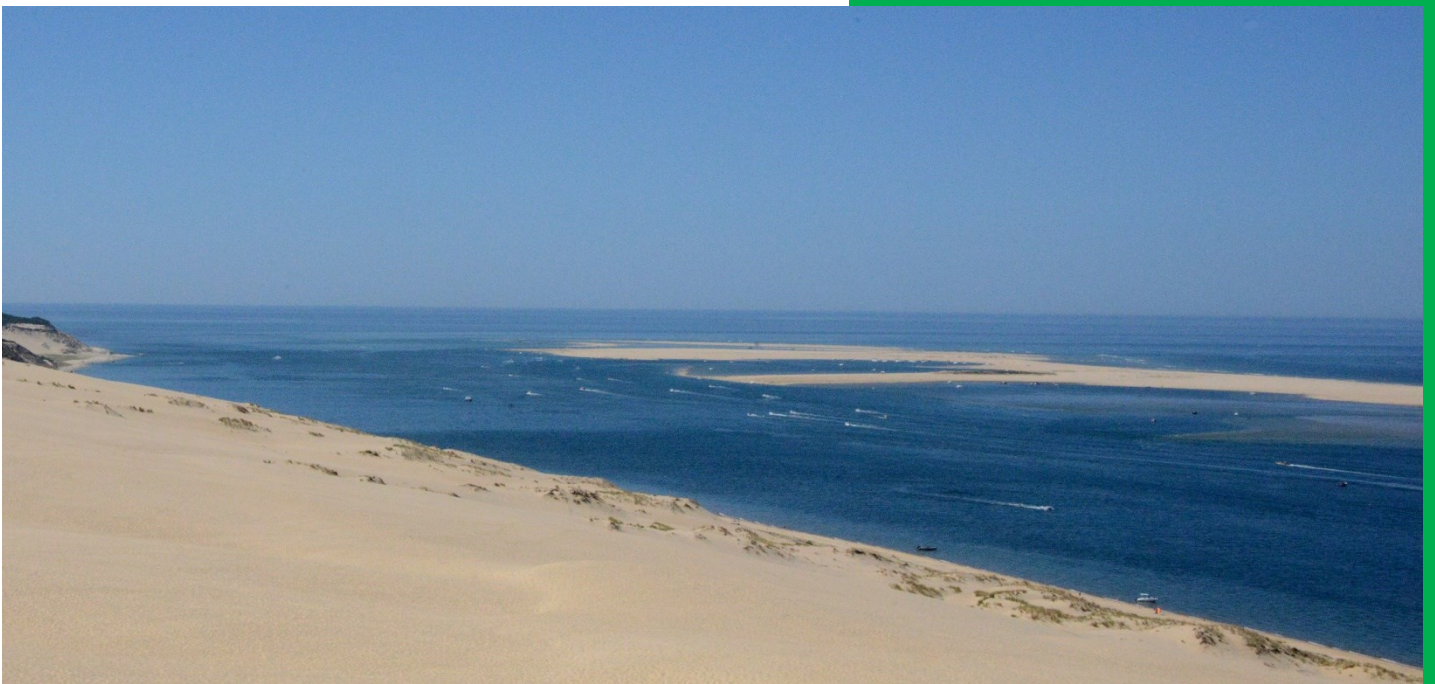


Welcome to WACOMA



Vademecum for WACOMA
STUDENTS at the UniBO's
Campus Ravenna
23/10/2023

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 WACOMA Program but it does not replace in any way the Program’s regulation and its official website.

CONTENT OF THE VADEMECUM

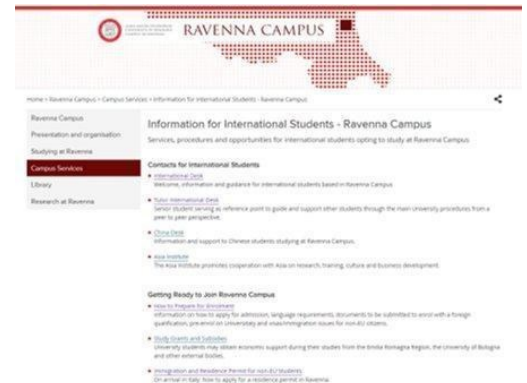
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WACOMA: GET TO KNOW YOUR MASTER'S DEGREE PROGRAMME

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): <https://events.unibo.it/ravenna-campus-international>
- **Ravenna Campus Social – follow and tag us on:**
#RavennaCampus #RavennaCampusInternational #unibo #IWW
- **Students' organizations active in Ravenna:** [Tochi Bellezza](#), [UniversiRà](#) and [ERAV](#) (part of the Erasmus Student Network, ESN, specifically created to support Erasmus students incoming and outgoing)
- **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](#), here you can find the checklist of what to do both for EU and non-EU students.

