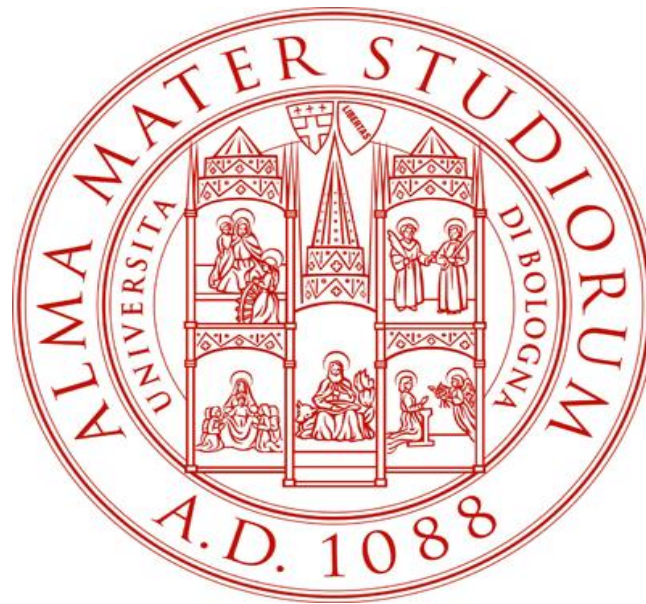


Quantitative Finance: Double Degree Incoming Students Guidelines

ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA



SCHOOL OF ECONOMICS, MANAGEMENT AND STATISTICS

Master

in

QUANTITATIVE FINANCE

QF Coordination Unit

School of Economics, Management and Statistics

University of Bologna

P.zza Scaravilli 2, 40126 - Bologna (Italy)

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1. CONTACTS

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In order to keep up with the latest news regarding academic activities, we suggest you to check regularly the following web pages:

- Master's Degree in Quantitative Finance > <https://corsi.unibo.it/2cycle/Qfinance>
- University of Bologna > <http://www.unibo.it/en/homepage>

International students are invited to read the guidelines for international students provided by the University of Bologna (henceforth referred to as UNIBO):

<http://www.unibo.it/en/international/index.html>

2. THE UNIVERSITY OF BOLOGNA IN BRIEF

The University of Bologna was founded over nine hundred years ago by students who came from all over Europe. Today 5,000 international students from more than a hundred different countries attend our University every year. Bologna's identity is inextricably linked with that of the University.

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In agreement with the Bologna Process, degree programmes in Italian universities are based on a three-cycle system:

- First-cycle degrees: Laurea (L), 3 years, 180 credits
- Second-cycle degrees: Laurea magistrali (LM), 2 years, 120 credits (internationally considered as Master)
- Pursuant to EU regulations, a few degrees are based on a one-block system, with students having to study for 5 or 6 years and earn 300/360 credits respectively.
- Third-cycle degrees include PhD - *Dottorati di ricerca* and *Scuole di specializzazione*

Within the Italian university system, QF is filed under "**2nd cycle degree programmes/Master**": **Laurea magistrale** (LM), 2 years, 120 credits. It is an international programme completely taught in English, yet considered a Master degree according to international standards.

Every degree programme is made up of a number of mandatory and optional teaching and learning activities (the *piano di studi* – Study Plan). A certain number of **ECTS credits** are allocated for each teaching and learning activity (lectures, individual study, project work, laboratory activities, internships, etc.), calculated on the total amount of study required in each case (each credit corresponds to 25 hours of student work). 60 credits measure the workload of a full-time student during one academic year. Credits are awarded to students who have met the requirements set for each activity: passing an examination in the case of taught courses, participating in and passing the continuous assessment for laboratory activities, receiving a positive evaluation after an internship, etc.

In the **Italian grading system**, the minimum pass mark is 18/30 and the top mark is 30 *e lode*/30 (cum laude/with honours). The final graduation mark ranges from 66/110 to 110 *e lode*/110 (cum laude/with honours).

3. GENERAL INFO

3.1 How to reach Bologna

Bologna's ideal geographical position makes it very easy to reach the city by any means of transportation. The main Italian motorways and railways run through Bologna, thereby making the town a perfect place to start on a trip to all the different parts of the country.

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By Plane: The Guglielmo Marconi Airport is very well connected to the city centre by bus and taxi services. The [Airport Shuttle](#) is a bus service connecting the airport with the centre of Bologna which runs about every 15 minutes and it cost 6 Euro for one way ticket from/to Airport.

By Train: The railway station (*Stazione Centrale*) is right next to the city centre and is well served by a public bus network that covers every corner of town. To go from the main station to the University area you can take the “C” bus route provided by Tper (*Bologna public transport*) bus, which will take you straight to Piazza Verdi, the heart of the University area.

3.2 Accommodation

Most students rent rooms and flats on the free market, and to do so you could for example use the following websites. We truly recommend looking for accommodation with a good advance, since the number of students in Bologna is quite high, and it is not always easy to find it.

- Various *Facebook* ‘groups’
- SAIS* (www.sais.ceur.it)
- Bakeca.it (www.bakeca.it)
- Housing Anywhere (www.housinganywhere.com)
- Kijiji.it (www.kijiji.it)
- Subito.it (www.subito.it)
- Airbnb (www.airbnb.it)
- Easystanza (www.easystanza.it)

And so on.

*The on-line registration code that will be provided at the end of the on-line enrolment through StudentiOnLine will allow you to start your “room-hunting” through the SAIS.

Certain details should be considered while looking for accommodation in Bologna:

- Single rooms in the city centre may reach a monthly expense from Eur. 400 to Eur. 580.
- Double rooms in the city centre may reach a monthly expense from Eur. 300 to Eur. 380.
- Some landlords include the monthly bills for utilities (heat, electricity, other) in the room price. Other landlords sometimes set a lower monthly price for the room, but have the utilities billed separately.

