



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Guide for Incoming Exchange Students

**Department of Legal Studies
(DSG)**

CONSULT THE GUIDE FOR KEYWORDS YOU CAN FIND USEFUL INFORMATION ABOUT

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- Email for Unibo Students
- Main Offices and Other Useful Contacts
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ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA

Campus: 5 campuses: Bologna, Forlì, Cesena, Rimini, and Ravenna

Department: 32 Departments.

The Department of Law is located on two campuses:

1. Bologna Campus
2. Ravenna Campus

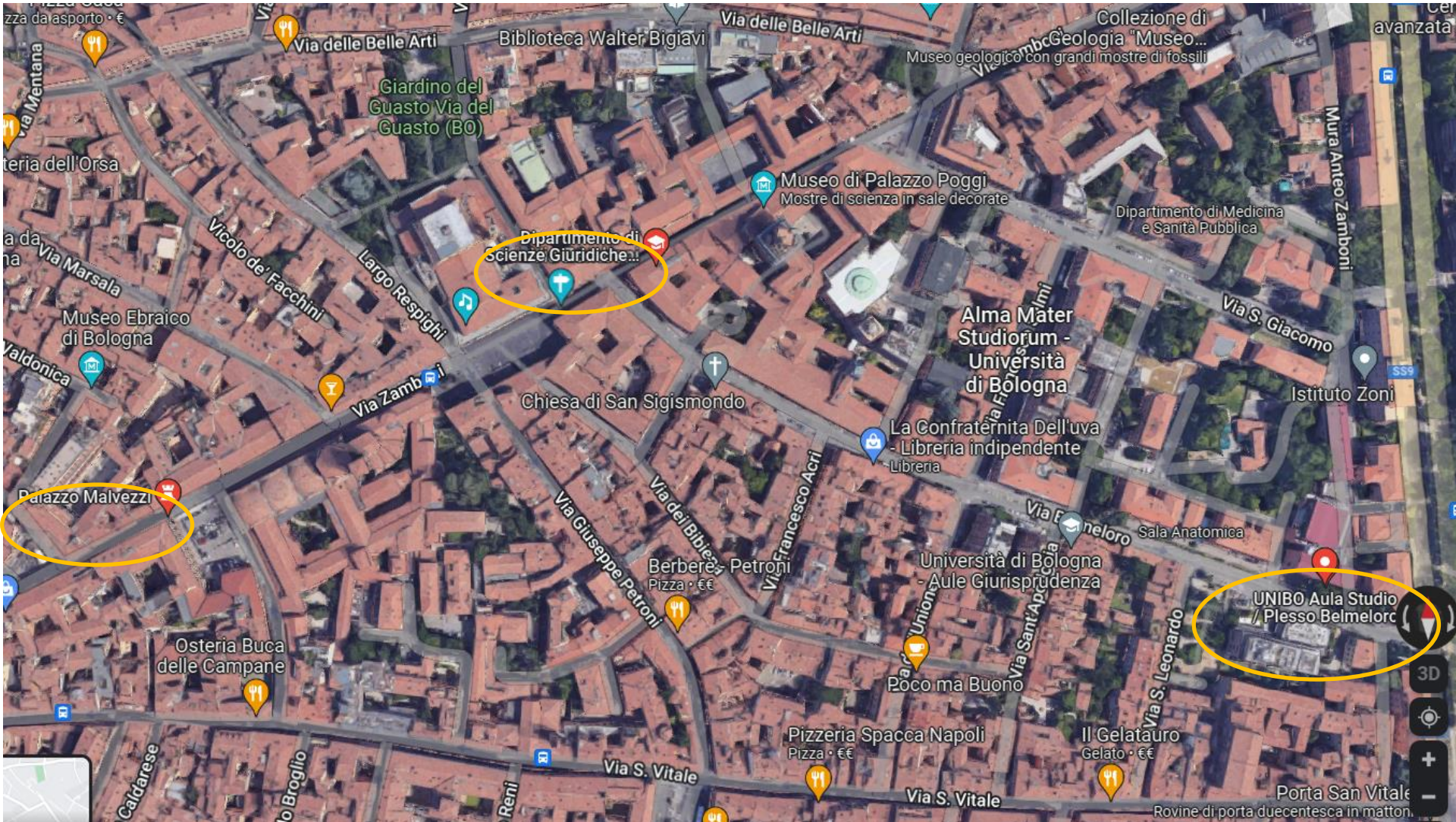
DSG facilities for classes in Bologna:

1. Palazzo Poggi - Via Zamboni, 33
2. Plesso Belmeloro - Via Andreatta, 8
3. Palazzo Malvezzi – Via Zamboni, 22



DSG CLASSES, STUDY ROOMS AND LIBRARIES

<https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/aule-laboratori-biblioteche>



GLOSSARY – ACADEMIC LANGUAGE

40344 - International Law
Gian Maria Farnelli
Credits: 9
Area: Law
Campus of Bologna
SSD: IUS/13
Single cycle degree programme (LMCU) in Law (cod. 9232)

Teaching Code: a code made of five numbers, located before the title of each course unit.