DEGREE PROGRAM OVERVIEW

- WACOMA deals with analysis and management of marine coastal areas. Through an interdisciplinary approach, students gain a deep understanding of coastal processes (coastal erosion, saline intrusion, chemical and biological pollution, biodiversity loss, etc.) and ability to manage risks associated with natural and human-induced events, consequences of global changes, and measures for mitigation and adaptation.
- Key objectives: to learn innovative theoretical and technical tools useful for mastering data collection and analyses. Students gain a deep understanding of coastal environmental processes, while learning to manage risks associated with natural and human-induced events, consequences of climate change and other risks linked to pollution of coastal and marine systems.
- Main area of interest: marine-coastal environments, wetlands systems, climate change,
- More information on the course [website](#)

KEY FIGURES & OFFICES

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

- **Prof. Paola Galletti, the Program Coordinator of WACOMA**, is responsible for the implementation of the Board's guidelines, acting as a liaison with relevant Departments and other structures (paola.galletti@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](#).
- **Stefano Brumat, the Administrative Program Coordinator of WACOMA**, 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: wacoma@unibo.it . Office in Via Baccarini 27, ground floor.
- **The tutors**, if you're not sure who to contact or if you have other specific issues, you can always reach out to them. 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 . Office in Via Baccarini 27, ground floor.
- **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 WACOMA and you can contact them at this email address: segravenna@unibo.it . Office in Via Baccarini 27, ground floor.

Please note that starting from July 21st 2022, the Student Administration Offices of all campuses and the offices of the Right to Higher Education sector will be available on the new "Virtual Helpdesks" platform. You can access the platform via this link: <https://sportelli.unibo.it>.

All information on opening hours and contact details can be found:

- **for Student Administration Offices**, on the Student Administration page of the Portal <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices> and in the Contact section of your Degree Programme website
- **for the Right to Higher Education**, on the following pages <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>, <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-and-subsidies>, <https://site.unibo.it/studenti-con-disabilita-e-dsa/it/contatti> (In Italian only)

- **Degree Program Office**, deals with the organization of the teachings of the Master (timetable and lessons schedule). Their email is: campusravenna.ambientemare@unibo.it , office in Via Sant'Alberto 163, II floor.
- **International Relations Office of Ravenna**, deals with Mobility Programs (Erasmus, Overseas) and with the process of starting a 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. Office in Via Baccarini 27, I floor.

ADMISSION & MATRICULATION Processes

ADMISSION PROCEDURES: requirements, deadlines and selection process

- INFO: <https://corsi.unibo.it/2cycle/wacoma/how-to-enrol>
 - Check the entry requirements
 - Follow the application procedure
 - 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](#).
- Every year the International Desk of the University of Bologna organizes some meetings online (Teams) on the admission, pre-enrollment, and enrollment processes. You can find the full calendar [here](#).

MATRICULATION & ACTIVATION OF YOUR ACADEMIC CAREER

- It's important to carry out the Matriculation procedures [which requires **the original copy of your BA degree and your VISA**, if you need one] as soon as possible and only after its completion, you will be able to start the process of your student career activation.
- **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 Unibo-column) 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.