Quantitative Finance: Double Degree Incoming Students Guidelines

Please keep in mind that not all rooms offered by the lodging market include the following in the monthly rent: heat, electricity and other taxes such as garbage tax and condo expenses.

- The monthly rent for single rooms and double rooms drop when they are located outside of the downtown area. Please note that the bus service in Bologna is quite reliable and there are bus lines covering all the city area. Students willing to share a double-room will have a higher possibility to identify a place in a shorter lead-time.

After you have identified a room, you will most likely have to:

- Wire a deposit/bail to the landlord, which shall be reimbursed at the end of the contract period.
- Students are expected to sign a private contract (which may be relevant for residence permit purposes).

Please note that **not** all rooms/flats offered by Bussola/Ceur/SAIS (the agencies that support the University of Bologna with the lodging structures) are equipped with Internet connection, and that sometimes pictures of the room will not be available.

Here are some hints you might find useful when looking for accommodation in Bologna through the on-line resources and services:

CAMERA SINGOLA: means that is a single room not to be shared with any other student. This kind of room has a single bed (never a twin bed). The bathroom and kitchen are most likely to be shared with other people in the apartment.

CAMERA DOPPIA: means that is a double room with two separate beds, it is meant to be shared with another student. This kind of room is usually larger than a single one. The bathroom and kitchen are most likely to be shared with other people in the apartment.

CAMERA TRIPLA: means that is a three-beds room with three separate beds, it is meant to be shared with another two student. This kind of room is usually larger than a double room. The bathroom and kitchen are most likely to be shared with other people in the apartment. The price for a TRIPLA is always very convenient.

FASTWEB: means that there is access to internet in the flat (it is not always specified if the room itself is covered with the Internet service), please note that FASTWEB is the name of the Internet provider, therefore, you will perhaps also see: ALICE, TISCALI.

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DENTRO MURA: it means that the room/flat is located in the area intended as downtown Bologna, but not necessarily close to the School of Economics. For instance, a room in the area SARAGOZZA is within the city walls, but the walking distance is farther than in Via Massarenti o Via Mazzini.

FUORI MURA: it means that the room/flat is located outside the area intended as downtown Bologna, but not necessarily far from the School of Economics. For instance, a room located fuori porta San Donato, fuori Porta Mascarella, fuori Porta Mazzini or fuori Porta San Vitale, are conveniently located walking distance to the University area.

LAVATRICE: it means that there is a washing machine available in the flat.

BOLLETTE / RISCALDAMENTO AUTONOMO: this means that the bills may be included or may not be included. The bills are usually for services like: water, electricity, heat, etc. As a matter of fact RISCALDAMENTO AUTONOMO means that the people living in the flat are free to set-up the heating level (in order to save some money), or **RISCALDAMENTO CENTRALIZZATO** means that the building decides when the heating will be turned-on based on a schedule.

LIBERA SUBITO: means that the room is available right away.

4. DOUBLE DEGREE PRESENTATION

The Master's Degree in Quantitative Finance has undersigned two Agreements of Interuniversity Cooperation that permit students to get a degree both from the home and from one of the partner universities – hence, a double degree.

The agreements are as follows:

- 1) ARIMA Agreement
 - Karol Adamiecki University of Economics, Katowice, Poland (UEK)
 - University of Applied Sciences bfi, Vienna, Austria (UAS bfi).
- 2) Agreement of Interuniversity Cooperation
 - Ludwig-Maximilians-University, München, Germany (LMU)
 - Université D'Evry-Val-D'Essonne, Evry, France (UEVE)

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4.1 The Aim of the Project

Thanks to these agreements, the students of the partner universities who undertake the Double Degree Programme are given the opportunity to receive an academic degree from both the home and host institution.

To make this possible, the Parties offer equivalent curricula. Even though the foreign courses are structured in a different way, each university guarantees the correspondence of its course to the overall contents and learning outcomes defined in the ECTS description (see section

From Wien and Katowice to Bologna	
4th Semester	3rd Semester
Workshop in Quantitative Finance (6)	Adv. Methods of Risk Mgmt (12)
Thesis and final exam (18)	Adv. Methods of Insurance (12)
An additional course (6), for example:	Financial market regulation (6)
Free course or intensive program	

From Munich to Bologna	
3rd Semester	4th Semester
Path I	Path I
Interest Rate Models; Credit Derivatives (Area Financial Mathematics) - (6-12)	Internship + Free Course + Final Examination (30 ECTS)
Advanced Methods of Insurance 1,2 (12 ECTS)	Workshop + Free Course + Final Examination (30 ECTS)
Statistics of Financial Markets; Econometrics of Financial Markets (6 or 12 ECTS)	
TOTAL NUMBER OF ECTS: 30	
Path II	
Advanced Methods of Risk Management 1,2 (12 ECTS)	
Advanced Methods of Insurance 1,2 (12 ECTS)	
Econometrics of Financial Markets (6 ECTS)	
TOTAL NUMBER OF ECTS: 30	
Path III	

Quantitative Finance: Double Degree Incoming Students Guidelines

Interest Rate Models; Credit Derivatives (6 or 12 Credits)	
Financial Engineering for Asset Management; Statistical Methods for Asset Management (6 or 12)	
Statistics of Financial Markets; Econometrics of Financial Markets (6 or 12)	
TOTAL NUMBER OF ECTS: 30	

From Evry to Bologna
2nd Semester
Actuarial and Financial mathematics 12 ECTS
Financial products and markets 6 ECTS
Economics of financial markets 6 ECTS
Elective course: for example, <ul style="list-style-type: none"> • Financial journalism 3 ECTS+ computational Finance 3 ECTS or • statistical methods for asset management 6 ECTS or • workshop in Quantitative Finance 6 ECTS
TOTAL NUMBER OF ECTS: 30

4.3 Reference tables). All the courses will be taught in English.

Each University selects the students according to its own criteria. Generally speaking, the admission process is based on academic merit, past work, extracurricular experiences and motivation letter.

