

Incoming Exchange Students

@Department of Legal Studies

a.y. 2023-24 | 1° Semester

Emanuele Gaiba | International Mobility Office – Law mobility.law@unibo.it



WELCOME TO BOLOGNA!

Welcome to UNIBO!

First, confirm your arrival and beginning of mobility through the **online check-in** by our central **Exchange Student Desk** (incoming.diri@unibo.it)

The procedure and the direct access slots are described on this page, please read it carefully:

https://www.unibo.it/en/international/inco ming-exchange-students/exchangestudents-unibo-check-in





EXCHANGE STUDENT DESK

You can contact this office after your nomination as an exchange student at Unibo, for information about entering Italy and carrying out your mobility period, for registering your arrival and departure (Check-in and Check-out)

Address

Via Filippo Re 4 - 40126 Bologna On-site Desk Closed

E-mail

incoming.diri@unibo.it (for: information, Check-out only when all exams are recorded)

Telephone

Telephone Desk: closed

Virtual Help Desk

Connect

To connect, please read these instructions

Monday, Tuesday, Wednesday, Thursday and Friday 10:00-11:00

Tuesday and Thursday 14:00-15:00

Important: a maximum number of accesses is set, which is published at the entrance to the virtual desk. Whoever enters the desk beyond the maximum number cannot be called by an operator.



SPORTELLI

Direct access

Go to speak now with an operator



The direct access service is closed.

Opening times

`	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		



No	otify 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.				
Oı	n 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: incoming.diri@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;
- you can attend lectures even if you have not checked in yet.

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.

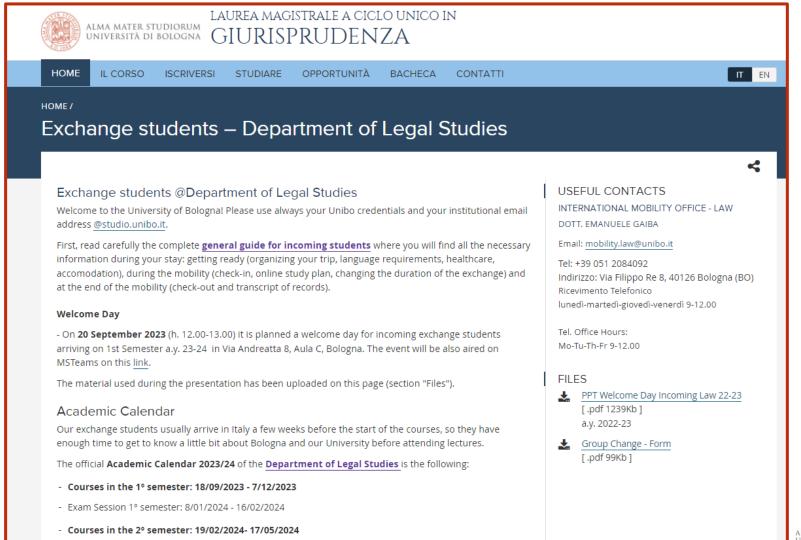
Institutional e-mail address: please, <u>use only the institutional e-mail</u> <u>address</u> (name.surname@studio.unibo.it) to contact any Office and Professor of the University of Bologna. Your Unibo credentials will give you the access to many services of the University (AlmaWI-FI, etc.)

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

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



Exam Session 2° semester: 27/05/2024 - 26/07/2024



ACADEMIC CALENDAR

You can consult the **Academic Calendar a.y. 2023-24** of the **Department of Legal Studies** degree programmes of Bologna here (<u>LMCU Giurisprudenza</u>; <u>L CLARA</u>; <u>LM LEGS</u>), so you can decide your arrival and departure dates.

