



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Guide and Useful Information for Exchange Students

Department of Legal Studies (**DSG**)
International Mobility Office

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GLOSSARY – 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



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 FOR EXCHANGE STUDENTS

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.

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.



ALMARM

AlmaRM is the personal homepage for exchange students:

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

International Mobility 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

042 Law
6 Mesi
12/09/2023

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

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

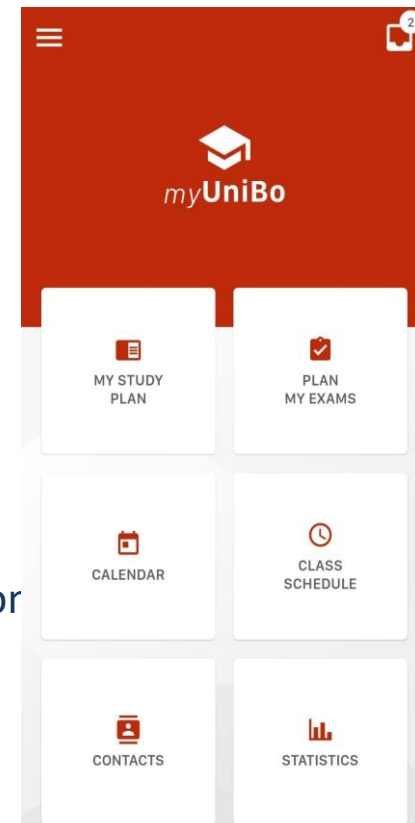
MyUniBo is useful for the international students in order **to access quickly** to their personal informations related to their experience at Unibo.

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 (starts in September)**
- 2. Spring Semester (starts in February)**
- 3. Full Year (starts in September)**

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](#)



ACADEMIC CALENDAR

You can consult the **Academic Calendar a.y. 2024-25** of the **Department of Legal Studies** degree programmes of Bologna here ([LMCU Giurisprudenza; L CLARA; LM LEGS](#)), so you can decide your arrival and departure dates.

Please bear in mind the following structure:

- **Courses in the 1° semester:** 16/09/2024 - 6/12/2024
- **Exam Session 1° semester:** 7/01/2025 - 21/02/2025

- **Courses in the 2° semester:** 24/02/2025- 16/05/2025
- **Exam Session 2° semester:** 26/05/2025 - 25/07/2025

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.



BEFORE YOUR ARRIVAL

- Consult the pages for incoming students on the UNIBO Portal.
- 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 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

Although there are no **Italian language** requirements for incoming students, 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.**

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



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



ITALIAN LANGUAGE COURSE UNITS

Please note:

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)



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.

Please note that 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

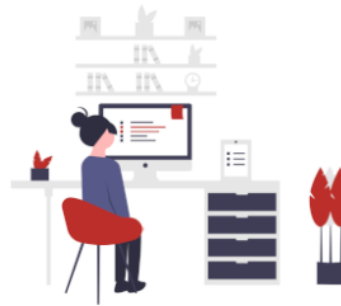


AFTER YOUR ARRIVAL



Direct access

Go to speak now with an operator



The direct access service is closed.

Opening times

Monday	10:00 - 11:00
Tuesday	10:00 - 11:00 14:00 - 15:00
Wednesday	10:00 - 11:00
Thursday	10:00 - 11:00 14:00 - 15:00
Friday	10:00 - 11:00



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 also attend lessons even if your Learning Agreement has not been signed yet.



AFTER YOUR ARRIVAL

Your career starts! Please mind that in order to have your Erasmus grant you have to spend a **minimum of 2 months** (60 days) in the partner University.

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.

Please note:

- PRINT THE STUDENT CARD
- FILL IN THE STUDY PLAN via SOL

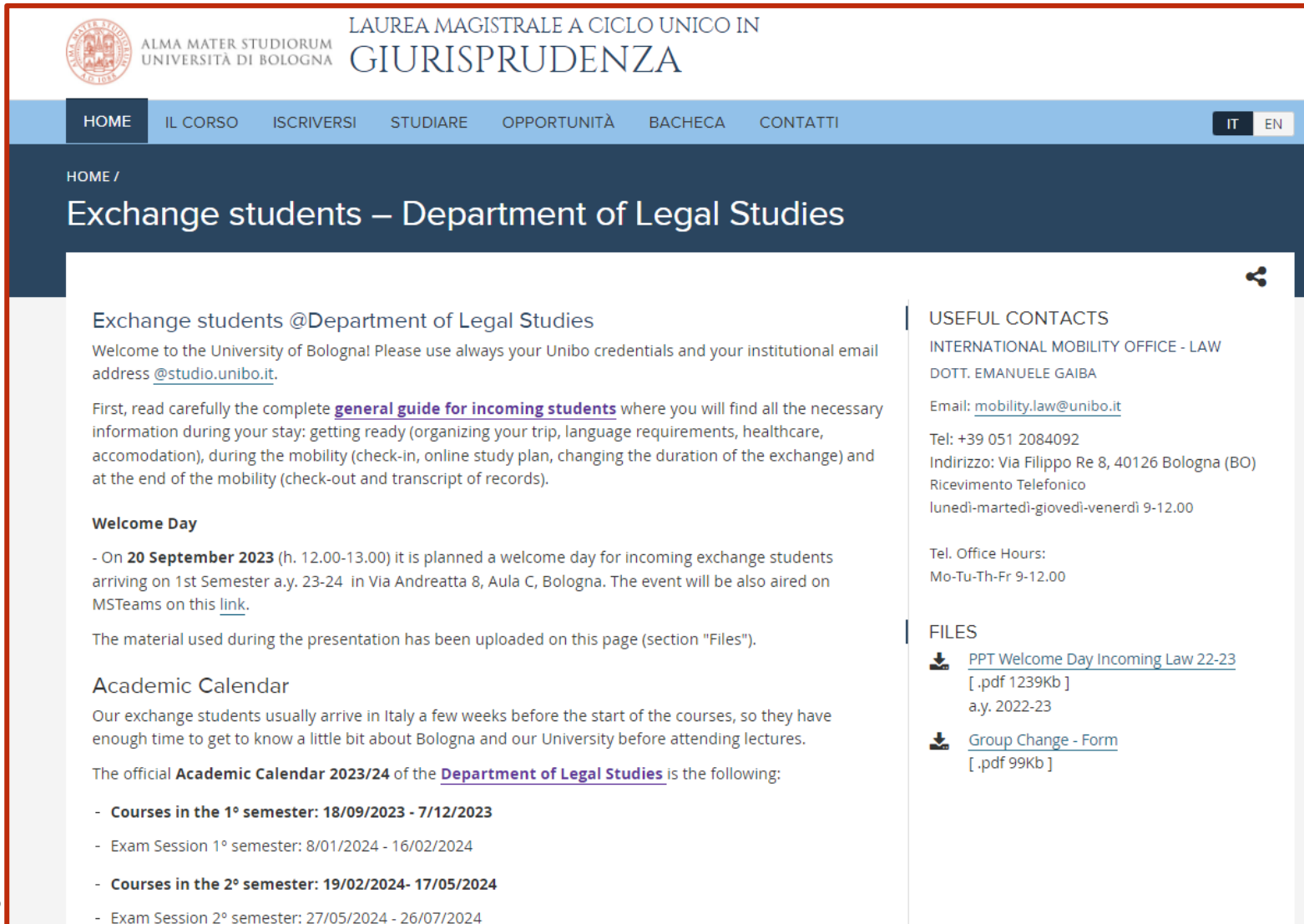
These operations are not available before completing the check-in.



Exchange Students Guide @Dept. of Legal Studies

ITA: <https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/studenti-di-scambio-in-entrata>

EN: <https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/incoming-exchange-students-law>



The screenshot shows the website for the Department of Legal Studies at the University of Bologna. The page title is "Exchange students – Department of Legal Studies". The main content area is divided into two columns. The left column contains a welcome message, a link to a general guide for incoming students, a "Welcome Day" announcement for September 20, 2023, and an "Academic Calendar" section. The right column contains "USEFUL CONTACTS" for the International Mobility Office - Law, including contact information for Dott. Emanuele Gaiba, and a "FILES" section with two downloadable PDFs: "PPT Welcome Day Incoming Law 22-23" and "Group Change - Form".

Exchange students @Department of Legal Studies

Welcome to the University of Bologna! Please use always your Unibo credentials and your institutional email address @studio.unibo.it.

First, read carefully the complete [general guide for incoming students](#) where you will find all the necessary information during your stay: getting ready (organizing your trip, language requirements, healthcare, accomodation), during the mobility (check-in, online study plan, changing the duration of the exchange) and at the end of the mobility (check-out and transcript of records).

Welcome Day

- On **20 September 2023** (h. 12.00-13.00) it is planned a welcome day for incoming exchange students arriving on 1st Semester a.y. 23-24 in Via Andreatta 8, Aula C, Bologna. The event will be also aired on MSTeams on this [link](#).

The material used during the presentation has been uploaded on this page (section "Files").