4.2 Online application & how to choose your study plan

Once you have been selected for the Double Degree Programme the first thing to do is to make sure that the University of Bologna receives your personal data from your Home University. Remember to contact us **with adequate advance notice**, specifying your status (DD/Erasmus/DD and Erasmus), in order to start the right procedure.

Please note that the **online application** is compulsory and must be completed before your arrival in Italy. Go to [AlmaRM - Accesso studenti](#), type in the username e password you have received with the *Confirmation Message* and enter your personal homepage.

Quantitative Finance: Double Degree Incoming Students Guidelines

The next step is to choose the courses you will attend and to fill the Double Degree Form (DDF). In case you are selected from your university within the Erasmus program you have to fill in the Learning Agreement too. In case you are not doing your Master's thesis in Bologna, the two documents will be the same. Otherwise, while the Double Degree Form will report the credits for the final dissertation, those will not be included in the Learning Agreement. Please find below an example of the [Double Degree Form](#). In order to obtain the Double Degree you must fulfil the following requirements:

- Get at least 30 ECTS
- Spend at least one semester at the host University

Do not forget about this while selecting the courses!

Below you can find the suggested Study paths from all destinations. Exceptions to these are allowed only in special cases, due to educational – scientific reasons. If you do not choose one of the suggested paths, the [reference tables](#) below will help you to fill in the double degree form.

From Wien and Katowice to Bologna	
4th Semester	3rd Semester
Workshop in Quantitative Finance (6)	Adv. Methods of Risk Mgmt (12)
Thesis and final exam (18)	Adv. Methods of Insurance (12)
An additional course (6), for example:	Financial market regulation (6)
Free course or intensive program	

From Munich to Bologna	
3rd Semester	4th Semester
Path I	Path I

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Interest Rate Models; Credit Derivatives (Area Financial Mathematics) - (6-12)	Internship + Free Course + Final Examination (30 ECTS)
Advanced Methods of Insurance 1,2 (12 ECTS)	Workshop + Free Course + Final Examination (30 ECTS)
Statistics of Financial Markets; Econometrics of Financial Markets (6 or 12 ECTS)	
TOTAL NUMBER OF ECTS: 30	
Path II	
Advanced Methods of Risk Management 1,2 (12 ECTS)	
Advanced Methods of Insurance 1,2 (12 ECTS)	
Econometrics of Financial Markets (6 ECTS)	
TOTAL NUMBER OF ECTS: 30	
Path III	
Interest Rate Models; Credit Derivatives (6 or 12 Credits)	
Financial Engineering for Asset Management; Statistical Methods for Asset Management (6 or 12)	
Statistics of Financial Markets; Econometrics of Financial Markets (6 or 12)	
TOTAL NUMBER OF ECTS: 30	

From Evry to Bologna
2 nd Semester
Actuarial and Financial mathematics 12 ECTS
Financial products and markets 6 ECTS
Economics of financial markets 6 ECTS
Elective course: for example, <ul style="list-style-type: none"> • Financial journalism 3 ECTS+ computational Finance 3 ECTS or • statistical methods for asset management 6 ECTS or • workshop in Quantitative Finance 6 ECTS
TOTAL NUMBER OF ECTS: 30

4.3 Reference tables

The information contained in the following tables will help you to fill in the Double Degree Form. Equivalent exams are highlighted with the same colour. You can choose courses from both the first and the second

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year. To facilitate the comparison of the courses the table regarding the University of Bologna is provided at the beginning of each section.

4.3.1 ARIMA Agreement Universities:

UNIBO - University of Bologna

1st year	Hours	ECTS	Semester
MATHEMATICS AND PROBABILITY (I.C.)			
CALCULUS	30	6	1
PROBABILITY	30	6	1
ACTUARIAL AND FINANCIAL MATHEMATICS (I.C.)			
FINANCIAL MATHEMATICS	30	6	2
ACTUARIAL MATHEMATICS	30	6	2
ECONOMICS AND FINANCE (I.C.)			
CORPORATE FINANCE	30	6	1
FINANCIAL PRODUCTS AND MARKETS	30	6	2
ECONOMICS OF FINANCIAL MARKETS	30	6	2
STATISTICS AND ECONOMETRICS (I.C.)			
ECONOMETRICS	30	6	1
STATISTICS	30	6	1
FINANCIAL MARKET REGULATION	30	6	1
2nd year			
NUMERICAL ANALYSIS (I.C.)			
COMPUTER PROGRAMMING	30	6	1
NUMERICAL METHODS	30	6	1
Choose 12 ECTS among			
ECONOMETRICS OF FINANCIAL MARKETS	30	6	1
STATISTICS OF FINANCIAL MARKETS	30	6	1
CREDIT DERIVATIVES	30	6	1
INTEREST RATE MODELS	30	6	1
FINANCIAL ENGINEERING FOR ASSET MANAGEMENT	30	6	1
STATISTICAL METHODS FOR ASSET MANAGEMENT	30	6	2
ADVANCED METHODS OF RISK MANAGEMENT 1	30	6	1
ADVANCED METHODS OF RISK MANAGEMENT 2	30	6	1
ADVANCED METHODS OF INSURANCE 1	30	6	1
ADVANCED METHODS OF INSURANCE 2	30	6	1
Free choice (12 ECTS) among:			
ADVANCED TOPICS IN LIQUIDITY MANAGEMENT IN THE POST CRISIS ERA	30	6	1
.....(to be offered each year).....	30	6	1-2
Choose 6 ECTS between:			
WORKSHOP IN QUANTITATIVE FINANCE	30	6	2
INTERNSHIP	30	6	1-2