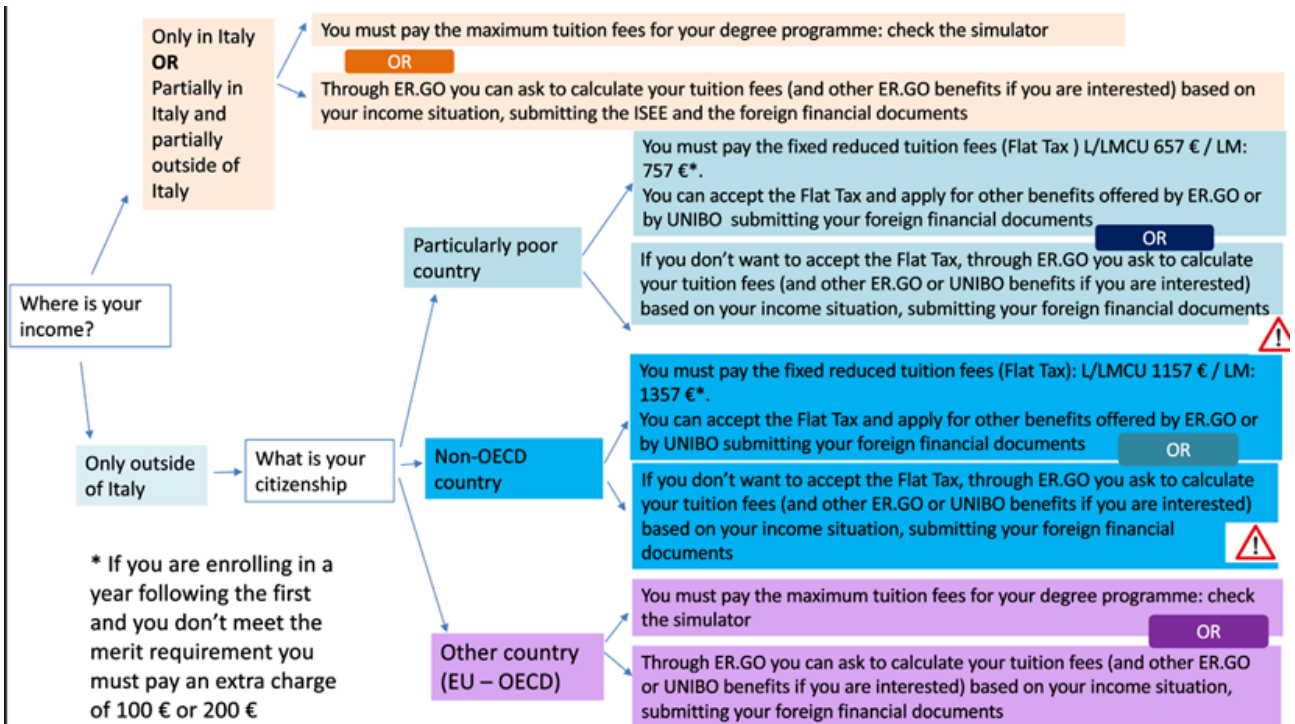
IMPORTANT: if you are not yet graduated, you can enroll by the deadlines, by the career is activated only after having demonstrate the achievement of the graduation.

Scholarships and Fee reduction opportunities

- Annual fees depend of the different personal situations. Please check this [link](#) for an overview.
- 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 150-

hours 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 non-international students
 - **Non-international 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 (both EU and NON-EU)**
 - **ER.GO fee reduction and scholarship:** in alternative to choosing the flat tax (*see next point*), 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, check for specific countries)**
 - **Flat tax system:** starting from the academic year 2022-2023, 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).



STUDYING at WACOMA

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 year is divided into:
 - **Semester I:** October – February
 - **Semester II:** March - June

LECTURE BREAKS:

- **Winter break:** mid-December (usually after the 24th for Christmas and New Year's) and the beginning of January
- **Spring break:** one week around Easter (usually no exams and no classes during that week)

DEGREE PROGRAM STRUCTURE AND STUDY PLAN

- Only during the 2nd-year, students have to choose free-choice academic activities (12 ECTS) and the type of thesis preparation (18 ECTS). You can find information about all the courses provided by the program in the [Degree Structure Diagram](#) 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.

- All the information regarding the deadlines and the method for Study Plan submission can be found [here](#).
- 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.

HOW to FILL in the STUDY PLAN?



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

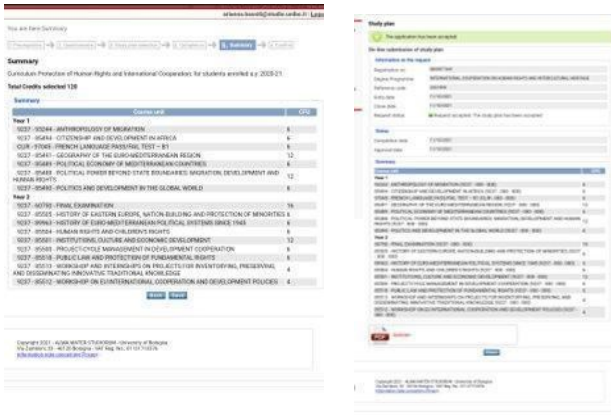
STEP 2: the system will tell you if you CAN submit your study plan [i.e. if you’re currently in one of the periods of the opening of the Study Plan completion. If it’s not the case, you will have to wait for the next opening period to fill the Study Plan]

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: 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.