Please bear in mind the following structure:

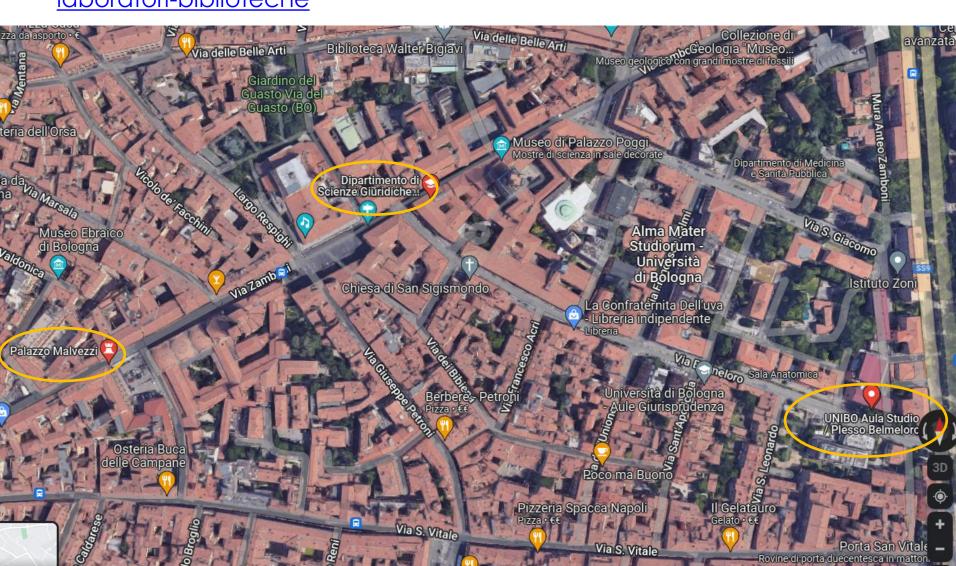
- > Courses in the 1° semester: 18/09/2023 7/12/2023
- Exam Session 1° semester: 8/01/2024 16/02/2024
- > Courses in the 2° semester: 19/02/2024- 17/05/2024
- Exam Session 2° semester: 27/05/2024 26/07/2024

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.



CLASSES, STUDY ROOMS AND LIBRARIES

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



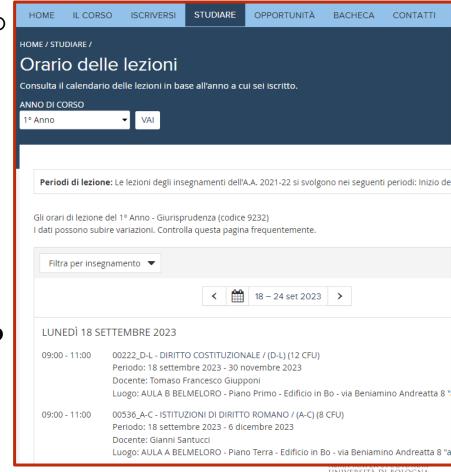
TIMETABLE

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

You can reach the reference page also by using the main Course Unit Catalogue.

Timetables are progressively updated on these pages:

- for units from the Single Cycle degree programme in Giurisprudenza here;
- for units from the Bachelor degree programme in **Consulente del Lavoro** e delle Relazioni Aziendali here;
- for units from the Master degree programme in **Legal Studies** <u>here</u>.



COURSES AND PROGRAMMES

The Department of Legal Studies provides three different degree programmes in Bologna:

- the single cycle degree (LMCU) in Giurisprudenza (Law) (5 years)
- the first cycle degree (L) in Consulente del Lavoro e delle Relazioni Aziendali (Job and Company Relations Consultant) (3 years)
- the second cycle degree (LM) in Legal Studies (2 years)

As part of the single cycle degree in Law, the DSG provides various courses taught entirely in **English**, you can check them here: https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/insegnamenti-in-lingua-straniera

Looking for **other courses**? In the course unit catalogue (https://www.unibo.it/en/teaching/course-unit-catalogue), where you can filter by the language of teaching, course type (BA, MA etc...) and educational area (Law, Economics, Political Science, etc.)

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).