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THESIS AND FINAL EXAM		18	2
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UEK – University of Katowice and

UASS-University of Applied Sciences (Wien)

		ECTS	Semester
M1 Fundamentals in Quantitative Methods and Finance	Fundamentals of Mathematics and Statistics	4	1
Year 1	Fundamentals of Finance	5	1
	Fundamentals of Economics	3	1
	Programming and Databases	4	1
M2 Financial Econometrics	Multivariate Methods	5	1
Year 1	Time Series Analysis	3	1
M3 Derivative pricing	Equity and Foreign Exchange Derivatives	2	1
Year 1	Fixed Income and Credit Derivatives	4	1
M9 (year 2)	Legal Framework and Ethics	3	1
M4 Risk Measurement	Measurement of Market Risk	4	2
Year 1	Measurement of Credit Risk	4	2
	Measurement of Non-Life Risk	2	2
	Measurement of Life Risk	3	2
M7 Asset Liability Management and Risk Mgmt for banks	Bank Management	5	1
Year 2	Risk Controlling and Organisation of Market Risk	2	1
	Risk Controlling and Organisation of Credit Risk	3	1
	Operational Risk for Banks	2	1
M5 Asset Management	Introduction to Asset Management	2	2
Year 1	Asset class Interest Rate Products	2	2
	Asset class Equity	2	2
	Asset class Foreign Exchange	1	2
	Asset class Credit Products	2	2
	Alternative Investments	2	2
	Structured Products	2	2
M8 Asset Liability Management and Risk Mgmt for Insurances and pension funds	ALM and Insurance Management	3	1
	Management Life Risk	3	1
	Management Non-Life Risk	3	1
M9 Applied Asset Management	Integrating Aspects of Asset Management	6	1
year 2			1
M6 Research Methods	Research Methods	1	2
Year 1	Research Seminar	3	2

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4.3.2 Agreement of Interuniversity Cooperation

UNIBO – University of Bologna

1st year	Hours	ECTS	Semester
MATHEMATICS AND PROBABILITY (I.C.)			
CALCULUS	30	6	1
PROBABILITY	30	6	1
ACTUARIAL AND FINANCIAL MATHEMATICS (I.C.)			
FINANCIAL MATHEMATICS	30	6	2
ACTUARIAL MATHEMATICS	30	6	2
ECONOMICS AND FINANCE (I.C.)			
CORPORATE FINANCE	30	6	1
FINANCIAL PRODUCTS AND MARKETS	30	6	2
ECONOMICS OF FINANCIAL MARKETS	30	6	2
STATISTICS AND ECONOMETRICS (I.C.)			
ECONOMETRICS	30	6	1
STATISTICS	30	6	1
FINANCIAL MARKET REGULATION	30	6	1
2nd year			
NUMERICAL ANALYSIS (I.C.)			
COMPUTER PROGRAMMING	30	6	1
NUMERICAL METHODS	30	6	1
Choose 12 ECTS among			
ECONOMETRICS OF FINANCIAL MARKETS	30	6	1
STATISTICS OF FINANCIAL MARKETS	30	6	1
CREDIT DERIVATIVES	30	6	1
INTEREST RATE MODELS	30	6	1
FINANCIAL ENGINEERING FOR ASSET MANAGEMENT	30	6	1
STATISTICAL METHODS FOR ASSET MANAGEMENT	30	6	2
ADVANCED METHODS OF RISK MANAGEMENT 1	30	6	1
ADVANCED METHODS OF RISK MANAGEMENT 2	30	6	1
ADVANCED METHODS OF INSURANCE 1	30	6	1
ADVANCED METHODS OF INSURANCE 2	30	6	1
Free choice (12 ECTS) among:			
ADVANCED TOPICS IN LIQUIDITY MANAGEMENT IN THE POST CRISIS ERA	30	6	1
.....(to be offered each year).....	30	6	1-2
Choose 6 ECTS between:			
WORKSHOP IN QUANTITATIVE FINANCE	30	6	2
INTERNSHIP	30	6	1-2
THESIS AND FINAL EXAM		18	2

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LMU- Ludwig-Maximilians-University (Munich)

WIRTSCHAFTSMATHEMATIK (LMU-MÜNCHEN)			
Bereich	Pflicht	Modul	ECTS
Stochastics & Analysis	Wahlpflicht min 9 ECTS	Stochastische Prozesse	9
		Fortgeschrittene Themen aus der Stochastik	9
		Funktionalanalysis	9
Financial Mathematics	Wahlpflicht min 18 ECTS	Finanzmathematik I	9
		Finanzmathematik II	9
		Finanzmathematik III	9
		Fortgeschrittene Themen aus der Finanzmathematik	9
Economics	Wahlpflicht min 12 ECTS	Mikroökonomie 1	9
		Mikroökonomie 1	6
		Applied Microeconomics	6
		Empirische Ökonomie 2	6
		Econometrics	6
Statistics	Wahlpflicht min 6 ECTS	Zeitreihen	6
		Einführung in die Ang. Statistik	6
		Mathematische Statistik	9
		Multivariate Zeitreihen	3
		Finanzökonometrie: Portfolio-Analyse	6
		Finanzökonometrie: Risiko-Management	6
		Schätzen und Testen I	9
		Ausgew. Geb. der Wirtschaftsstatistik	6
Business Administration	Wahlpflicht min 15 ECTS	Investment Banking	6
		Empirical Corporate Finance	3
		Insurance Economics	6
		Rückversicherung	3
		Versicherungstechnik	3
Numerics	Wahlpflicht min 9 ECTS	Numerische Methoden der Wirtschaftsmathematik	9
		Fortgeschrittene Numerische Mathematik	9
		Fortgeschrittene Themen aus der Numerische Mathematik	9
Wahlmöglichkeiten	max 15 ECTS	Actuarial Sciences	3+3+3+3+3+3
		Seminars	3
		Pure Mathematics	9x26
		Sonstige Veranstaltungen aus den Modulen 1-5	-
Hauptseminar	Pflicht		3
Industriepraktikum	Pflicht		3
Master's Thesis	Pflicht		27