STEP 5: check the Study Plan you've filled so far and SUBMIT.

STEP 6: 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' (12 credits), ANY teaching offered WACOMA, and the different option for the "preparation of the thesis" (18 credits) – read below for details. To do so:

- Select under the 'Elective Learning activity section' the '*insegnamento a scelta su CORSO*' option (press the little arrow). You can choose 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.



COURSES

The WACOMA Master's degree program has one type of courses:

- **Courses of 6 credits [CFU]**, which could be composed of
 - 8 hours/1 CFU of classes
 - 10 hours/1 CFU for exercises
 - 12 hours/1 CFU of laboratory

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

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

INTEGRATED FIELD AND LABORATORY COURSE

The module includes a 5 days field trip to the Venice lagoon, fully organized by professors (6 CFU, 5 days). Attendance is mandatory (absence justified only the event of medical or family emergencies, which must be documented and communicated to the organizers). Students are divided into groups: at the end of the course each group will have to provide a critique report on the management activities observed during the field activities and/or a final report on field/lab analyses that will be performed with the professors. A final general discussion/presentation session will be performed in class.

SEMINARS

Student could obtain 1 more point for the final grade of the programme, by demonstrating the attendance of 14 seminar events during the programme. This is not mandatory, but strongly recommended for increasing their competences. More information at this [link](#).

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:** the 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. More info [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](#).
- **ERASMUS+ MOBILITY FOR TRAINEESHIPS:** the EU-promoted student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad in any public sector company or a private commercial enterprise located in European countries. In the WACOMA programme you can choose the activity "Internship for the Preparation of the Final Examination". More info [here](#).

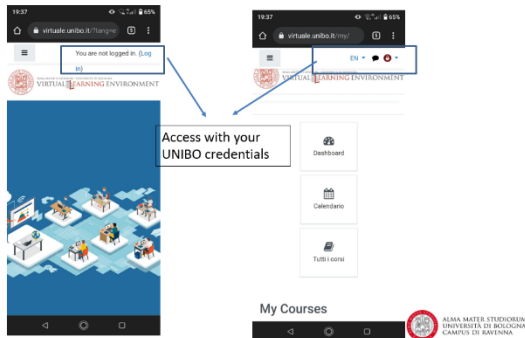
VIRTUALE PLATFORM

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.

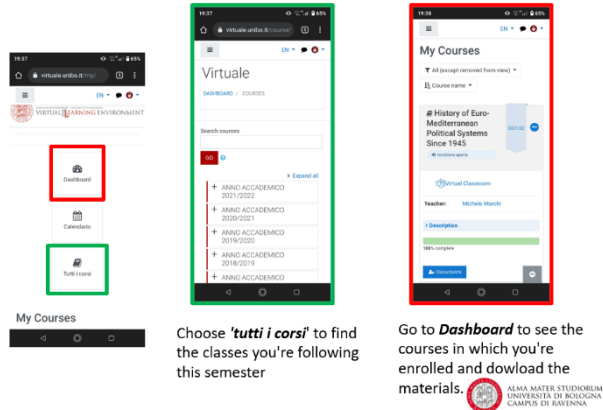
NOTE: some professors might put an entry password to their *Virtuale* page, so you'll have to wait for the first lesson to enter. Not all the professors use the platform.

How to access the *VIRTUALE* platform?

Platforms: access professors' materials on *Virtuale*



Platforms: access professors' materials on *Virtuale*



COURSE EVALUATION SURVEY

- At the **end of the course**, the students will be asked to **evaluate it** through an online survey: the surveys are anonymous, and the results will be available for the professors only at the end of the academic year.
- They are really important both for the professors and for the administration office for helping to provide the best service possible. More information [here](#) [Italian only]. The goal of the survey is not to provide a tool to simply express personal judgments but to sincerely and respectfully express one's own informed opinion.
- The evaluation can be carried out any time after at least 70% of the classes has been completed.

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 also as a non-attending student. For more information, please check [this page](#) and always ask the professors for more details.

OTHER COURSES OFFERED BY UNIBO

- 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.
- **Courses on Health and Safety in Study and Research Areas**
 - The University of Bologna offers e-learning training courses to all the Unibo students, to promote [Health and Safety in the study and research areas](#). Some courses are mandatory. According to the Italian legislation, the first module has a **permanent validity**, while the second module has a **validity of five years**.