Course unit: each 'subject' taught at the University of Bologna.

Credits (CFU): each course unit has a specific number of credits. However, be careful when choosing your course units. For example, the same course unit may be taught in different Departments and, therefore, you may find the same course with two or more credits. You have to choose one course with a specific number of credits.

Area: each course unit belongs to a specific Area, such as 'Law'. Browse Areas in the Course Unit Catalogue

Degree programme: a Bachelor's or Master's degree at the University of Bologna and offered by a specific Department.



KEY WEBSITES

www.unibo.it

Quickly access information you may need during your stay at UNIBO. Browse it by writing keywords in the search bar.

[StudentiOnline – SOL](#)

Use this platform to book exams, fill in your study plan, and check your grades. In SOL you can find

[ALMA RM](#)

the platform of UNIBO international mobility.

NOTE: IT BECOMES AVAILABLE AFTER CHECK-IN.

[Course Unit Catalogue](#)

Search for course units, teachers' institutional pages, and view the schedules and locations of your lessons.

[VIRTUALE](#)

Online platform where teachers may upload class materials.



STUDENT ONLINE – SOL and ALMARM

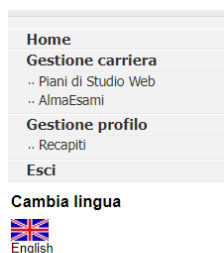
STUDENT ONLINE- SOL is the personal homepage for students


IN SOL you can find ALMA RM - THE **International Mobility UNIBO platform** where you can upload, modify, sign, and print your Learning Agreement, change your password, check your personal and exchange data, manage your contact details; you can also find information about your reference teacher during your mobility at UNIBO.

From AlmaRM you can directly access to your:

- **Study Plan** (fill in your study plan)
- **AlmaEsami** (register for exams)

Please, check your AlmaRM homepage regularly!



Home
Gestione carriera
.. Piani di Studio Web
.. AlmaEsami
Gestione profilo
.. Recapiti
Esci
Cambia lingua

English

Home page studente

di:

Informazioni generali

Università di provenienza:
Responsabile dello scambio:

Lunds Universitet
Stefano Zunarelli
tel.
e-mail: stefano.zunarelli@unibo.it

Area Disciplinare:
Tempo di permanenza:
Data di inizio mobilità (gg/mm/aaaa):
Data di fine mobilità (gg/mm/aaaa):
Campus:
Uffici di riferimento:

042 Law
6 Mesi
12/09/2023

Bologna
[Contatti per studenti di scambio all'Unibo](#)

Learning Agreement Firmato

Puoi scaricare qui il tuo Learning Agreement firmato
[LA_1.0 \(1\).pdf](#)

Puoi presentare una nuova versione L.A. (modifica L.A.)

[Upload modifica L.A.](#)

Learning Agreement ErasmusWithoutPaper (EWP)

amendment sent to the partner

Last modified date: 05/09/2023 15:25

[Print Learning Agreement Online](#)

APP MYUNIBO

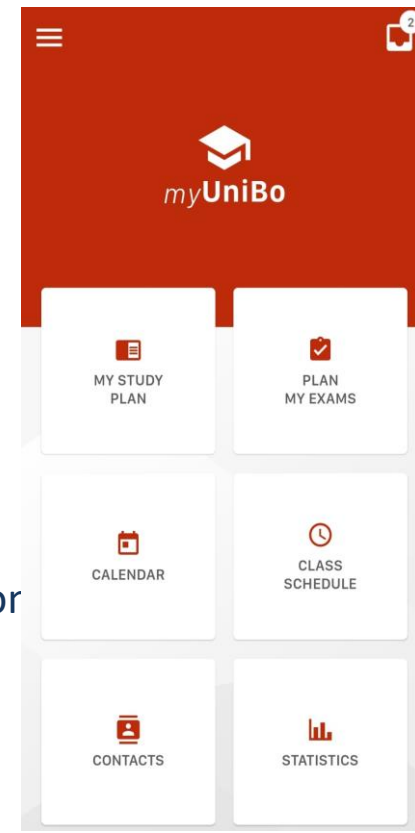
MyUniBo is useful for the international students in order **to access quickly** to their personal informations related to their experience at Unibo.