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UEVE- Université D'Evry-Val-D'Essonne (Evry, France)

Master "Ingénierie Mathématique- Spécialité Ingénierie Financière" UEVE-Evry			
Cours	Type	Module	ECTS
Année 1 Semestre 1			
Apprentissages fondamentaux 1	Obligatoire	Anglais	2
		Mise à niveau programmation (langage C)	2
		LV 2 (espagnol ou allemand)	2
Analyse 1	Obligatoire	Analyse fonctionnelle et applications aux équations aux dérivées partielles	8
Probabilité et statistiques	Obligatoire	Probabilité	3
		Statistiques	3
		SAS	2
Options (choisir 2 options)	Option	Marché financier, institutions et instruments	4
	Option	Analyse des données	4
	Option	Théorie des Distributions	4
Année 1 Semestre 2			
Apprentissages fondamentaux 2	Obligatoire	Anglais	2
Processus stochastique	Obligatoire	Processus stochastique	7
Analyse 2	Obligatoire	Analyse numérique des EDP	2
		Méthode d'éléments finis	2
		Scilab	2
Options (choisir 3 options)	Option	Introduction à C++	2
	Option	Introduction aux algorithmes d'optimisation	2
	Option	Mathématiques financières	2
	Option	Introduction à VBA/Excel	2
Initiation à la vie professionnelle	Obligatoire	Stage professionnel	9
Année 2 Semestre 1			
Apprentissages fondamentaux 1	Obligatoire	Anglais	3
Mathématiques pour la finance	Obligatoire	Calcul stochastique	9
Informatique pour la finance	Obligatoire	C++ / VBA	4,5
		Projet	4,5
Méthodes d'évaluation et de couverture I (choisir 1 option)	Option	Gestion des Risques	9
	Option	Principes de base et Techniques actuarielles & Econométrie Financière	9
Année 2 Semestre 2			
Cours	Type	Module	ECTS
Apprentissages fondamentaux 2	Obligatoire	Anglais	1
		LV 2 (espagnol ou allemand)	2
Finance numérique	Obligatoire	Méthodes numériques de pricing et de calibration de modèles en finance	8
Méthodes d'évaluation et de couverture II	Obligatoire	Produits dérivés : Dérivés actions, de taux, de change et de crédit	4
Projet	Obligatoire	Projet en Finance Numérique	4
Initiation à la vie professionnelle	Obligatoire	Stage professionnel	10

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4.3.3 The Form

Please find below an example of a filled-in form.



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

**DOUBLE DEGREE
QUANTITATIVE FINANCE- incoming**

STUDENT'S PERSONAL DETAILS

Name and Surname:
E-mail Address:
Registration number at the University of Bologna:
Host University:

DETAILS OF THE STUDY PROGRAMME ABROAD
Scheduled length of stay: from..... till.....

Planned Activity in Bologna		Recognised course equivalent at Home University	
Course titles	ECTS	Course titles	ECTS
<i>Differential Equations in Finance</i>	<i>6</i>	<i>Advanced Topics</i>	<i>3</i>
<i>Workshop in Quantitative Finance</i>	<i>6</i>	<i>Project Seminar</i>	<i>4</i>
<i>Final Examination</i>	<i>18</i>	<i>Diploma Thesis and Exam</i>	<i>23</i>
TOT.	<i>30</i>		<i>30</i>

Official Approval by the University of Bologna
Prof.ssa Rossella Agliardi
Date and Signature

Official Approval by the Host University
Date and Signature of the Coordinator

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5. WELCOME TO BOLOGNA

You have just arrived in Bologna, but you cannot relax yet. Let's see what you have to do.

5.1 Enrolment

Once you arrive, you have to register at the International Relations Office of the School of Economics, Management and Statistics.

Contact person

Maria Luigia Lojudice

First Floor, walk down the corridor, then turn left

Please bring with you:

- a) 2 passport-size pictures;
- b) A copy of your passport or ID;
- c) For non-EU students: the receipt of your student visa/residence permit application (the original residence permit needs some months in order to be issued)- [See section 7](#);
- d) A certificate stating you are regularly enrolled at your home University;
- e) The transcript of your records with marks and ECTS obtained in your home country.

Once the enrolment procedure has been completed, you will receive a personal electronic **Student Badge**: by using this card, students can obtain certificates, price reductions and have access to different facilities of both the University and the Municipality.

All the administrative issues are managed by the Registrar's Office.

