

**READY LIST - Double Degree Programme MA Sociology**  
University of Bologna and University of Bielefeld

<i>Outgoing UNIBO students</i>	<i>Incoming UNIBIE students</i>
<b>a. Activity and suggestions to follow when applying</b>	
<p>Make sure you meet the application requirements:</p> <ol style="list-style-type: none"> <li>Regular enrolment in the Curriculum 'Sociology and Social Research' and Degree Class LM 88 (Sociology and Social Research)</li> <li>Knowledge of English language B2 or submission of a certificate to the committee (passing the LM English language exam is also valid)</li> </ol>	<p>Make sure you meet the application requirements:</p> <ol style="list-style-type: none"> <li>Regular enrolment in the 'Master Sociology' at the University Bielefeld</li> <li>Knowledge of English language B2 or submission of a certificate to the committee (passing the LM English language exam is also valid)</li> <li>Additional knowledge in Italian (B1)</li> </ol>
<b>b. Submission of the application and financial support</b>	
<ol style="list-style-type: none"> <li>Fill in the application form that can be downloaded from the website, attaching your CV and a valid identity document: <a href="https://corsi.unibo.it/magistrale/SociologiaServizioSociale/opportunita-corso-internazionale">https://corsi.unibo.it/magistrale/SociologiaServizioSociale/opportunita-corso-internazionale</a></li> <li>Proceed with the application for the Erasmus+ exchange grant through the AlmaRM portal: <a href="https://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/come-partecipare">https://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/come-partecipare</a>.</li> </ol>	<ol style="list-style-type: none"> <li>Fill in the application form that can be downloaded from the website <a href="https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/bewerbung/">https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/bewerbung/</a></li> </ol> <p>Further application documents:</p> <ul style="list-style-type: none"> <li>Letter of Motivation (1 page)</li> <li>Curriculum Vitae</li> </ul>

<p>For information regarding the application procedure on the AlmaRM platform, please contact:  <a href="mailto:erasmus@unibo.it">erasmus@unibo.it</a></p>	<ul style="list-style-type: none"> <li>• Transcript of Records (of the Bachelor) and an overview of courses in which you are currently enrolled</li> <li>• Certificates that prove proficiency in English B2 and Italian B1</li> </ul> <p>Please submit your application documents to <a href="mailto:rosa.brandhorst@uni-bielefeld.de">rosa.brandhorst@uni-bielefeld.de</a></p> <p>The application <b>deadline is January 31<sup>st</sup> each year.</b></p> <p>2. Simultaneously please proceed with the application for the Erasmus exchange grant through the <b>Mobility Online portal</b></p> <p>All information is provided on the website:  <a href="https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/info/outgoing/bewerbung/">https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/info/outgoing/bewerbung/</a></p> <p>The application <b>deadline is January 31st.</b></p>
<p><b>c. Reconnaissance and preparations in view of departure</b></p>	
<p>You can find the most important information on this website:  <a href="https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/incoming/">https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/incoming/</a></p> <p>The International Office of Bielefeld is the contact point for all organisational questions regarding accommodation etc. at:  <a href="https://www.uni-bielefeld.de/international/come-in/studium/kooperationsprogramme/">https://www.uni-bielefeld.de/international/come-in/studium/kooperationsprogramme/</a></p> <p>Accommodation information:  <a href="https://www.uni-bielefeld.de/international/come-in/studium/kooperationsprogramme/">https://www.uni-bielefeld.de/international/come-in/studium/kooperationsprogramme/</a></p>	<p>The International Office of Bologna is the contact person for all organizational questions regarding your stay (accommodation, enrolment, etc.) at the address:  <a href="mailto:silvia.antonioni2@unibo.it">silvia.antonioni2@unibo.it</a>  or  <a href="mailto:mobility.politicalscience@unibo.it">mobility.politicalscience@unibo.it</a></p> <p>General information on accommodation and housing in Bologna are available at:  <a href="https://www.unibo.it/it/studiare/vivere-luniversita-e-la-citta/alloggi-e-sportello-registrazione-affitti/alloggi-e-residenze-a-bologna/alloggi-e-residenze-a-bologna">https://www.unibo.it/it/studiare/vivere-luniversita-e-la-citta/alloggi-e-sportello-registrazione-affitti/alloggi-e-residenze-a-bologna/alloggi-e-residenze-a-bologna</a></p>