- The mandatory (online) courses available are **General training** (Module 1) and **specific training** (Module 2). To **take the courses**, students must access the e-learning platform, entering their username and password and clicking on the title of the course they wish to choose. The courses can be taken after the matriculation. After completing each module, there will be an **assessment test** directly on the platform. In case you fail the test, you will have to wait 7 days before you can access the safety course again. If you pass the test, you can download the certificate from *StudentiOnline*. Irrespective of the language chosen to follow the course, the certificate will be available both in Italian and in English.
- The elective course **Specific training for chemical risk and safety awareness** (Module 3), which becomes compulsory for several laboratory activities. Students has to reserve a seat in the classes via SOL.
- More information [here](#).

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

- 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](#).

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. Anymore, it is mandatory to attend the course "integrated field and laboratory course" during the first year.

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.

- **NOTE:** even if it's possible to present themselves as non-attending students, **attendance is always strongly recommended.**

How to register to Exams: using AlmaEsami [SOL]

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.

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.

Plan my exams: book the exams directly from the app

Calendar: check the class schedule of your courses

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

EXAM PERIODS

In general, each year there will be **3 main periods** during which you will be able to take your exams
 NOTE: you will be able to take the exams of courses

- **WINTER SESSION:** from mid-February to mid-March [Semester I]
- **SUMMER SESSION:** from beginning of June – July [Semester II, Semester I]
- **AUTUMN SESSION:** September-October [make up session: all courses done in the past year]

During each main session there are usually multiple opportunities [appelli] to take the same exam [usually it's at least 6/year for the course of 6 CFU]. 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, but it is advisable to do it only if **your level of preparation has been considerably improved.**

- **TIPS:** Students are **warmly discouraged** to attend an exam-session in case the preparation level is **very low or insufficient.** It's not useful nor correct, with regards to your fellow students

and to the professor, to try to take an exam repeatedly without improving your preparation. This could also frustrate the professor and shed a 'negative' light on the student.

REJECTING a GRADE

- If you think you can do better by studying more, you can reject the grade obtained in an exam and book another '*appello*' for the next session.
 - 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.

IMPORTANT: ANTICIPATING or POSTPONING an EXAM

- **You can't ANTICIPATE 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 [**BE CAREFUL:** if you were planning on presenting yourself as an attending student, the professor might ask you to attend the classes again with the new students or to present yourself as a non-attending]
- There is no limit on how many times you can take an exam, but if you haven't taken all your first-year exams within the second year, you will become '*fuori corso*', which means that you aren't in time with your exams: your student status and university fees might change. [This status is **reversible** if you take your exams before the end of the autumn session, you'll be back on track again]
- **NOTE:** it's warmly recommended to **remain on track** with the exams and **take them in the first session available**, also considering that future employees might not see positively a student who has graduated late or '*fuori corso*'.

GRADUATING

GRADUATION AND FINAL EXAMINATION

To graduate from WACOMA you will need: 1) to complete all the exams in your study plan; 2) to complete the Final Examination.

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 can also choose a **co-supervisor**, another professor that can help you with your final dissertation. Information on writing a dissertation available [here](#).
- **IMPORTANT:** As a graduating student, you must read the '**Graduation Modalities**' published on the 'Final exam' section of the WACOMA website. In the [same page](#), you can also find the '**Graduation Notice**' with all the requirements and deadlines for the graduation process.
- The process is composed of 36 CFU/ECTS divided in
 - 18 CFU/ECTS for the preparation (student could choose among 4 options)
 - 18 CFU/ECTS for the final examination

94533	Final Examination (18 CFU)	2	E	18
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2) Final examination and thesis preparation activities (18 CFU)

Choose among one of the following options:

		PERIOD (?)	TYPE (?)	CFU (?)
94535	Internship Abroad for the Preparation of the Final Examination (18 CFU)	2	E	18
94536	Internship for the Preparation of the Final Examination (18 CFU)	2	E	18
94534	Preparation of the Final Examination Abroad (18 CFU)	2	E	18
87955	Preparation for the Final Examination (18 CFU)	E	E	18

THESIS PREPARATION ACTIVITIES

The student could choose one of the 4 options, and add in the study plan. As a first step, the students has to submit to the Course Council Board the dissertation project, indicating the type of preparation, the supervisor, eventually the co-supervisor, and the co-examiner. At the end of the period of preparation, the student has to submit the report of the activities. Where needed, the student has to sign a learning agreement with the hosting institution. Students could apply also for funding.

- **94535 Internship abroad for the Preparation for the final examination**
- **94536 Internship for the Preparation for the final examination**
- **94535 Preparation for the final examination abroad**
- **87955 Preparation for the final examination**

Further information available [here](#).