After the login through the official credentials (name.surname@studio.unibo.it and password), it is possible to browse:

- study plan** with the subjects chosen in the LA (*my study plan*);
- dates** and **booking** of the next **exams** (*plan my exams*);
- reminder** of the day of the exams (*calendar*);
- the **schedule** of each lessons with the class (*class schedule*);
- useful **contacts**, like mail addresses or phone numbers
- the diagrams useful to show the **progress** of the students according to their personal grades (*statistics*).

NOTE: IT BECOMES AVAILABLE AFTER CHECK-IN.

For technical issues or questions, please get in touch with the dedicated cor help.studentionline@unibo.it



E-MAIL FOR UNIBO STUDENTS



During your stay, **use your Unibo ID and password** to access Unibo services.



Check your Unibo inbox
(name.surname@studio.unibo.it) **regularly!**



All official communication will be sent to your Unibo email address.



WHERE TO ASK WHAT: INCOMING OFFICES

Exchange Student Desk

exchange.students@unibo.it

- Signatures and stamps for certificates of arrival and departure
- Registration of your arrival and departure
- Arrival Certificate
- Departure Certificate
- Check-in
- Check-out
- Visa
- Transcript of Records
- Study Plan



WHERE TO ASK WHAT: INCOMING OFFICES

International Mobility Office (mobility.law@unibo.it)

- Course units and Learning Agreement (LA)
- How to modify your LA
- Academic calendar and lesson timetables
- Choice of course units and lessons at the Department of Modern Languages, Literatures, and Cultures at the University of Bologna
- Signing, stamping, and uploading your LA to AlmaRM



WHERE TO ASK WHAT: INCOMING OFFICES

University Language Centre (CLA)

cla.bo-segreteria@unibo.it

- Italian Language course units
- Linguistic support

UNIBO Reference Professor for the Agreement

- Contents of course units
- He/she is listed on your **ALMARM page** and you can contact him/her for guidance or issues related to courses content.
- They usually know your home university and your home institution academic partner.
- **DO NOT** send any documents to Italian teachers for signatures or stamps



WELCOME DAY

Preliminary Step - Welcome Day online

In the first week of July

(online)

First semester and whole year incoming students

During the first week of Lessons at the end of September

(online and in presence)

Second semester incoming students

During the First Week of Lessons at the end of February

(online and in presence)

MORE INFORMATION WILL BE SENT TO YOUR UNIBO INBOX



ACADEMIC CALENDAR AND ARRIVAL DATE

There is no established arrival date.

Plan your arrival depending on the start date of your course units – consult the **academic calendar** to know the start date.

The academic calendar is divided into **two semesters (Autumn and Spring)**, which are the same for all Bachelor's and Master's course units of the Department.

- 1. Autumn Semester and Full Year starts after the 15th of September**
- 2. Spring Semester starts after the 15th of February**

Your mobility period officially begins the day you check in and register your arrival in Bologna at the Exchange Student Desk.

[More information about arrival and departure](#)



PUBBLICATION OF COURSE TIMETABLE

First Semester

Published: **End of July**

Second Semester

Published: **Mid-January**

- Legal Studies
 - Law
- Employment And Business Relations Consultant



BEFORE YOUR ARRIVAL

- Consult the pages for incoming students.
- After the nomination, you will receive an email with the invitation to **register online (Acceptance Message)**.
- **Register online** before your arrival.
- Book your **online check-in** (from the end of AUGUST for arrival in the I semester, from JANUARY for arrival in the II semester).
- Book **Italian language** course units (more info on Italian language courses).
- After registration, fill in your **Learning Agreement (LA)** and **upload it to OLA /EWP System or AlmaRM**.
- **Do not send documents directly to Italian teachers for signatures or stamps** – always send them to the administrative offices indicated in the table on page 7 of this guide.
- **You do not need to enroll or register for course units in order to attend classes.**



LANGUAGE REQUIREMENTS

There are no Italian language requirements for incoming students at the University of Bologna.

- However, a **pre-intermediate level (A2 – B1)** of Italian before your arrival is highly recommended.
- For **classes in English**, we highly recommend:
An **upper-intermediate level (B2)** of English for **postgraduate** course units.



ITALIAN LANGUAGE COURSE UNITS

if you wish to improve your language skills and knowledge of Italian, the University Language Centre (CLA) offers two course options (intensive or extensive):

SEMESTER I

- Intensive course units: A two-week intensive course **before the beginning of classes in September.**
- Extensive course units: **from October to December.**

To attend one of these courses, **you must apply** and enroll in **July and August.** Follow the instructions available at this link.