[bielefeld.de/studium/studieninteressierte/informationen/wohnen/index.xml](https://www.uni-bielefeld.de/studium/studieninteressierte/informationen/wohnen/index.xml)

Information on accommodation and rentals in Bielefeld is available on the International Office page:

<https://www.uni-bielefeld.de/einrichtungen/international-office/>

The International Student Services of the International Office also provides support on housing:

<https://www.uni-bielefeld.de/international/come-in/studium/service/>

Alternatively, please contact the Student Services (Studentenwerk) directly at:

<https://www.uni-bielefeld.de/studium/studieninteressierte/informationen/wohnen/>

or you can contact the following email address:

[wohnen@stwbi.de](mailto:wohnen@stwbi.de)

For getting your Learning Agreement signed, please contact:

[rosa.brandhorst@uni-bielefeld.de](mailto:rosa.brandhorst@uni-bielefeld.de)

#### **d. Support service during the exchange period at UNIBO/UNIBIE**

All offered classes at the University of Bielefeld can be accessed and chosen through the electronic course catalogue (ekvv):

[https://ekvv.uni-bielefeld.de/kvv\\_publ/publ/Home.jsp](https://ekvv.uni-bielefeld.de/kvv_publ/publ/Home.jsp)

For information support about the Faculty of Sociology and the organisation of your study please refer to:

<https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/incoming/>

As soon as you arrive at the University of Bologna, we kindly require you to complete the identification and the check-in procedures. To fulfil these two compulsory steps please contact:

[silvia.antonioni2@unibo.it](mailto:silvia.antonioni2@unibo.it)

Classes are held in different modalities but all courses materials are available and accessible through Virtuale platform:

<https://virtuale.unibo.it/>

You need to book and take exams through the dedicated Almaesami platform:

<https://almaesami.unibo.it/almaesami/welcome.htm>

<p>If you have checked these websites and have further questions you can contact the following email address:  <a href="mailto:erasmus.soc@uni-bielefeld.de">erasmus.soc@uni-bielefeld.de</a></p> <p>For getting your Learning Agreement signed, please contact:  <a href="mailto:rosa.brandhorst@uni-bielefeld.de">rosa.brandhorst@uni-bielefeld.de</a></p> <p>For service/information support within the University of Bologna please refer to:  <a href="https://corsi.unibo.it/magistrale/SociologiaServizioSociale/opportunita-corso-internazionale">https://corsi.unibo.it/magistrale/SociologiaServizioSociale/opportunita-corso-internazionale</a></p> <p>or you can contact the following email address:  <a href="mailto:laura.tirabassi3@unibo.it">laura.tirabassi3@unibo.it</a>;  <a href="mailto:pg.degliesposti@unibo.it">pg.degliesposti@unibo.it</a></p>	<p>For other support information related to the University of Bologna please contact:  <a href="mailto:laura.tirabassi3@unibo.it">laura.tirabassi3@unibo.it</a>;  <a href="mailto:pg.degliesposti@unibo.it">pg.degliesposti@unibo.it</a></p> <p>For other information regarding other services during your stay please contact:  <a href="mailto:mobility.politicalscience@unibo.it">mobility.politicalscience@unibo.it</a></p> <p>For getting your Learning Agreement in your home university signed, please contact:  <a href="mailto:rosa.brandhorst@uni-bielefeld.de">rosa.brandhorst@uni-bielefeld.de</a></p>
<p><b>Official procedure for requesting the Double Degree at the end of the Programme</b></p>	
<p>Following your graduation from your university, in order to apply for the German title <i>Master of Arts in Soziologie</i> you must:</p> <ol style="list-style-type: none"> <li>1. Send all documents relating to the examinations taken and the respective grades to <a href="mailto:barbara.terlinden@uni-bielefeld.de">barbara.terlinden@uni-bielefeld.de</a></li> </ol> <p><b>Please send the following completely filled out documents:</b></p> <ol style="list-style-type: none"> <li>a) Copy of your Master degree of the University of Bologna</li> <li>b) Your signed Learning Agreement of your Erasmus stay in Bielefeld</li> <li>c) The filled in Application for Certificate</li> <li>d) The filled in Application for Recognition form</li> <li>e) The completely filled in Recognition Table (also the suggestion for the module needs to be filled out by the students, and the marks of the courses and average mark of their MA degree in Bologna. Please name the Italian and the corresponding German marks).</li> </ol>	<p>To obtain the Italian degree Laurea Magistrale in Sociologia e Servizio Sociale you need to:</p> <ol style="list-style-type: none"> <li>1. As soon as you obtain the graduation title in Bielefeld, you should send to <a href="mailto:silvia.antonioni2@unibo.it">silvia.antonioni2@unibo.it</a> all the documents relating to the exams taken and the degree.</li> <li>2. The Course will recognize your career and every grade obtained in Bielefeld will be converted into an Italian grade, including the graduation grade.</li> <li>3. You'll have to submit a graduation application on Studenti On Line in one of our scheduled sessions on Studenti On Line. You will be asked to pay a graduation fee, to choose a professor and a subject and to upload your thesis: we will give you further information.</li> <li>4. You will not have to discuss the thesis in front of a Commission, the graduation grade will simply be recorded, then you will be able to download the certificate from Studenti On Line</li> </ol>

