



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Incoming Exchange Students

@Department of
Legal Studies

19/09/2024

a.y. 2024-25 | 1° Semester

International Mobility Office – Law



WELCOME TO BOLOGNA!

www.unibo.it

AFTER YOUR ARRIVAL

Welcome to UNIBO!

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

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>



Bologna

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

exchange.students@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.

AFTER YOUR ARRIVAL



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SPORTELLI

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



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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;
- you can **attend lectures** even if you have not checked in 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.**)



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>



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

LAUREA MAGISTRALE A CICLO UNICO IN
GIURISPRUDENZA

HOME IL CORSO ISCRIVERSI STUDIARE OPPORTUNITÀ BACHECA CONTATTI IT EN

HOME /

Exchange students – Department of Legal Studies

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 MTeams 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]



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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:** 18/09/2024 - 7/12/2024
- Exam Session 1° semester: 8/01/2025 - 16/02/2025

- **Courses in the 2° semester:** 19/02/2025- 17/05/2025
- Exam Session 2° semester: 27/05/2025 - 26/07/2025

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.



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*** [here](#).

HOME IL CORSO ISCRIVERSI **STUDIARE** OPPORTUNITÀ BACHECA CONTATTI

HOME / STUDIARE /

Orario delle lezioni

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

ANNO DI CORSO
1° Anno

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 "a

COURSES AND PROGRAMMES

The Dept. of Legal Studies provides 3 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**, various courses are taught entirely in **English**, you can check them here:

<https://corsi.unibo.it/magistralecu/Giurisprudenza-Bologna/insegnamenti-in-lingua-straniera>

The LLM Degree in **Legal Studies** (LEGS) is held entirely in English.

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 [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 semester. Exchange students can attend one course free of charge. Please **check the dedicated calendar and deadlines**: enrollment dates are from 30/08/2024 at 10:00 to 18/09/2024 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

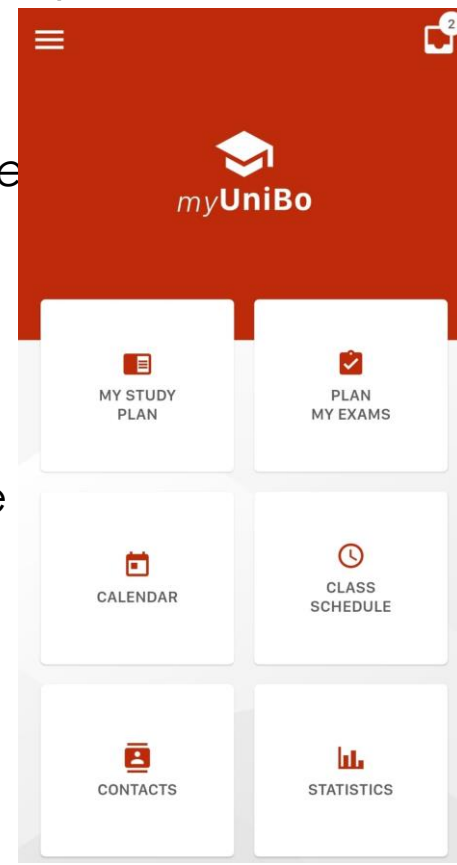
MyUniBo is useful for the international students in order **to access quickly** to their personal informations related to their experience at Unibo.

After the login through the official credentials

(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*).

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



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!

The screenshot shows the 'Home page studente' interface. On the left is a navigation menu with options: Home, Gestione carriera (with sub-items 'Piani di Studio Web' and 'AlmaEsami'), Gestione profilo (with sub-item 'Recapiti'), and Esci. Below the menu is a 'Cambia lingua' section with a UK flag icon and the text 'English'. The main content area is titled 'Home page studente di:' and features a grey header for 'Informazioni generali'. This section contains fields for 'Università di provenienza: Lunds Universitet', 'Responsabile dello scambio: Stefano Zunarelli' (with contact info: tel., e-mail: stefano.zunarelli@unibo.it), 'Area Disciplinare: 042 Law', 'Tempo di permanenza: 6 Mesi', 'Data di inizio mobilità (gg/mm/aaaa): 12/09/2023', 'Data di fine mobilità (gg/mm/aaaa):', 'Campus: Bologna', and 'Uffici di riferimento: Contatti per studenti di scambio all'Unibo'. Below this is a box for 'Learning Agreement Firmato' with a link to 'LA_1.0 (1).pdf' and an 'Upload modifica L.A.' button. At the bottom, there is a 'Learning Agreement ErasmusWithoutPaper (EWP)' section with a green status indicator, the text 'amendment sent to the partner', the date 'Last modified date: 05/09/2023 15:25', and a 'Print Learning Agreement: Online' button.

LEARNING AGREEMENT

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.

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

You can ask the template directly to your home University (or download it from the [dedicated page](#) of the EC). The LA will be checked 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.



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



LEARNING AGREEMENT

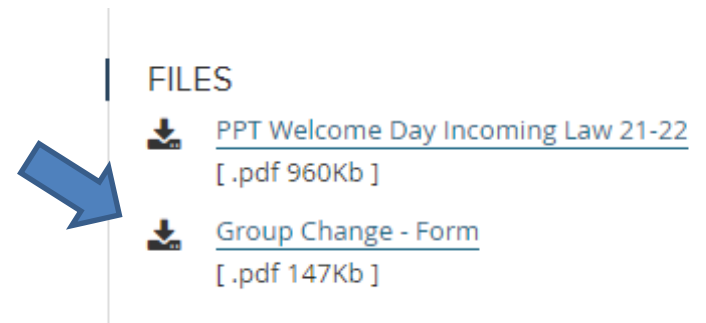
GENERAL RULES

- ❑ 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** such as the **Italian-French law degree (F/FF)**
- ❑ If you want to take **courses from other Departments**, you are firstly required to contact the respective [International Mobility Office](#) 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*)



LEARNING AGREEMENT

- ❑ 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.