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Segreteria studenti / Registry Office:

Ground floor, 33, Via Zamboni, Bologna, 40126

t. 0039 (0)51/2099270 - fax: 0039 (0)51/2099273

E-mail: segecosta@unibo.it

Front office: MONDAY, WEDNESDAY, FRIDAY: 9.00 - 11.15

TUESDAY: 9.00 - 11.15, 14.30 - 15.30

THURSDAY: 14.30 - 15.30

Web: <http://www.ems.unibo.it/it/scuola/segreteria-studenti>

5.2 Academic Activities

The Academic Calendar is available on the QF website: <https://corsi.unibo.it/2cycle/Qfinance/academic-calendar>

Lessons' attendance is highly recommended.

Exams are planned immediately after the end of the course. Students have three possibilities per year to give an exam, which means that you can take an exam either at the end of the course, at a second intermediate date or in September. However, it is strongly recommended that you take the exam immediately after the course. This schedule ensures that a student completes the required credits in the most appropriate order and in due time and allows his/her to dedicate the last part of the second year to the internships or workshop and to the research for the final dissertation.

Lessons Timetable

The schedule (*Orario delle lezioni*) for each course can be found here:

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

Exams

The final exam at the end of a course is defined by each professor. It can be a written or oral test; it may include midterm assessments, class presentations, project groups and essays. Exams are graded on a basis of /30, possibly with Laude. 18/30 is the passing grade. If a student fails an exam, he/she has the opportunity to retake it in a following date. Exams will be registered by each professor through an

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informatics system; students will be able to see the registered marks and print certificates¹ after few weeks on [Studentionline](#).

Almaesami

Exams sessions are available on [AlmaEsami](#). Connect to the system by typing your username and password, then check the exam sessions and register.

Classroom

The majority of the lessons are held at the School of Economics, Management and Statistics in Piazza Scaravilli 2.

Computer lab

The computer laboratory is on the first floor of the School of Economics, Management and Statistics. Once properly enrolled, you can enter the lab with your student card (**badge**) and you have the possibility both to access to academic databases and to print. You are asked to bring your own white paper to print (you can buy it at any stationery close to the School).

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6. AT THE END OF YOUR EXPERIENCE

You finally made it to the very end of your Double Degree Programme. Let's see what's left to do!

6.1 Recognition of the Double Degree Program

Please find below the *conversion tables* for the exams you took at the Host University.

ARIMA Agreement

Description	Bologna	Katowice	Praha	Wien
Highest level (cum laude)	30 e lode	5	A	1
Excellent	29-30	5	A-	1
Very good	26-28	4,5	B+	2
Good	24-25	4	B, B-	2
Satisfactory	21-23	3,5	C+, C, C-	3
Sufficient	19-20	3	D+	4
Barely passing	18	3	D	4
Fail	0-17	2	F	5

Agreement of Interuniversity Cooperation

Description	Bologna	Evry	München
Highest level (cum laude)	30 e lode	20-19	1,0
Excellent	30	18	1,0
Very good	28-29	17	1,3
Good	25-26-27	14-15-16	2,3-2,0-1,7
Quite good	24	13	2,7
Satisfactory	21-23	11-12	3,0 - 3,3
Sufficient	19-20	10	3,7
Barely passing	18	10 or (*)	4
Fail	0-17	0-9	5

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The procedure for the recognition of the Double Degree Programme depends on the period you spent at the University of Bologna*.

1) Fourth semester (second semester of the second year) or entire second year

- Read carefully the guidelines for Final Graduation <https://corsi.unibo.it/2cycle/Qfinance/gruaduation>
- Verify that your prior academic career (your transcript of records) has been recognized by our institution

2) First, Second or Third Semester (first year or first semester of the second year)

- After the graduation at your Home University, send us your Final Transcript (with final mark and date of issue) in order to obtain the QF Degree.
- Apply for graduation according to our schedule using the online procedure (*Domanda di Laurea*). You will be asked to pay for the graduation parchment fee and to indicate the name of a supervisor (*relatore*). Please refer to Prof. Agliardi or Cherubini and inform them.
- Fill in the feedback form and send it to the Program Coordinator before the graduation session.

*Each of the foreign partner's university follows a different procedure according to their regulation.

Additional points (*Bonus Laurea*) are assigned depending on when you choose to graduate. You can start the procedure for the graduation even if you have not taken all the exams yet. It is important to complete all the exams and/or have them recognised within approximately twenty days before the actual graduation date.

Approximately one week after the graduation session at UNIBO, you will be able to download the graduation certificate from your Studenti online profile. <https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>

This certificate has legal value and can be used for job application.

7. Non-EU Students

Please note that:

- If you plan to stay in Bologna for **less than 90 days** and you have a regular Italian Visa or Schengen Visa, **you do not need a Permit of Stay**.
- In case you are staying in Italy for **more than 90 days** you should request an **Italian residence permit** and support your request with an Italian visa or a Schengen visa.

Permit of Stay (*Permesso di Soggiorno*) for Non-EU Students

The *Permesso di Soggiorno* is a residence permit given by the Italian government that allow NON-EU citizens to stay, live, study and travel in Italy. It is mandatory and it is absolutely the most important procedure to accomplish as you arrive in the country.

Within 8 working days from your arrival, all the students who hold a valid student visa for Italy must apply for a Permit of Stay for study purposes (in Italian called *Permesso di Soggiorno per motivi di studio*). The permit of stay is released by the local Police Department called in Italy *Questura*, through the Foreigners Office (*Ufficio Stranieri*) located in Bologna.