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/



ITALIAN LANGUAGE OPPORTUNITIES

The University of Bologna gives you some 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 <u>Unibook platform</u> for beginners (select course: Modern Languages ITA101)
- Italian courses at the University Language Center (CLA) for international students in the first and second semester. Exchange students can attend one course free of charge. Please check the dedicated calendar and deadlines: enrollment dates are from 30/08/2023 at 10:00 to 18/09/2023 at 15:00 on a first-come, first-served basis.

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



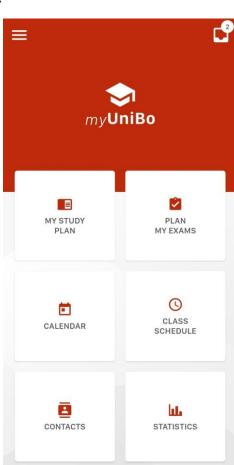
APP MYUNIBO

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

(<u>name.surname@studio.unibo.it</u> 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).



ALMARM

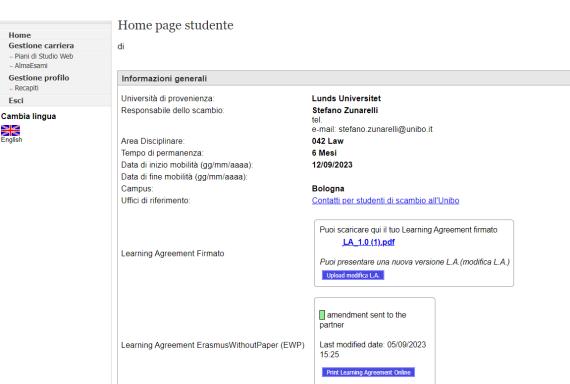
AlmaRM is the personal homepage for exchange students: https://almarm.unibo.it/

You can change your password, check your personal and exchange data, manage your contact details and print the acceptance message.

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!



From a.y. 2023/24, for partner universities in the Erasmus+ programme, the University of Bologna can manage the **Online Learning Agreement** (**OLA**) 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 OLA, 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.

If your home university does not manage yet the Online Learning Agreement via EWP, you can fill a **pdf version of Learning Agreeement** and <u>upload it on your personal AlmaRM page</u>.

You can ask the template directly to your home University or download it from the <u>dedicated page</u> of the EC. The LA will be checked, approved and signed and you will then be able to **download it in pdf**. In case of refusal, you will be notified via email and you will have to make the needed changes, repeating the procedure on AlmaRM.

If the signing of a Learning Agreement is **not required** for your mobility programme, you must still <u>submit your study plan to our office</u> 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 <u>30 credits per semester</u>. 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.



General rules:

- you are required to take at least 50% of all courses in your Learning Agreement from our Department of Legal Studies;
- ☐ You are not allowed to insert in your L.A. courses from **our double degrees**, the **Italian-French** (F/FF) or the **Italian-Spanish Programs**;
- If you want to take **courses from other Departments**, you are firstly required to contact the respective <u>International Mobility Office</u> by email and ask the permission for each specific course including information regarding your year and ECTS in your home-University (the contact by study field can be accessed at this link). After you receive the formal approval, please forward it to us via email. Only afterwards we will sign your LA.
- ☐ 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)



- ☐ The University of Bologna is a **multi-campus** University. For this reason, please pay attention that the courses you choose are active in Bologna, and not in Ravenna campus;
- ☐ if you choose a **course divided into groups** (ex. Diritto Internazionale, Gruppo A-C) you should follow the group with the letter of your first last name as registered on Studenti Online. Only in case of **overlapping**, it will be possible by asking the authorization of 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 has to be sent to the International Mobility Office (mobility.law@unibo.it). The lack of the authorization within the deadlines will not allow to change group. It won't be possible to accept requests after the deadlines.