<p>2. Please email all the above mentioned documents to all the following addresses:  <a href="mailto:rosa.brandhorst@uni-bielefeld.de">rosa.brandhorst@uni-bielefeld.de</a>;  <a href="mailto:barbara.terlinden@uni-bielefeld.de">barbara.terlinden@uni-bielefeld.de</a>; <a href="mailto:pruefungsamt.soz@uni-bielefeld.de">pruefungsamt.soz@uni-bielefeld.de</a></p> <p>Your career and related grades will be recognized and converted according to the German assessment (including your Master's degree grade)</p>	<p>and, if you wish, you can request the parchment from the Student Administration Office.</p>
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<b>CONTACTS</b>	
<b>UNIVERSITÄT BIELEFELD</b>	<b>UNIVERSITÀ DI BOLOGNA</b>
<p>PD Dr. Rosa Brandhorst  Senior Lecturer Sociology of Transnationalization,  Faculty of Sociology,  Internationalization at the Faculty of Sociology,  Coordination of the Master Sociology International Track,  Erasmus+Cooperations and Double Degree Bielefeld-Bologna  <a href="mailto:rosa.brandhorst@uni-bielefeld.de">rosa.brandhorst@uni-bielefeld.de</a></p> <p>Barbara Anna Terlinden  Examination Office  <a href="mailto:barbara.terlinden@uni-bielefeld.de">barbara.terlinden@uni-bielefeld.de</a></p> <p>Erasmus+ Faculty of Sociology  <a href="mailto:erasmus.soc@uni-bielefeld.de">erasmus.soc@uni-bielefeld.de</a>  Questions regarding your Erasmus stay at the Faculty</p>	<p>International Relations Office Erasmus+ Mobility for Study  <a href="mailto:erasmus@unibo.it">erasmus@unibo.it</a></p> <p>International Mobility Office  Department of Social and Political Sciences  <a href="mailto:mobility.politicalscience@unibo.it">mobility.politicalscience@unibo.it</a></p> <p>Dott.ssa Silvia Antonioni  Teaching Manager CdS L ServSoc, LM SOSS, LM SLEG, Department of Sociology and Business Law  <a href="mailto:silvia.antonioni2@unibo.it">silvia.antonioni2@unibo.it</a></p> <p>Dott.ssa Laura Tirabassi  Tutor for the internationalization, Department of Sociology and Business Law  <a href="mailto:laura.tirabassi3@unibo.it">laura.tirabassi3@unibo.it</a></p> <p>Prof. Piergiorgio Degli Esposti  Delegate for the internationalization, Department of Sociology and Business Law  <a href="mailto:pg.degliesposti@unibo.it">pg.degliesposti@unibo.it</a></p>

## **Useful links**

UNIBO/Doppio Titolo Bielefeld: <https://corsi.unibo.it/magistrale/SociologiaServizioSociale/opportunita-corso-internazionale>

Bologna University/International: <https://www.unibo.it/en/study/life-at-university-and-in-the-city/life-at-university-and-in-the-city-1>

Bielefeld Soziologie/Bologna Incoming: <https://www.uni-bielefeld.de/fakultaeten/soziologie/studium/international/bologna/incoming/>

Bielefeld University/ International: <https://www.uni-bielefeld.de/international/come-in/>