The **Tutor for International Students** will organize meetings to inform you about the *Permesso di Soggiorno* and help you through the procedure

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To apply for permit of stay, it is necessary to withdraw the “kit” at the Post Office and follow these steps:

Step 1: AT THE POST OFFICE – DOCUMENTS FOR THE RESIDENCE PERMIT APPLICATION

- Complete the *Permesso di Soggiorno Kit* filling form number 1 (Modulo 1). The Kit is available free of charge at every Post Office. Remember to check that the Kit is for NON-EU citizens;
- A *certificate of enrollment* released by the University of Bologna. Students can print a self- certification from **Studenti Online** (the Police station in Bologna accepts self-certifications) or they can ask for the certificate at the **registrar’s office** (Segreteria Studenti);
- *Photocopies of ALL the pages of your passport* or other equivalent document, even the empty pages, even the first and the last pages. You must also show the original document when submitting the application at the Post Office;
- Photocopy of the *insurance policy* or of the receipt of payment for Italian insurance policy (see below for further information about the insurance policy);
- The payment receipt of the pre-stamped payment slip, available at the Post Office, for **€107.50** charged for PSE (Permesso di Soggiorno Elettronico - Electronic Residence Permit);
- Then you need a *Marca da Bollo*. It is an Italian Duty Stamp needed to validate the Kit that can be purchased at any tobacco shop. Ask for the *Marca da Bollo* **€16**.

DO NOT submit original documents in the post office kit. When submitting your application, the Post Office will charge you a **fee of € 30**. **PLEASE REMEMBER** to submit your kit inside an unsealed envelope at “**Sportello Amico**” (the helpdesk that checks documents). In Bologna, you can find “Sportello Amico” at the following Post Offices:

- Piazza Minghetti 4
- via Sant’Isaia 3/5
- Piazza della Costituzione 8
- via Cairoli 9

After submitting the *Permesso di Soggiorno Kit* at the Post Office, **you should receive 2 documents**:

- (1) **A yellow receipt** (called *ricevuta*) that is absolutely the most important document in order to get the permit. Moreover, the receipt contains the user ID and password needed to check the status of your application online at <http://www.portaleimmigrazione.it/>. (Click on *Area Riservata Stranieri* at the bottom of the page on the right).

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- (2) A letter with date and time of the appointment at the Police Station, *Questura*, for the final step of the procedure. Please provide the **correct residence address to the post office**, because the *Questura* will eventually send notice or mails in case of problems in issuing the permit to the address provided. **It is strongly recommended to frequently check your status at this link:** <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN> in order to check the progress of your application (using the code number provided by the Immigration Office and applicant's date of birth). Until you do not get the plastic badge from the Questura, please note that the receipt has the same legal value.

Step 2: AT THE QUESTURA – IMMIGRATION OFFICE (UFFICIO STRANIERI)

At the local Police Station, Immigration Office opens from Monday to Friday from 08.30 am to 1.30 pm. It is located in Via Bovi Campeggi 13/3. Make sure to bring originals and photocopies of **ALL** your documents:

- Bring your passport or other equivalent document;
- Four identical passport-size photographs. (You can find an automatic photo-box next to the canteen located in Piazza Puntoni 1);
- The original insurance policy or receipt of payment for Italian insurance policy (see the Chapter INSURANCE for further information);
- A certificate of enrollment in your academic program in Italian (from the Registrar Office in Via Zamboni, 33 or printed from Studenti Online);
- Original Financial Statement, the document that certifies adequate financial resources for the validity period of the residence permit (€5,819.00). **This is not mandatory.**

Step 3: WITHDRAWAL OF THE PERMIT OF STAY

- Check if your permit of stay is ready at <http://questure.poliziadistato.it/stranieri/>;
- In order to withdraw the permit of stay make sure to set an appointment through <http://www.questura.bologna.it/node/4029>;
- Print the ticket containing appointment data.

In order to get help in filling out forms for the permit to stay, you can contact ACLI, a service that provides

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information, assistance and guidance aimed at foreign nationals on all aspects related to their stay in our country. For further information, see their webpage <http://www.patronato.acli.it>.

7.2 Health Insurance

If you have a health insurance in your Country, check at the competent office whether you are covered also abroad or if there are options to extend your health insurance for that purpose. The insurance policy must also be stamped or approved in any other way by the Embassy.

IMPORTANT: if your health insurance is not stamped by the Embassy, it cannot be used for issuing the resident permit.

If you do not have a health insurance, EU students:

- With official residence in Italy for at least 5 years, may apply to their Municipality of residence for an "Attestato di Soggiorno Permanente"- (Certificate of Permanent Residence) which entitles them to registration with the National Health Service (SSN) and with a General Practitioner (GP) for an indefinite period;
- With the E106/E109/S1 form issued in their home country, they can register with the SSN and with a GP for the length of time indicated in the form;
- Anyone who is not entitled to register with a GP but has a valid European health insurance card (TEAM) issued in their home country is entitled to any necessary healthcare, such as occasional visits to a GP or Specialist Clinical services;
- Anyone who does not have such entitlement may take out private health insurance for the duration of the study program, covering all risks, and have a certificate of conformity to Italian law signed by the insurance company, which does not include registration with the SSN or with a GP.

While, non EU students:

- May apply for voluntary registration with the National Health Service and with a General Practitioner, by paying an annual lump sum fee;. The policy is valid for a calendar year (expiring on 31 December); otherwise they may maintain the right to compulsory registration, where provided for by law;
- They may also take out private health insurance for the duration of the study program, covering all risks, and have a certificate of conformity to Italian law signed by the insurance company, which does not include registration with the SSN or with a GP.

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IMPORTANT: To choose a General Practitioner and receive further information on the Regional Health Service, please contact the [Bologna AUSL](#) offices known as "Sportello Unico Distrettuale".