FILES



PPT Welcome Day Incoming Law 21-22 [.pdf 960Kb]



Group Change - Form [.pdf 147Kb]

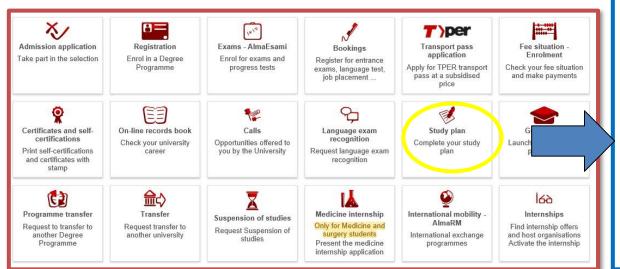
- of courses from the **LM in Legal Studies** it is necessary to check with the dedicated Professor for possible prerequisites and the required English proficiency level. For more information, it is possible to get in touch with the Degree Programme Coordinator (Professor Senzani).
- □ For a.y. 2022-23, the course 91364 FOUNDATIONS OF PUBLIC COMPARATIVE LAW 6 cfu is not open to incoming Erasmus students. The same course can be replaced with the course: 69926 COMPARATIVE CONSTITUTIONALISM (9 CFU) held by the same Professor.
- ☐ The course 91295 POLITICS, VIOLENCE AND CRIME 6 cfu is open only to Master students or to students enrolled in their 4th or 5th year of Bachelor.
- ☐ In order to attend the law clinic: **95329 VITTIME, DISCRIMINAZIONE E**DIRITTO (CLINICA LEGALE) it is necessary an adequate knowledge of the Italian language and a prior authorisation by the Professors in charge of the course.
- ☐ Erasmus students can take a **single module** of **integrated courses** (C.I.) but let the Professor know about that regarding the final assessment. Check on your LA that the code is correct.

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 Studenti Online, 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-unibo-filling-in-your-online-study-plan





LEARNING AGREEMENT - CHANGES

- You can make exceptional changes to your L.A. for a maximum of 2 times. We accept changes up to 6 weeks within the beginning of courses.
- Make sure that the change is ok with our rules and with your home institution.
- 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.
- ☐ You just have to put the **new courses in your online Study Plan** and then, register for the exams as soon as the exam dates will be available.



ALMAESAMI

You must book the exams using **AlmaEsam**i - 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.



GRADING SCALE

The Italian grading scale runs from

 \rightarrow 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**, laboratoriers or practical work and language proficiency exams mainly) 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 it they can accept that.

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



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 v

- 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



LENGHT OF THE MOBILITY

Can I change the length of my exchange study period?

- ☐ The number of months of your exchange period has been **agreed in advance** by your home University and Unibo (as shown in your homepage in AlmaRM Length of stay). If you want to leave in advance, you need first to inform your home University.
- ☐ If you want to stay longer, please ask permission from your home University and let it know to your Unibo Coordinator (you can find him/her on AlmaRM). They have to give the authorization by sending an email that you can forward to the Exchange Student Desk (incoming.diri@unibo.it) then your time at Unibo will be updated on our system (AlmaRM). If you require it, they will issue an updated registration certificate.
- ☐ If you decide to extend your mobility period, mind also to **update your LA or OLA** with courses of that semester.

BEFORE LEAVING

- Before leaving, you must **check-out** with our central **Exchange Student Desk** (<u>incoming.diri@unibo.it</u>) 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 further information regarding the check-out procedure (needed documentation to attach in the email):
 https://www.unibo.it/en/international/incoming-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.

CONTACTS

International Mobility Office - Law

Via Filippo Re 8 | tel. +39 051 2084092

Mo, Tue, Thu, Fri: 09.00-12.00 (Ph.)

e-mail: mobility.law@unibo.it

→ for info about **Learning Agreement**, **timetable**, **lectures**

and exams, support during the mobility programme

Exchange Students Desk

Via Filippo Re 4, Bologna

e-mail: incoming.diri@unibo.it

→ for info about nomination, check-in, check-out, certificate of arrival/departure, immigration/visa information and support

https://www.unibo.it/en/international/contacts-for-international-students









Thank you and

ENJOY YOUR ERASMUS @Unibo!