DISCUSSION (18 ECTS) and FINAL GRADE

- The dissertation must be **discussed publicly** during the final exam session in front of the Examination Board. The student has 20 minutes to expose the dissertation, and then a discussion with the Board. The list of graduating students is available one week before the date.
- The Board will assess the candidate's overall performance – dissertation, curriculum, time taken to complete their studies, transfers from another University or other programs – applying specific rules for each Degree Program.
- The **grade for the dissertation and discussion** is based on a maximum of 9 points: 4 points from the Supervisor, 3 points from the Co-Examiner, 2 points from the Examination Board. Having achieved 14 seminars, students could add 1 more point.
- The Board expresses its assessment with a final **grade out of one hundred and ten**. The exam is deemed to be passed with a minimum grade of 66/110 and a maximum grade of 110/110. In the case of granting a maximum grade, the Board may also grant honours (lode) by a unanimous decision.

DEGREE AVERAGE

- The Final Grade is **decided by the board**, and it will be based on your degree average, to which they **may** add certain points related to the evaluation of your final dissertation and its discussion. To learn how to calculate your degree average, visit [this page](#).
- For other [general information](#) about graduation, you can look on the Unibo general website.

DEGREE CERTIFICATE





- Graduates will receive their **certificate/parchment** (*pergamena*) directly at the **correspondence address** (domicile or residence) registered on StudentiOnline. All the students are invited to carefully check the address used in the graduation application and if necessary, amend it. Any errors could cause serious delays in delivery.
- The certificates will be sent **at the expense of the University**, following a notice to your UNIBO e-mail address, **within four months** from the final date of the graduation session in which the degree was obtained. In any case, it is possible to obtain a degree certificate **whenever you need it on Studenti Online as soon as you graduate**.
- It's also possible to pick up the certificate at the Administration Office [Segreteria] **in person**. If you are not in Ravenna, you can also send a proxy: this person will have to bring an identity document and a signed authorization from you.

LIBRARIES, STUDY ROOMS and OTHER USEFUL INFO

LIBRARIES AND STUDY ROOMS

- You can find all the necessary information about the study rooms, labs, and libraries [here](#).
- With your Unibo credentials you can also access the [Alma Digital Library](#), where you can find many useful resources!

LIBRARIES of the RAVENNA CAMPUS

UNIVERSITY CAMPUS LIBRARIES		LIBRARIES OF RAVENNA
<p>↑ The machine to print your student badge is here</p> <p>PALAZZO CORRADINI LIBRARY Via Mariani, 5</p>	<p>Mon - Fri: 9.00 - 24.00; Sat & Sun: 9.00 - 18.00</p>	<p>Access only with AFFLUENCES</p> 
<p>DEPARTMENT OF ARCHAEOLOGY LIBRARY Via San Vitale, 30</p>	<p>Mon - Fri: 9.00 - 16.30; Sat & Sun: CLOSED</p>	
<p>ENVIRONMENTAL SCIENCES LIBRARY Via Sant'Alberto, 163</p>	<p> Closed until further notice</p>	
RAVENNA CITY LIBRARIES		LIBRARIES OF RAVENNA
<p>BIBLIOTECA CLASSENSE Via Baccarini, 3</p>	<p>Tue - Sat: 9.00 - 19.00; Sun & Mon: CLOSED</p>	<p>Book with ScopriRete</p> 
<p>BIBLIOTECA 'ALFREDO ORIANI' Via Corrado Ricci, 26</p>	<p>Mon, Wed, Thu: 8.30 - 13.30; 15.00 - 18.00 Tue & Fri: 8.30 - 13.30</p>	
<p>EMEROTECA CLASSENSE-ORIANI Via G. Da Polenta, 4</p>	<p> Temporarily closed</p>	

USEFUL RESOURCES

SOL: Student Online platform	StudentiOnline
My Unibo App: to check your current Career and to Book exams	myUnibo app
Almaesami: 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 enrollment (international students)
Students' organizations	Tochi Bellezza , UniversiRà and ERAV (part of the Erasmus Student Network, ESN, specifically)

CONTACTS

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- Tel: +39 0544 936206
- Address: Via Baccarini, 27

Degree Programme Tutor:

- Address: Via Sant'alberto 163 - Ravenna

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 are (2022/2024): Federica Zimbardi, Adriano Marchi, Michele Foschini. You can find their contact info [here](#).

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