Academic Calendar

Our exchange students usually arrive in Italy a few weeks before the start of the courses, so they have enough time to get to know a little bit about Bologna and our University before attending lectures.

The official **Academic Calendar 2023/24** of the [Department of Legal Studies](#) is the following:

- **Courses in the 1° semester: 18/09/2023 - 7/12/2023**
- Exam Session 1° semester: 8/01/2024 - 16/02/2024
- **Courses in the 2° semester: 19/02/2024- 17/05/2024**
- Exam Session 2° semester: 27/05/2024 - 26/07/2024

USEFUL CONTACTS



INTERNATIONAL MOBILITY OFFICE - LAW
DOTT. EMANUELE GAIBA

Email: mobility.law@unibo.it

Tel: +39 051 2084092
Indirizzo: Via Filippo Re 8, 40126 Bologna (BO)
Ricevimento Telefonico
lunedì-martedì-giovedì-venerdì 9-12.00

Tel. Office Hours:
Mo-Tu-Th-Fr 9-12.00

FILES

-  [PPT Welcome Day Incoming Law 22-23](#)
[.pdf 1239Kb]
a.y. 2022-23
-  [Group Change - Form](#)
[.pdf 99Kb]



BACHELOR'S & MASTER'S DEGREES AT DSG

DSG offers 1 Single Cycle Degree Programme, 1 Bachelor's and 1 Master's degree programmes:

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 taught at DSG, 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.



ONLINE LEARNING AGREEMENTS

From a.y. 2024/25, for partner universities in the Erasmus+ programme, 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.



ONLINE LEARNING AGREEMENTS

- 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 and AlmaRM.



LEARNING AGREEMENT

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 your study plan to our office 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.

Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted/Added component	Semester [e.g. autumn/spring; term]
	74767	Copyright Law	Added	Spring Semester
99743	International Environmental Law	Added	Spring Semester	

LEARNING AGREEMENT

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	74767	Copyright Law	Spring Semester	7.0
	99743	International Environmental Law	Spring Semester	7.0
	77908	International Trade and Investment Law Re- Globe	Spring Semester	7.0
	84914	Legal English (B2)	Spring Semester	9.0
				Total: 30



HOW TO FILL IN YOUR LEARNING AGREEMENT (LA)

Before your arrival, you must fill in your LA, in consultation with the Coordinator at your home institution, who will approve the acquired credits after your return.

Check the UNIBO educational offer in the Course Unit Catalogue. As an incoming Erasmus student at the Department of Legal Studies, you can choose any course unit listed in the catalogue. However, please note that if you choose courses from other Departments, these must be approved by the relevant Department(s): this means that after uploading your Learning Agreement to your AlmaRM profile, the administrative offices will contact the relevant Departments to confirm if you can attend those courses. For this reason, it may take longer to get your Learning Agreement approved.

You do not need to request permission directly from the departments to attend courses; this will be done by the offices.

- For questions about filling in the LA, please contact the **International Mobility Office – Law**.
- For questions regarding course unit contents, contact the **coordinator of your Erasmus exchange at Unibo** (specified in your AlmaRM profile).



HOW TO FILL IN YOUR LEARNING AGREEMENT

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 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 (1)

AT LEAST 50% OF COURSES

IN YOUR LEARNING AGREEMENT SHOULD BE

FROM THE DEPARTMENT OF LEGAL STUDIES

TO GET IT APPROVED.



HOW TO FILL IN YOUR LEARNING AGREEMENT

GENERAL RULES (2)

AUTHORIZATION

- 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.**



HOW TO FILL IN YOUR LEARNING AGREEMENT

GENERAL RULES (3)

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)



HOW TO FILL IN YOUR LEARNING AGREEMENT

GENERAL RULES (4)

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)



HOW TO FILL IN YOUR LEARNING AGREEMENT

GENERAL RULES (5)

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.



HOW TO FILL IN YOUR LEARNING AGREEMENT

GENERAL RULES (6)

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 UPLOAD YOUR LEARNING AGREEMENT TO ALMARM

Follow the instructions received on how to register at the University of Bologna. If you have not received these instructions, please contact exchange.students@unibo.it

From the academic year 2023/24, for partner universities participating in the Erasmus+ program, the University of Bologna manages **the Online Learning Agreement** with the exchange of data via **EWP (Erasmus Without Paper)**.

[More information on your LA](#)



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. 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.



HOW TO MODIFY YOUR LEARNING AGREEMENT

As an incoming Erasmus student, you can modify your LA twice after the original version has been accepted and signed. We accept changes **up to 6 weeks** within the beginning of courses.