SEMESTER II

- Intensive course units: A two-week intensive course **before the beginning of classes in January.**
- Extensive course units: **from February to May.**



ITALIAN LANGUAGE COURSE UNITS

Italian language courses offered by CLA are equivalent to **5 ECTS (if you pass the exam)**, and you can add them to your Learning Agreement (LA).

- More information on Linguistic support
- Contact the University Language Centre (CLA)

To attend one of these courses, you must apply and enroll in December and January.



ITALIAN LANGUAGE OPPORTUNITIES

The University of Bologna offers several opportunities to **improve your Italian**:

- **ICON online self-study L2 Italian courses** for CEFR levels A1, A2, B1, B2, C1, free of charge
- An **L2 Italian MOOC** on the Unibook platform for beginners (select course: Modern Languages ITA101)
- **Italian courses at the University Language Center (CLA)** for international students in the first and second semesters. Exchange students can attend one course free of charge. Please **check the dedicated calendar and deadlines**.

For information about foreign language courses and modules, idoneità linguistiche, language tests at the Bologna campus, contact: cla.bo-segreteria@unibo.it



ONLINE CHECK IN

- To start your mobility period, you need to confirm your arrival and beginning of mobility through the **online check-in** by our central **Exchange Student Desk** (exchange.students@unibo.it)
- Book a date after your planned arrival in Bologna **at the end of AUGUST.**
- The procedure and the direct access slots are described **on this page,** please read it carefully:
<https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-check-in>
- If you cannot find an available slot, please contact us by email at exchange.students@unibo.it to inform us of your arrival.

Before completing your check-in, you will not be able to:

- **filling in your study plan on SOL,**
- **STAMP THE BADGE**
- **Download the UNIBO APP**



AFTER YOUR ARRIVAL

Notify the staff that you want to start an on-site mobility and show:

- if you are a EU student: your **passport** or **ID card**;
- if you are a non-EU student: **passport** with **Visa**;
- your name **travel document** arriving in Italy.

On Check-in you get:

- your **Certificate of Arrival** with digital stamp.
- an e-mail with a **QR CODE** that you will have to use to print your **UNIBO student card** at one of the self-service machines .
- if stamps on **specific documents** are requested by your home University, just send them by email to: exchange.students@unibo.it

If you are a **non-EU student** you will receive information about the **Residence Permit** and the Certificate of Arrival which you must enclose with your application.

Remember that:

- the **start date of your mobility** is based on your travel ticket, the day you check-in is not relevant;
- once you are in Bologna, you can attend lessons even if you have not checked in yet, **but** you must complete the check-in as soon as possible;
- **you can attend lessons even if your Learning Agreement has not been signed yet.**



AFTER YOUR ARRIVAL

After the Check-In, your **career will be activated** and you will have access to the whole information system of the University of Bologna.

Institutional e-mail address: please, use only the institutional e-mail address (**name.surname@studio.unibo.it**) to contact any Office and Professor of the University of Bologna. Your **Unibo credentials** will give you the access to many **services of the University** (AlmaWI-FI, etc.)

Your **Unibo student card** gives you discounts and promotion at canteens, cinemas, museums and theatres having an agreement with the University. You will also be able to get a special price for the

Transportation Services (TPER) pass in Bologna (you can get it directly from your personal Studenti Online page -> **154 € for the entire a.y.**)



ONLY AFTER THE ONLINE CHECK-IN

- Download the **Unibo app**, where you can check the location and time of your lessons, consult the academic calendar and receive updates. You can also book your exams and access additional features.
- PRINT THE STUDENT CARD
- FILL IN THE STUDY PLAN via SOL

These operations are not available before completing the check-in.



BACHELOR'S & MASTER'S DEGREES AT DSG

Department of Legal Studies offers:

Single Cycle Degree/ Master's Degree (LMCU) 5 years:

- Law

First Cycle/Bachelor's Degree (L) 3 years:

- Employment and Business Relations Consultant (CLARA)

Second Cycle/Two-year Master's Degree (LM) 2 years:

- Legal Studies (LEGS)



COURSE UNITS AVAILABLE TO EXCHANGE STUDENTS STUDYING AT DSG

You can choose any Bachelor's or Master's level course unit regardless of your degree level at your home Institution.

However, we recommend choosing course units according to the course level you would attend at your home Institution:

- **Master's level course units** are indicated by the letters **(LM)** after the course title.
- **Bachelor's level course units** do not have any letters after the course title.



DIGITAL LEARNING AGREEMENT via EWP

The University of Bologna can manage the **Digital Learning Agreement** with the exchange of data via **EWP** (Erasmus Without Paper).

→ Check directly with your home University if they manage the Online Learning Agreement via EWP and follow their guidelines for accessing the online platform and fill it out.