LEARNING AGREEMENT

- ❑ for courses from the **LM** in **Legal Studies** it is advisable to check with the dedicated Professor for possible prerequisites, especially for BA students. For more info, please get in touch with the Degree Programme Director (Professor Senzani).
- ❑ For a.y. 2024/25, Legal Studies' following courses are **not open** to incoming students: 62514 - PRIVATE INTERNATIONAL LAW (prof. Zanobetti) and 91364 - FOUNDATIONS OF PUBLIC COMPARATIVE LAW (prof. Mancini). The same courses can be replaced with the dedicated ones open to incoming students and held by the same Professors: B6121 - PRIVATE INTERNATIONAL LAW and 69926 - COMPARATIVE CONSTITUTIONALISM. For further information get in touch directly with the Professor in charge of the course before the beginning of lessons.
- ❑ In order to attend the law clinic: [B2592 - VITTIME DISCRIMINAZIONE E DIRITTO \(CLINICA LEGALE\)](#) it is necessary a suitable knowledge of the Italian language and a prior authorization by the Professor(s) 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.



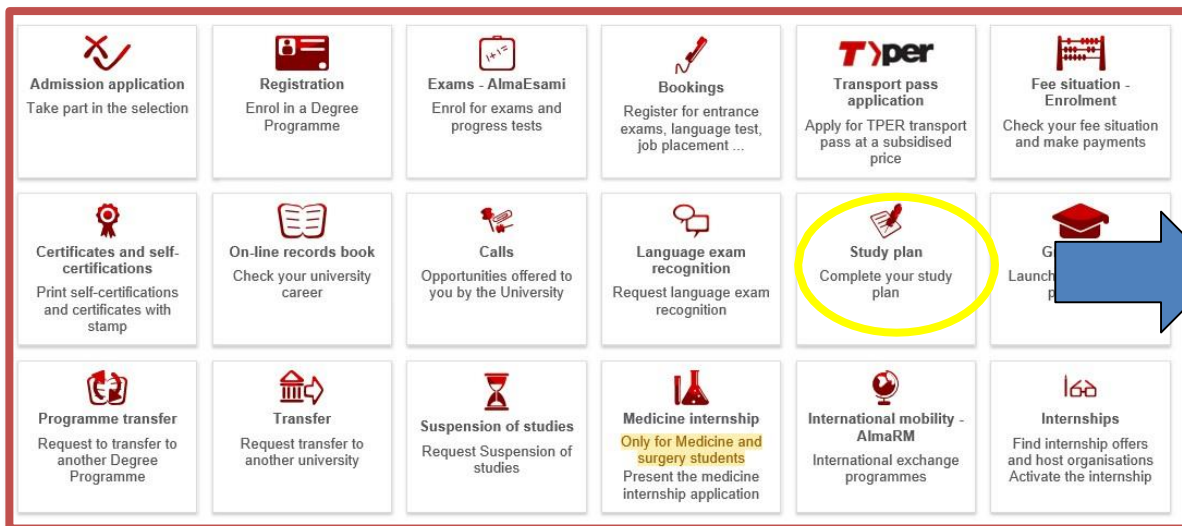
ONLINE STUDY PLAN



















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.

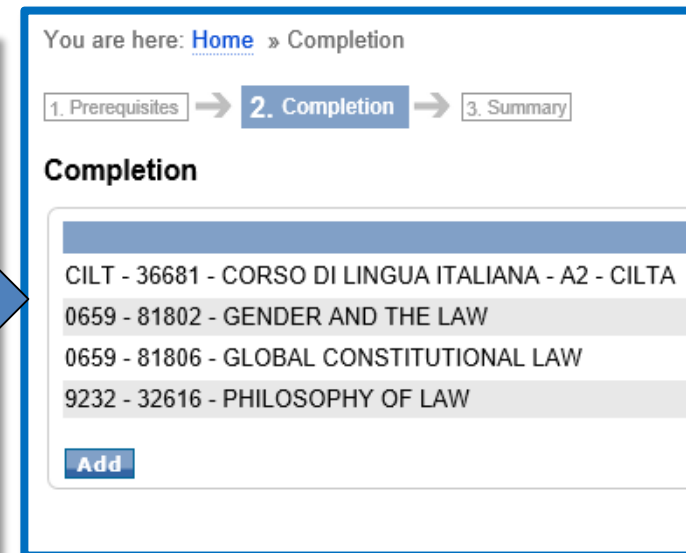
If you don't fill in the Study Plan before the exam sessions start, you will not be allowed to register for the exams.

Here you can find more information and a dedicated guide:

<https://www.unibo.it/en/international/incoming-exchange-students/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	 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](#)

LEARNING AGREEMENT - CHANGES

- You can make **exceptional changes** to your LA 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 **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.)**, laboratories 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



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**



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** (exchange.students@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** (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.



CONTACTS

International Mobility Office - Law

Via Filippo Re 8 | tel. +39 051 2084092

Mo, Wed, Fri: 10.00-12.00 (Ph.)

e-mail: mobility.law@unibo.it

→for info about **Learning Agreement, timetable, lectures and exams, support during the mobility programme**

Meeting upon appointment (email/Teams)

Exchange Students Desk

Via Filippo Re 4, Bologna

e-mail: exchange.students@unibo.it

→for info about nomination, **check-in, check-out, signature of certificate of arrival/departure, support for immigration and resident permit.**

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





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Thank you and

ENJOY YOUR ERASMUS @Unibo!