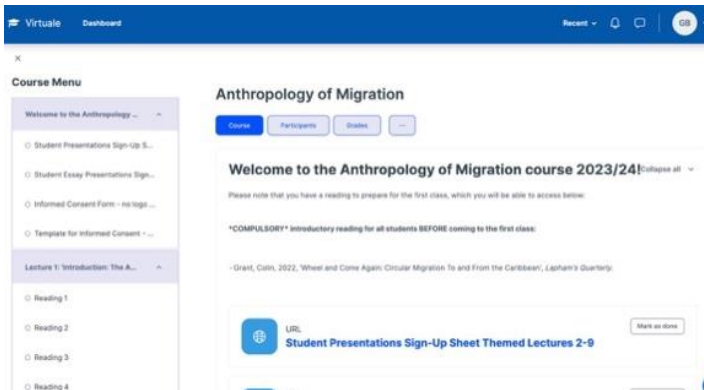
OPTION 1



OPTION 2



To consult the material posted, go on the **Dashboard** of your Virtuale. There you will be able to see the teachings you are enrolled in and to open the resources.



3.7 TIMETABLE AND LECTURE ATTENDANCE

- You can find your timetable [here](#), selecting your year of study and the curriculum you are enrolled in.
- Lecture attendance is not compulsory but is strongly recommended. You will be able to take exams as a non-attending student, but the modalities of the exam may be different. For more information, please check [this page](#) and always ask the professors for more details.

3.8 EXAMS

- The performance of a student is assessed through a variety of means written/oral exams, tests, academic papers. To find the exact information about the assessment methods of your courses,

you will need to read the course syllabus by clicking on the course of interest in the [Degree Structure Diagram](#).

- For each exam, you can decide whether to present yourself as an **ATTENDING** or **non-ATTENDING** student.

To be an attending student, there are usually some requirements (for example, attending at least 70% of the lectures or participating in class-debates and so on). Professors, indeed, might ask a slightly different program to attending and to non-attending students. Usually, non-attending students won't have to prepare the class-materials (power points, etc.), but will have some additional external materials to prepare.

Information about the exam modalities and the programs for the attending and non-attending students can be found on the course website and in the *Virtuale* page. For non-attending students, moreover, it's also recommended to email the professor in due time before the exam for additional information or clarification.

- Please bear in mind that the use of generative artificial intelligence is considered as a form of plagiarism.

3.8.1 HOW TO REGISTER FOR AN EXAM?

You can check which exams you need to take according to your Study Plan, check the available dates, and **register for a session** either through [AlmaEsami](#) (SOL) or in the 'Plan my Exams' section of the [myUnibo app](#).

How to register to Exams: using AlmaEsami [SOL]

The image shows a series of screenshots from the AlmaEsami [SOL] web application. The first screenshot shows a grid of icons representing different services, with the 'AlmaEsami' icon circled in blue. The second screenshot shows a list of courses with columns for 'Nome', 'Data', 'Città', and 'Esame'. A blue 'PRENOTA' button is visible next to the first course. The third screenshot shows a detailed view of a course with a blue '+' icon next to it. The fourth screenshot shows the course details with the '+' icon expanded to show multiple available sessions.


STEP I: accesso on SOL [student online reserved area] with your UNIBO credential; Select ALAMAESAMI from the icons.

STEP II: you'll see a list of all the courses you put in your study plan. If there are appelli available, you'll see the blue 'book' button [PRENOTA]

STEP III: selecting the '+' sign you'll be able to see if there are multiple appelli available and to choose the one that best suits you.

ALMA MATER STUDIOBIUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

How to register to Exams: using myUNIBO APP





My grade book: check all the courses you're taking and the grades of the exams you've already done.

Calendar: check the class schedule of your courses

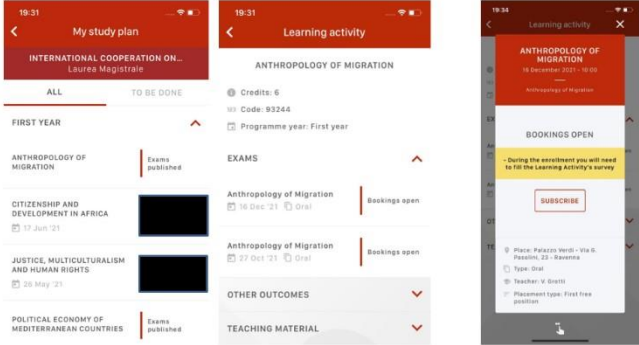

Plan my exams: book the exams directly from the app

Statistics: check your grade average and your potential graduation grade.