After presenting your DLA, it will be automatically received by our office for the dedicated **check and digital approval**. In case of refusal, you will be notified via email and you will have to make the needed changes, repeating the procedure.



LEARNING AGREEMENTS via ALMA RM

- If your Home University does not manage yet the Digital Learning Agreement via EWP, you have to fill it out in .pdf format and upload it to your AlmaRM profile. Please request a Learning Agreement template from your Home University or download it from the dedicated page of the European Commission.
- After you have uploaded your Learning Agreement in .pdf to your AlmaRM profile, it will be checked, approved and signed by the Unibo offices. The signed version of your Learning Agreement will be available in your AlmaRM profile.
- In case of refusal, you will be notified via e-mail and required to make the requested changes, repeating the procedure on AlmaRM.

Please note: Learning Agreements must not be sent to the offices via email. You are required to use the EWP system or AlmaRM.



LEARNING AGREEMENT for OVERSEAS INCOMING STUDENT

If the signing of a Learning Agreement is not required for your mobility programme (ex. various Overseas and non-UE institutions),

you must still submit it via ALMA RM to verify that the course units you have chosen are available and therefore allow you to attend lectures and sit the exams.

How many credits? You are supposed not to accumulate more than 30 credits per semester. Please mind that one Italian credit (CFU - Credito Formativo Universitario) equals to one ECTS credit.

Fill in the **Learning Agreement** including each subject you are going to take in Bologna, their respective **code, name, and number of credits** to be awarded upon completion.



HOW TO SELECT COURSES

In the Course Unit Catalogue:

1. Choose only **active** course units: they are marked in '**blue**'. Course units marked in '**black**' are not active. If you are not sure because the title of the course unit is in black but there is a timetable available, please write to mobility.law@unibo.it.
 2. If you plan to attend lessons, it is recommended to choose course units taught at the Bologna campus because it will be easier for you to attend lessons.
- ❖ **Other Unibo campuses are located in the cities of Forlì, Cesena, Rimini, and Ravenna, which are approximately 30 to 60 minutes away from Bologna by train.**



HOW TO SELECT COURSES

You can also browse the available courses and choose the ones that suit you through the following links:

1. [Insegnamenti: Piano Didattico - A.A. 2024/2025 — Giurisprudenza - Laurea Magistrale CU - Bologna](#)
2. [Insegnamenti: Piano Didattico - A.A. 2024/2025 — Consulente del Lavoro e delle Relazioni Aziendali - Laurea - Bologna](#)
3. [Course Structure Diagram — Legal Studies - Laurea Magistrale – Bologna](#)

Courses in English

If you want to view only the courses taught in English within the Department of Legal Studies, you can use the following link:

[Courses in English - Department of Legal Studies](#)



HOW TO FILL IN YOUR LEARNING AGREEMENT

- For UNIBO there is neither a minimum nor a maximum number of credits you can acquire.
- Please follow the instructions provided by your home university regarding the number of credits to be included in your Learning Agreement
- We recommend **not to exceed 30 ECTS** (Italian CFU) per semester

Credit System: 1 CFU (Credito Formativo Universitario) = 1 ECTS

A university credit corresponds to **25 hours of work** per student, time for personal study included. The average annual workload of a full-time student is conventionally fixed at 60 credits (30 per semester).



HOW TO FILL IN YOUR LEARNING AGREEMENT

If you come only for one semester, you cannot choose course units that are offered exclusively during the other semester.

After selecting your course units, fill in your Learning Agreement (LA) by including the following details:

1. **The corresponding Unibo teaching code for each course unit** (please note: the Unibo teaching code consist of five digits and it is listed before the title of the course),
2. **The semester in which the course is offered** (Autumn or Spring)
3. **The number of credits granted**



HOW TO FILL IN YOUR LEARNING AGREEMENT

- All changes made to your Digital LA/PDF Learning Agreement must be added also to the other version.
- **Your Learning Agreement and Study Plan must contain the same course units.**

Please note: Carefully read the next slides to familiarize yourself with GENERAL RULES for filling in your LA.



HOW TO FILL IN YOUR LEARNING AGREEMENT GENERAL RULES

AT LEAST 50% OF COURSES

IN YOUR LEARNING AGREEMENT SHOULD BE

FROM THE DEPARTMENT OF LEGAL STUDIES

TO GET IT APPROVED.



COURSES FROM OTHER DEPARTMENTS

You can select up to 50% of your courses from other departments, such as Economics, Engineering, Political Science, etc.