You can find additional information on the webpage: <http://www.unibo.it/en/services-and-opportunities/health-and-assistance/medical-assistance/medical-assistance-for-foreign-students>

Besides, in order to get the permit of stay, one of the possibilities is to purchase the health insurance proposed by INA Assitalia. The MIUR (the Italian Ministry of Public Education) has an agreement with the insurance company INA Assitalia, proposing two insurance quotes:

- six months period: € 49,00
- yearly insurance: € 98,00

In order to purchase the insurance policy, you should follow these steps:

1. Go to any agency of the post office, in order to make the payment. Ask for a blank payment form, called Bollettino Postale, and fill it with the following information:
 - account number: C/C POSTALE N. 71270003
 - entitled to: INA ASSITALIA AG. GENERALE DI ROMA
 - address: VIA DEL TRITONE N. 181 00187 ROMA
 - Causale: ASSICURAZIONE SANITARIA STUDENTE STRANIERO *NAME SURNAME*
 - Importo (amount): (6 months) € 49 / (12 months) € 98

- 2) Once you have released the payment, you could either bring the receipt back to our office or send by fax a copy of the post office receipt, to 06/361326. Please enclose a clear fax cover sheet with your complete name and personal information (date of birth, place of birth, citizenship). It is strongly suggested to immediately contact the INA Assitalia offices by phone on 06/3611676 or 06/3210214 to check your status of application.

7.3 Fiscal Code

The FISCAL CODE, CODICE FISCALE in Italian, is a personal alphanumeric code that allows you to do several operations:

- You can open a Bank Account
- You can sign for a contract

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- You can purchase a Mobile Phone Number

The Unibo Office AFORM – Diritto allo Studio, can support you for filling out the form needed to get the Fiscal Code. This form is available here: <http://www1.agenziaentrate.gov.it/inglese/> The office takes care of the students' application and informs students when the Income Tax Agency of Bologna (UFFICIO DELLE ENTRATE, VIA LARGA, 35 – BOLOGNA) issues the Fiscal Code. **The office is located in Via delle Belle Arti 42, Bologna.** This service is free of charge.

MON – TUE – WED – FRI: **FROM 9.00 TO 11.15**
TUE – THU: **ALSO FROM 14.30 TO 15.30**

8. WHAT ELSE?

8.1 Italian Language Courses

Although no Italian language test is required to attend QF, there are some Italian courses in Bologna students may be interested in attending.

In order to join the courses offered by the "Foreign Students Area" of the University of Bologna, please visit:

⇒ http://www.cilta.unibo.it/Portale/cla/italiano/corsi_intensivi/index.php and click for the English Version on the right-menu (*In Evidenza*).

To successfully enrol for this free course, you should already count with your registration code, as provided by ALMAWELCOME at the time of on-line enrolment.

8.2 Students' Life & Facilities

Libraries and museums

The University of Bologna has a library network of several million books and actively promotes awareness among its students of the best scientific and academic publications from all over the world. The extensive

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cultural and historic resources of the University are open to students, professors and the general public and are easily found thanks to detailed information resources. Website: www.biblioteche.unibo.it.

Students of the University of Bologna have consultation and borrowing rights for all library resources (the list of libraries by subject area is available at www.biblioteche.unibo.it/sba/aree). Students can access online all catalogues and electronic documents. These services can be accessed from home as well (authorization process at www.sba.unibo.it/portale/strilli/Proxy-sicuro).

The University of Bologna owns many museums, managed and coordinated by the University Museum System (SMA), which provides an integrated service to the public with teaching activities at all levels: www.sma.unibo.it.

Since February 2015, all municipal museums are free for University Students.

8.3 Public Offices in Bologna & Acronyms

Questura di Bologna – U.R.P. (Public Relations Office)

Piazza Galilei 3, 40123 Bologna

Opening Hours: Mon to Fri 8.30 am - 1.30 pm

Tue & Thurs: 8.30 am - 1.30 pm / 3.00 pm - 5.00 pm

Phone: +39 051 6401575

URP Information about the City

Piazza Maggiore 6, Tel. 051 20 30 40

E-mail: urp@comune.bologna.it

Opening Hours: Mon to Sat 8.00-19.00

Sun 8.30 am-2.00pm / closed on bank holidays

www.comune.bologna.it

Informagiovani

Piazza Maggiore 6 (URP office)

Phone: +39 051 204359

Fax: +39 0512 204360

Opening Hours: Mon – Tue – Wed – Fri: 10 am to 6 pm

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Thurs: 2 pm to 6 pm

E-mail: informagiovani@comune.bologna

IAT Tourist Information

Piazza Maggiore 1/e

Phone: +39 051 24 65 41

E-mail: TouristOffice@comune.bologna.it

Opening Hours: Mon – Sun: 9 am to 8 pm.

Main Post Office and Bureau de Change

Piazza Minghetti 1,

Opening Hours: Mon – Sat: 8.10 am to 6.30 pm

Tel. 051 23 06 99

Useful Acronyms

AUSL	<i>Azienda Unità Sanitaria Locale</i>	Local health-care offices
CILTA	<i>Centro interfacoltà di linguistica teorica e applicata "L. Heilmann"</i>	University's language centre
CUSB	<i>Centro Universitario Sportivo Bolognese</i>	University's sports association
ER-	<i>Azienda Regionale per il Diritto agli Studi Superiori</i>	Regional institution that provides financial support for students
GO	<i>Superiori</i>	
UE	<i>Unione Europea</i>	European Union
L	<i>Laurea</i>	3-year first-cycle degree equivalent to 180 credits
LM	<i>Laurea magistrale</i>	2-year second-cycle degree equivalent to 120 credits

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MIUR	<i>Ministero dell'Istruzione, dell'Università e della Ricerca</i>	Italian Ministry of Education, University and Research
SSN	<i>Servizio Sanitario Nazionale</i>	Italian national health service
URP	<i>Ufficio Relazioni con il Pubblico</i>	Information office