IMPORTANT: you have to first fill in your Study Plan to be able to see in the app the courses of choice. If you don't you'll just see the mandatory courses

How to register to Exams: using myUNIBO APP

3.8.2 EXAMS ORGANIZATION

EXAM PERIODS

In general, each year there will be **3 main periods** during which you will be able to take your exams.

- **WINTER SESSION:** from mid-December to mid-February (Semester I, period I and II)
- **SUMMER SESSION:** from mid-May to mid-July (Semester II, Semester I, period I-II-III-IV)
- **AUTUMN SESSION:** September-October (make up session: all courses done in the past year)

APPELLI

During each main session there are usually multiple calls (*appelli*) to take the same exam, it is at the discretion of the professor to choose how many *appelli* to put in one session and throughout the academic year (minimum 6) . In each session in theory you can try the exam in multiple *appelli*, so, for example, if you fail the first time, you can try again in the next opportunity available.

You can also reject a grade obtained in an exam and book another “*appello*” for the next session in case you are not satisfied with it.

- In the case of **oral exams**, you should reject the grade right away, because the professors add it to your career instantly.
- In the case of **written exams**, instead, usually the list of grade proposals is published (using the matriculation number instead of your name, to protect your privacy) and you can then send an email to the professor to accept or refuse the grade.

There is no limit on how many times you can refuse the grade, but, after the first time, which must be guaranteed, the professor can decide to refuse your rejection. In that case, you have to accept the grade.

PUTTING FORWARD OR POSTPONING AN EXAM

You can't put forward exams: You cannot take the second-year exams during your first year of study.

- You can postpone exams: You don't have to take all your first-year exams within the autumn session, you can take the exam also in the upcoming sessions of the second year
- There is no limit on how many times you can take an exam, but it is extremely important to keep in mind that it is necessary to finish all your exams within the second academic year (which normally finishes in March), otherwise you will become "fuori corso" (which means that you aren't in time with your exams). In this case, your student status and university fees might change.

3.9 ITALIAN GRADING SYSTEM

- Grades are given on the basis of 30 points. If the student's performance is considered outstanding, a *cum laude (con lode)* can be added to the grade. The minimum passing grade is 18/30, grades below 18 are considered as a failed exam and are not registered. The table below illustrates the Italian grading system.

30L (30 cum laude / con lode)	Outstanding
29 – 30	Excellent
27 – 28	Very good
24 – 26	Good
19 – 23	Satisfactory
18	Minimum passing grade
<18	Fail

4. OPPORTUNITIES OFFERED BY THE MASTER'S DEGREE

4.1 CRASH COURSES

- Taking into consideration the requests from the students, the Program Board has decided to introduce a new opportunity starting from autumn 2021: [HERE](#)
- A **crash course** is a brief, intensive course of instructions, covering the basics of some complex topics and aimed at preparing students for the beginning of classes. They are delivered remotely and recorded so that it will always be possible for students to follow them.
- They are usually held before the start of the lectures **in early September** and depending on the chosen curriculum (A or B), students can follow one or more courses, including the cross-sectorial courses. [Check the website](#) to see the Crash Courses offered for the current academic year.

4.2 WORKSHOPS

- Workshops are short intensive courses aiming at developing and applying practical skills relevant to the I-CONTACT program. I-Contact students may choose two Workshops only among those provided in their second year, **with no possibility of attending them in the following academic year**. Attendance is compulsory and they usually take place in September. After having attended the workshops, you will only be able to add them in your study plan at the beginning of the second year, when it opens (usually in October).
- Please, carefully read the [following page](#) with all the necessary information regarding the workshops.
- It's possible **to do BOTH the workshops and internship**, as long as you add the internship to the other section of your study plan. (NOTE: you can't choose both the internship and the workshop within the same section of the Study Plan) (See the following table):