To do this, you need to:

1. Consult the **Course Catalogue Unit**.
2. Filter courses by language, level, and campus.
3. Click on a course to view the syllabus, which includes content, exam details, and the teaching language (shown on the right side of the page, along with the professor's contact information).



COURSES FROM OTHER DEPARTMENTS

- If you want to take **courses from other Departments** (e.g. of Economics, Engineering and Architecture, etc.), you are firstly required to **contact the respective International Mobility Office** via email and **ask for permission for each specific course** including information regarding your year and ECTS in your home-University.
- **After you receive the formal approval, please upload your LA to the AlmaRM.**
- **Only afterwards we will sign your LA.**



GENERAL RULES TO SELECT THE COURSES

You are not allowed to insert in your LA courses from our double degrees such as the **Italian-French law degree (F/FF)**

> 70395 – DIRITTO AMMINISTRATIVO (F)

Marcella Gola

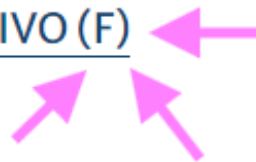
Crediti formativi: 12

Ambito: Giurisprudenza

Campus di Bologna

SSD: IUS/10

Laurea Magistrale a Ciclo Unico in Giurisprudenza (cod. 9232)



GENERAL RULES TO SELECT THE COURSES

If your mobility is ongoing for only one semester, you are required to insert in your LA only courses offered in that period; **if you are staying one single semester you cannot follow an all-year long course (annuale).**

- e.g. courses with a large number of credits are typically all-year long courses. In case of doubt, consult the past year's timetable to verify the course duration.

00224 - DIRITTO DEL LAVORO

Crediti formativi: 15

Ambito: Giurisprudenza

Campus di Bologna

SSD: IUS/07

Laurea Magistrale a Ciclo Unico in Giurisprudenza (cod. 9232)



GENERAL RULES TO SELECT THE COURSES

Courses not open to incoming students:

- 62514 - PRIVATE INTERNATIONAL LAW (prof. Zanobetti)
- 91364 - FOUNDATIONS OF PUBLIC COMPARATIVE LAW (prof. Mancini).

Similar courses open to incoming students (held by the same Professors):

- B6121 - PRIVATE INTERNATIONAL LAW
- 69926 - COMPARATIVE CONSTITUTIONALISM.



GENERAL RULES TO SELECT THE COURSES

In order to attend the Law Clinic:

- **B2592 - VITTIME DISCRIMINAZIONE E DIRITTO (CLINICA LEGALE)**
 - an adequate knowledge of the **Italian language** is required, along with prior authorization from the Professors in charge of the course.
- ❖ Incoming students are allowed to take a **single module of integrated courses** (C.I.) but check with the dedicated Professor regarding the final assessment. Check on your LA that the code is correct.



HOW TO MODIFY YOUR LEARNING AGREEMENT

If any version of your Learning Agreement (LA) is rejected, you will receive a message from AlmaRM with details on how to change it.

- **To modify your LA**, follow the instructions provided and upload the updated version of your LA to AlmaRM or to OLA/EWP system of your home university. The offices will review it and, if approved, will sign and re-upload it.

Please note that course unit times and syllabus might change shortly before (or after) the lessons start. If you have already uploaded your LA and want to make changes, it is recommended to wait a few weeks after the lessons start to check for any potential changes and then upload the new LA version to AlmaRM.



SCHEDULING CONFLICT - Overlapping

Unlike enrolled students with a stiff study plan, incoming exchange students can pick their classes freely, so timetable clash might happen.

If you experience a scheduling conflict, check with the professor to see if you can skip some lessons (they might provide you with some cover-up material with the help of other classmates). For some courses, professors may require attendance, while for others, it may not be mandatory.

If you feel like you don't like a course or want to substitute it due to a scheduling conflict, please remember that **you can also change courses** (as long as your home University approves it) **with another one that is more suitable for your schedule**. In that case, you must also update your online study plan accordingly.



SCHEDULING CONFLICT - Overlapping

If you choose a **course divided into groups** (ex. Diritto Internazionale, Gruppo A-C) you should follow the group that **corresponds to the first letter of your last name**.

Only in case of **overlapping**, it will be possible to request to change groups, only **within 30 days from the beginning of the course** via

Module or

email to mobility.law@unibo.it

No requests will be considered after the deadline.