Any changes to your LA must always be made in consultation with your home University Coordinator.

As well as the first version, you will be notified via email at @studio.unibo.it about the **approval or rejection** of your Learning Agreement, along with its reasons.

- Please remember that if you upload a modified version of your LA and it is approved, you must also update your study plan accordingly.



HOW TO MODIFY YOUR LEARNING AGREEMENT

TIMETABLE CLASH (1)

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 clash, 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 clash, 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.



HOW TO MODIFY YOUR LEARNING AGREEMENT

TIMETABLE CLASH (2)

GROUP CHANGE

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 as registered on Studenti Online**.

Only in case of **overlapping**, it will be possible to request to change groups, but you must ask for authorization from the Professor in charge of the new group by signing the module (“Modulo Cambio Gruppo –incoming”, section Attachments of [this page](#)) only within 30 days from the beginning of the course. The signed module must be sent to the Orientation Tutor (giuri.tutororientamento@unibo.it).

The lack of the authorization within the given deadline will not allow to change group. 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 ...	 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	 Launch
 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

Important: 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. However, **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.

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



HOW TO MODIFY YOUR STUDY PLAN

- You can modify your study plan in Studenti OnLine (SOL).
- Remember that **your study plan and your Learning Agreement must have the same course units** and that you can change your LA maximum up to two times after the original version has been accepted and signed.
- If you have issues with modifying your Study Plan, please contact exchange.students@unibo.it.



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.

Note: You can also create your own course unit timetable with the UNIBO App. Alternatively, you can find the course unit timetable on the website of the Bachelor's/Master's degree program where the course unit is offered: go to the Bachelor's/Master's website, select '**STUDIARE**', then '**ORARIO DELLE LEZIONI**'.



COURSE UNITS TIMETABLE

Where do I find it? Classes timetable are available on the reference degree Course website.

Timetables are progressively updated on these pages:

Single Cycle Degree (LMCU):

- [Law](#)

First Cycle/Bachelor's Degree (L):

- [Employment and Business Relations Consultant \(CLARA\)](#)

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

- [Legal Studies \(LEGS\)](#)

HOME / STUDIARE /

Orario delle lezioni

Consulta il calendario delle lezioni in base all'anno a cui sei iscritto.

ANNO DI CORSO

1° Anno VAI

Periodi di lezione: Le lezioni degli insegnamenti dell'A.A. 2021-22 si svolgono nei seguenti periodi: Inizio de

Gli orari di lezione del 1° Anno - Giurisprudenza (codice 9232)
I dati possono subire variazioni. Controlla questa pagina frequentemente.

Filtra per insegnamento

< 18 - 24 set 2023 >

LUNEDÌ 18 SETTEMBRE 2023

09:00 - 11:00	00222_D-L - DIRITTO COSTITUZIONALE / (D-L) (12 CFU) Periodo: 18 settembre 2023 - 30 novembre 2023 Docente: Tomaso Francesco Giupponi Luogo: AULA B BELMELORO - Piano Primo - Edificio in Bo - via Beniamino Andreatta 8
09:00 - 11:00	00536_A-C - ISTITUZIONI DI DIRITTO ROMANO / (A-C) (8 CFU) Periodo: 18 settembre 2023 - 6 dicembre 2023 Docente: Gianni Santucci Luogo: AULA A BELMELORO - Piano Terra - Edificio in Bo - via Beniamino Andreatta 8

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.

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



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.



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



SOME USEFUL TIPS

Keep in mind:

- ❑ 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/>



CLASSES, STUDY ROOMS AND LIBRARIES

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



OTHER TIPS

In order to find contacts use the **Unibo directory**:
<https://www.unibo.it/uniboweb/unibosearch/rubrica>

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.



BEFORE LEAVING

- ❑ 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 Attendance 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

- ❑ At the check-out, you will also receive the **Certificate of Departure** that confirms the start and end dates of your exchange period, which you shall give to your University.
- ❑ 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 Departure.
- ❑ 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**. When the Transcript is ready, you can also download it 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.



CHECK-OUT AND TRANSCRIPT OF RECORDS

Check-out is mandatory for all incoming exchange students.

Find detailed instructions at the following links:

- [Check-out](#)
- [Transcript of Records and Certificate of Attendance](#)
- [Exchange students @unibo: Check-out](#)



ADDITIONAL USEFUL INFORMATION

Healthcare in Italy

Accommodation





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

International Mobility Office
Department of Legal Studies
Alma Mater Studiorum – University of Bologna

mobility.law@unibo.it

www.unibo.it