4.3 INTERNSHIPS

- Internships are learning activities that allow the students to obtain credits, acquire practical skills. They are usually performed during the second year of study and need to be added to your Study Plan. All the detailed information on different types of internships, their duration, and recognition can be found [here](#).
- More information about all the opportunities offered by the University of Bologna concerning the internships can be found [here](#).
- You might also find an interesting reading about the internship experiences of I-CONTACT students and what they have learned from it on a [dedicated page](#).
- You can find an internship by monitoring the [university's online service](#), which allows you to consult the list of companies that have agreements with the university, run and book the internships.
- Pay attention that before booking the internship online, you need to contact the company directly and receive their confirmation.
- Here you can visualize how to add an internship to your study plan:

Internships (2nd year)

3) Elective learning activities (12 - 24 CFU)	
The student can indicate an activity among those included in the Master's Degree or choose among it	
95708	HISTORY OF RELATIONS BETWEEN EUROPE AND LATIN AMERICA IN CONTEMPORARY AGE
95980	GLOBALIZATION, DEMOCRACY AND HUMAN RIGHTS
95690	HISTORY AND INSTITUTIONS OF ASIA
94473	Contemporary History of North Africa and Middle East
95691	LANDSCAPES OF POST-URBANITY: NATURE, INFRASTRUCTURE, SEMANTICS
80507	Arabic Language
95685	INTERNSHIPS (6 CFU)
soft skills (max 12 CFU)	
89457	Information Literacy in English - Ravenna
73387	Creativity and Innovation M
81799	Project Management and Soft Skills M
94126	SUSTAINABLE DEVELOPMENT AND ONE HEALTH - RIMINI
4) One Activity to be chosen among (6 CFU)	
85511	Workshop on Monitoring and Evaluation of Development Cooperation Projects
85509	Internships
95593	WORKSHOP ON INNOVATIVE, TRANSCULTURAL AND PARTICIPATORY METHODOLOGIES - Not available for the year 2021/2022
95694	WORKSHOP ON MANAGEMENT AND DESIGN OF EU INTERNATIONAL COOPERATION AND DEVELOPMENT PROJECTS - Not available for the year 2021/2022
95692	WORKSHOP ON PROJECTS FOR INVENTORYING, PRESERVING, AND DISSEMINATING INNOVATIVE TRADITIONAL KNOWLEDGE - Not available for the year 2021/2022

Now you can do 2 INTERNSHIPS!!

TYPES of INTERNSHIPS:

Internship 6 credits [CFU/ECTS] = 150 hours
Internship 8 credits [CFU/ECTS] = 200 hours

OPTIONS:

1. You can choose to **do TWO internships** > select the 6cfu internship in section 3 of the Study Plan and the 8cfu one in section 4
2. You can choose to do the **6cfu Internship AND the workshops** (total 8cfu) > 6cfu section 3, workshops section 4



4.3.1 ERASMUS+ MOBILITY FOR TRAINEESHIPS

- This is an EU-promoted mobility program, enabling students to do a work placement abroad, benefiting from a financial contribution.

- Pay attention that firstly, you need to find a company that agrees to host you as a trainee. Then, you should collect all the required documents and submit the application via StudentiOnline. Please note that it is recommended to start looking for a company well in advance (several months before the call is published), since it usually takes a while for the companies to answer and provide all the necessary documents. For more information, you can visit the following [page](#).

4.3.2 FIELDWORK

Fieldwork is an international mobility program which offers an opportunity to spend some time working at an NGO or other bodies involved in development cooperation.

4.3.3 INTERNSHIPS MAECI-CRUI (for Italian citizens only)

- Organized by the CRUI foundation, in collaboration with the Italian Ministry of Foreign Affairs and International Cooperation
- The internship allows students to have an incredible experience at the Italian Embassies, Consulates, and Italian Cultural Institutes (Istituti Italiani di Cultura, IIC) around the world.
- The internship is not organized by the University, so you can check the [official call](#) here.
- Normally to apply for this opportunity is necessary to have obtained at least 60 ECTS.

4.4 MOBILITY

You can find all the mobility opportunities offered by the University [here](#). They include Erasmus for Studying, Overseas, Fieldwork and others. Please don't forget to regularly check your UNIBO mailbox and the I-CONTACT Notice Board in order not to miss any opportunities.