00230 – DIRITTO INTERNAZIONALE

Crediti formativi: 9

Ambito: Giurisprudenza

Campus di Bologna

SSD: IUS/13

Laurea Magistrale a Ciclo Unico in Giurisprudenza (cod. 9232)

Suddiviso in

00230 – DIRITTO INTERNAZIONALE (A–C)

Gian Maria Farnelli

🕒 Orario delle lezioni dal **19/02/2024** al **08/05/2024**

00230 – DIRITTO INTERNAZIONALE (D–L)

Ludovica Chiussi Curzi

🕒 Orario delle lezioni dal **26/02/2024** al **15/05/2024**

00230 – DIRITTO INTERNAZIONALE (M–Q)

Alessandra Zanobetti

🕒 Orario delle lezioni dal **20/02/2024** al **08/05/2024**

00230 – DIRITTO INTERNAZIONALE (R–Z)

Gian Maria Farnelli

🕒 Orario delle lezioni dal **19/02/2024** al **08/05/2024**



ONLINE STUDY PLAN

You will be able to fill the Study Plan **only after the check-in**. Once you have completed your Learning Agreement (compulsory for Erasmus+ students, optional for others), you have to fill in the **online Study Plan** (compulsory for all students) through **the platform Studenti OnLine (SOL)**, using your institutional credentials.

If you don't fill in the Study Plan before the exam sessions start, you will not be allowed to register for the exams.

Here you can find more information and a dedicated guide:

<https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-filling-in-your-online-study-plan>

 Admission application Take part in the selection	 Registration Enrol in a Degree Programme	 Exams - AlmaEsami Enrol for exams and progress tests	 Bookings Register for entrance exams, language test, job placement ...	 TPER Transport pass application Apply for TPER transport pass at a subsidised price	 Fee situation - Enrolment Check your fee situation and make payments
 Certificates and self-certifications Print self-certifications and certificates with stamp	 On-line records book Check your university career	 Calls Opportunities offered to you by the University	 Language exam recognition Request language exam recognition	 Study plan Complete your study plan	 G Launch p
 Programme transfer Request to transfer to another Degree Programme	 Transfer Request transfer to another university	 Suspension of studies Request Suspension of studies	 Medicine internship Only for Medicine and surgery students Present the medicine internship application	 International mobility - AlmaRM International exchange programmes	 Internships Find internship offers and host organisations Activate the internship

You are here: [Home](#) » Completion

1. Prerequisites → 2. Completion → 3. Summary

Completion

- CILT - 36681 - CORSO DI LINGUA ITALIANA - A2 - CILTA
- 0659 - 81802 - GENDER AND THE LAW
- 0659 - 81806 - GLOBAL CONSTITUTIONAL LAW
- 9232 - 32616 - PHILOSOPHY OF LAW

[Add](#)

STUDY PLAN

Your Learning Agreement (LA) and study plan must include the same course units.

- You do **not need to enroll in or register** for course units to attend lessons. You can attend classes freely.
- If you don't include the course in your Study Plan before the exam session starts, you will **not be allowed to register for the exams**.
- You may want to inform the teacher of the course unit that you are an exchange student.
- If you have issues with modifying your Study Plan, please contact exchange.students@unibo.it.

[How to fill in your online study plan](#)



COURSE UNITS TIMETABLE

- Classes and exams will be **in person only**. [More information on classes](#)
- Search for your course units in the [Course Unit Catalogue](#) by entering the teaching code, the title of the course unit, or keywords.
- Click on the course unit title to access the course page.
- On the course page, you can find the teacher(s) of the course unit, the timetable and location of lessons, and the course unit bibliography.

UNIBO APP: You can also create your own course unit timetable with the UNIBO App.

Course Units Timetables are published:

In July for the I SEMESTER (September)

In December for the II SEMESTER (February)



EXAM DATAS - ALMAESAMI

- You must book the exams using **AlmaEsami** - otherwise, you will not be allowed to take exams!
- The **registration** (and eventually the deletion from the list) is **compulsory** and must be done within 7 days before each exam.
- After **oral exams**, the professor will inform you of your grade or, in the case of written exams, grades will be published online or in AlmaEsami.
- You can usually **accept** the grade or **refuse** it. In the latter case, you will be able to sit the exam again during another available exam session. Once you have accepted the grade, the professor will record it in AlmaEsami.
- **Check your page regularly**, and if any exam has not been recorded on time before your departure, please contact the Professor.



EXAM DATES

Exam dates will be available on the course unit page and/or on the relevant teacher's institutional webpage (click on 'Teaching', next on 'exams sessions') **usually a few weeks before the exam**. You cannot know the exam dates before.

Exchange students are able to sit one exam up to **3 times** ("appelli");

for more info regarding the assessment method, you can contact the dedicated Professor of the course.

- [Academic Calendar](#)
- [More information on Lessons, Exams, Internships](#)



ITALIAN GRADING SCALE

The Italian grading scale runs from

→ **18 to 30-with-honours** (30 e lode).

Grades below 18 are not registered as they are a fail, which requires a re-sit of the exam.

For some exams eg. **Seminars (SEM.)**, laboratoriers or practical work and language proficiency exams mainly, etc. there is no grade, but just a **Pass/Fail** result ("**Idoneo**"/"**Non idoneo**") that cannot be turned into a numerical grade and therefore won't appear on your transcript.

→ **Please check first with your home University if they can accept that.**

ECTS Grade	Grade
A	30 lode
B	30
B	29
B	28
C	27
C	26
C	25
D	24
D	23
D	22
D	21
D	20
E	19
E	18



IMPORTANT USEFUL TIPS

- at the Department of Legal Studies **exams are mainly oral**. You can check the final assessment inside the course along with the syllabus or ask your Professor for more information at the beginning of the course.
- **Attendance** is not compulsory but it is strongly advised.
- Before purchasing **text books**, wait for the start of lessons and follow the instructions given by the professors. You may purchase teaching materials in the bookshop or borrow them from the library. To search for **books and materials** please visit the Library Portal (SBA).
- To consult and download **teaching material** prepared by the Professors, you can use **Virtuale**: <https://virtuale.unibo.it/>



IMPORTANT USEFUL TIPS

In order to find contacts use the Unibo directory

Check often the **Professor's website for updates** and communication regarding the courses and exams.

If you get in touch via **email** with a Professor/Unibo Staff, please:

- use your **unibo account** (@studio.unibo.it). Official documents will not be sent to other accounts;
- **Introduce yourself**: your name, your home University and the exchange programme (Erasmus+ Study, etc...)
- Write **clearly** and in a **formal** style, in Italian or English
- If you already contacted the Professor, remind him/her briefly of your **previous conversation**. They have a lot of students, they might not remember you!
- If you are waiting a response don't send **multiple emails**



EXTENDING YOUR MOBILITY

Requests for an extension, reduction, or any change in the number of months must be submitted to the Exchange Student Desk.

Follow these steps:

1. Send an email to your academic coordinator at UNIBO and ask them to authorize the extension of mobility.
2. Ask request approval from your home university.
3. If the authorization is granted, send an email to exchange.students@unibo.it providing both the Unibo academic coordinator's approval and the authorization of your home university.
4. Update your Learning Agreement by adding courses for the second semester, then submit the changes to the Mobility Office at Law for approval (either by the OLA or in ALMA RM, just like you did for the previous version).

Please note: only the LA for the correct Erasmus period will be approved; if you are requesting an extension, please wait until it is approved before changing your LA.



THE END OF MOBILITY - CHECK OUT

- Before leaving, you must **check-out** with our central **Exchange Student Desk** (exchange.students@unibo.it) to certificate that your Erasmus stay has finished; please notify that:
 - you have **finished your activities** (all grades should be registered on AlmaEsami) and that you wish to receive the Certificate of Dates and the Transcript of Records.
 - send your name **outbound travel ticket from Italy** (for example your flight ticket). The trip must already be done.
- Here you can find the detailed **check-out procedure**:
<https://www.unibo.it/en/international/incoming-exchange-students/exchange-students-unibo-check-out>
- A few days before the end of your exchange period **check if there is any exam results missing** in AlmaEsami and contact the Professors **if** needed, in order to avoid delays with your Transcript of Records.



CHECK-OUT AND CERTIFICATE OF DATA

- **Check-out is mandatory** for all incoming exchange students.
- We would like to remind you that all the necessary documents related to check-out can be found in [AlmaRM](#).
- At the check-out, you will also receive the **CERTIFICATE OF DATES** that confirms the start and end dates of your exchange period, which you shall give to your University. The Certificate will be sent to you and your home university in digital format and it will also be made available on your personal [AlmaRM](#) Homepage.
- If you leave **without completing the Check-Out** procedure, the end date will correspond to the date of the **last recording of an exam**. If you did not sit any exam and do not complete the Check-Out procedure, you will not receive the Certificate of Dates.



CHECK-OUT and TRANSCRIPT OF RECORDS

- If all exams have been recorded correctly, the digital Transcript of Records will be sent immediately to your home university by e-mail. **The Transcript of Records lists all the passed exams, including the ECTS credits and grades.**

You can download the TRANSCRIPT OF RECORDS directly from your personal AlmaRM page.

- In the case that you need a **certification for any other academic activity** (research, thesis papers, non listed laboratory work, etc.), you will have to arrange with the Professor in charge how to certify this and check back with your home University if they accept it



ADDITIONAL USEFUL INFORMATION

- Check-out
- Transcript of Records and Certificate of Attendance
- Exchange students @unibo: Check-out

- Healthcare in Italy

- Accommodation





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