- **ERASMUS+ FOR STUDYING:** Erasmus+ Program is an EU-funded mobility program that allows students to spend one or two semesters studying at a European or a non-European university while also benefiting from a grant that will help you to cover your costs. Here you can find more information on the suggested destinations: [here](#).
- **OVERSEAS:** The Overseas mobility program is open to students of the University of Bologna wishing to spend time studying at a university in one of the four continents. For general information on the Overseas program, please visit [this page](#).
- **86266 PREPARATION FOR THE FINAL EXAMINATION ABROAD (12 CFU)** The activities (at least 300 hours) can be done at universities, research institutions, NGOs, companies, local authorities, etc. Students can conduct the preparation for the final dissertation abroad either through the UniBo system OR autonomously. You can find more information [here](#).
- **86267 INTERNSHIPS FOR THE PREPARATION OF THE FINAL EXAMINATION (12 CFU)** within the Erasmus traineeship/ Fieldwork framework. Please see [here](#) for further information and regulation.

5. GRADUATING

To graduate from I-CONTACT you will need:

- 1) to complete all the exams in your study plan;
- 2) to complete the Final Examination.

5.1 FINAL EXAMINATION: THE THESIS

- The [Final Examination](#) consists of producing a dissertation on a topic that is consistent with the learning objectives of the degree Program, drafted under the guidance of the **supervising professor**. The supervising professor will monitor and support the student's activities and ensure the suitability of the dissertation for presentation, as well as its originality, also using computer applications for checking possible cases of plagiarism. You will also need to choose a **co-supervisor**, another professor that can help you write your final dissertation.
- Note that you must choose both the supervisor and the topic of your thesis by yourself. Keep in mind that your supervisor is strictly connected to your thesis' topic. To choose your supervisor you will have to get personally in contact with him/her and it will be at the discretion of the supervisor to collaborate with you or not on your thesis. We recommend you to start looking for your supervisor and thesis' topic at least one year before your graduation.
- In the [graduation guidelines](#), you can find more information on the procedure. In the same page, you can also find the "Graduation Notice" with all the requirements and deadlines for the graduation process.
- Please bear in mind that the use of generative artificial intelligence is considered as a form of plagiarism.

5.2 FINAL EXAMINATION MODALITIES: PREPARING THE FINAL EXAMINATION ABROAD

As explained in the mobility section, there are two main options to prepare the dissertation abroad, you can find more information about this in the "Graduation Guidelines" and in the dedicated page of the website, [here](#).

- **86267 INTERNSHIPS FOR the PREPARATION of the FINAL EXAMINATION (12 CFU)**
- **86266 PREPARATION FOR the FINAL EXAMINATION ABROAD (12 CFU)** Please see [here](#) for further information.

5.3 DISCUSSION AND FINAL GRADE

- The Thesis Guidelines contain all the relevant information and suggestions on how to write the dissertation and to prepare for the final examination. You can find them at the following link: [Thesis Guidelines](#)

6. LIBRARIES, STUDY ROOMS AND USEFUL RESOURCES

6.1 LIBRARIES AND STUDY ROOMS

- You can find all the necessary information about the study rooms, labs, and libraries of the University [here](#).
- In addition to the University libraries you can also find:
 - Biblioteca Classense in Via Alfredo Baccarini 3
 - Biblioteca Oriani in Via Corrado Ricci 26
- With your Unibo credentials you can also access the [Alma Digital Library](#), where you can find many useful resources!

6.2 USEFUL RESOURCES

SOL: Student Online platform	StudentiOnline
My Unibo App: to check your current Career and to Book exams	myUnibo app
Alamesami: the area where you can book exams	AlmaEsami
Almamedia: Chrome extension ☑if you enter your SOL area with your credentials, this extension allows you to see your arithmetic average and it also allows you to make projections of how your average grade will change if you get a certain grade in an exam.	AlmaMedia
Tirocini Online: platform for internships [university database]	TirociniOnline
Ravenna Campus Services	Ravenna Campus Services
Ravenna Campus International	Ravenna Campus International ; How to prepare for enrolment (international students)
Students' organizations	Tochi Bellezza , UniversiRà , Ravenna Must Act , 2cool2Ra and ESN Ravenna - Erasmus Student Network

7. CONTACTS

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Degree Programme Tutor:

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The tutors change every year, to know more about the current tutors, check [here](#).

Students' Representatives

- Student's Representatives, elected every two years, are voting members of the Degree Program Board (CdL) and they present and support the students' needs and requests during the Board meetings.
- The current students' representatives is: Amanda Quach. You can find her contact info [here](#).

Further Contacts information: <https://corsi.unibo.it/2cycle/InternationalCooperation/contacts>