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A.Y. 2023/24

Information for incoming exchange students

LMCU Medicina e Chirurgia
(Bologna)

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SCUOLA DI MEDICINA E CHIRURGIA
UFFICIO SERVIZI AGLI STUDENTI-SUPPORTO MOBILITÀ
INTERNAZIONALE

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Important notice: institutional mailbox

Official messages will be sent only to your institutional mailbox (name.surname@studio.unibo.it); we strongly recommend that you check it on a regular basis, or that you set an automatic forward to your personal mailbox ('Options' > 'Settings' menu).

PRELIMINARY INFORMATION

Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia (Bologna)

Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia (Bologna) is one of the degree programs offered at the School of Medicine, University of Bologna. Its teaching activities take place in the Bologna campus.

VENUES

Our School of Medicine is located inside the S.Orsola-Malpighi teaching hospital; most classes and clinical rotations take place in this area, and administrative offices are in 'Polo Murri' ('Murri' building): <https://goo.gl/maps/BwQjoR8Z1QA92TLCA>

Some clinical rotations take place in other venues:

- Ospedale Bellaria – Via Altura, 3;
- Ospedale Maggiore – Largo Nigrisoli, 2;
- IOR-Istituti Ortopedici Rizzoli – Via Giulio Cesare Pupilli, 1.

Information on public transport to reach these venues is available on Trasporto Passeggeri Emilia Romagna-TPER (link: <http://www.tper.it/> > 'Percorsi e orari').

LEARNING ACTIVITIES

Corsi (courses)

Corsi (courses) consist of theoretical classes during which professors teach medical subjects, and do NOT feature *tirocinio pratico* (clinical rotations). At the end of each semester, students are tested during exam sessions. Most exams are oral.

Corsi are assessed with a *voto* (grade) (see 'Assessment' paragraph on p. 8 for a description of the Italian grading system); ECTS credits are awarded only on condition that the final exam is assessed with a positive grade ($\geq 18/30$). Attendance only cannot be certified on your final Transcript of records (see p. 9).

In order to attend *corsi* and sit their final exam, you must list them in your Learning Agreement for Studies.

Please refer to the **Learning Agreement Guide** for information about listing *corsi* in your Learning Agreement for Studies.

Corsi elettivi (elective courses)

Corsi elettivi are theoretical courses focused on specific medical topics that students can attend according to their choice of interest. They generally do not feature clinical activities.

Corsi elettivi are assessed with a *giudizio di idoneità* (pass/fail evaluation) (see 'Assessment' paragraph on p. 8) for a description of the Italian grading system); ECTS credits are awarded only on condition that the final exam is assessed with an *ID-Idoneo* (pass) evaluation. Attendance only cannot be certified on your final Transcript of records (see p. 9).

In order to attend *corsi elettivi* and sit their final exam, you must list them in your Learning Agreement for Studies.

Please refer to the **Learning Agreement Guide** for information about listing *corsi elettivi* in your Learning Agreement for Studies.

Tirocinio Pratico (clinical rotations)

Tirocini pratici (clinical rotations) are training periods that you spend in the teaching hospital wards, during which you focus on the practical side of patient care and treatment. Clinical activities takes place in the morning from 8.00 to 13.00, from Monday to Friday. Since *corsi* and *tirocini pratici* are scheduled and assessed separately, it is not mandatory to attend a *tirocinio pratico* for each *corso* that is listed on the Learning Agreement for Studies, and vice versa.

Tirocini pratici are assessed with a *giudizio di idoneità* (pass/fail evaluation) (see 'Assessment' paragraph on p. 8 for a description of the Italian grading system); ECTS credits are awarded only on condition that the clinical rotation is

assessed with an *ID-Idoneo* (pass) evaluation. Attendance only cannot be certified on your final Transcript of records (see p. 9).

In order to attend *tirocini pratici*, you must list them in your Learning Agreement for Studies.

Please refer to the **Learning Agreement Guide** for information about listing *tirocini pratici* in your Learning Agreement for Studies.

- **Immunization and health records for clinical rotations**

In order to access hospital wards, you must produce some documents related to your **immunization and health records** – see [this webpage](#) > 'Allegati' box).

Please note that failure to produce the required immunization and health records and pass the mandatory medical check will result in your clinical rotations being cancelled. Clinical rotations that you miss due to your being declared unfit or absent at the medical check, or for reasons other than illness, will not be rescheduled.

Specific instructions on how to submit the health documents will be sent via e-mail to interested students.

Italian language proficiency

All learning activities of LMCU in Medicina e Chirurgia (Bologna) are held in Italian.

Incoming exchange students are not required to produce a language certificate upon arrival; however, it is strongly recommended that you reach an intermediate level of Italian language proficiency (B1/B2) by the time you arrive in Bologna. This will help you understand classes and relate to patients, as **all learning activities are held in Italian**.

You can refer to the CEFR-Common European Framework of Reference for Languages website for a detailed description of language levels (link:www.coe.int/t/dg4/linguistic/Cadre1_en.asp).

There are several ways of improving your Italian language level. In addition to attending a language course, you can also access or apply for:

- **CLA** (*Centro Linguistico di Ateneo*, University of Bologna Language Centre) – registered incoming exchange students can apply for Italian language courses: <https://centri.unibo.it/cla/it>
Important note: Italian language courses offered by CLA to incoming exchange students must be applied to in due time – make sure you check the deadlines on their website as soon as possible.
- **UNIBO free online resources:** <http://www.unibo.it/en/international/improving-italian-language/how-to-improve-your-italian-language>

INFORMATION FOR NOMINATED INCOMING EXCHANGE STUDENTS

BEFORE YOUR ARRIVAL

Nomination and registration

Students who have been selected for an exchange in Bologna will be officially nominated by the International Relations Office of their home universities. The official nomination must be sent to our International Relations Department or to the School's Staff Office – International Services (see p. 10 for contact details).

After we receive your official nomination, you will receive an e-mail with further instructions about registering on our online database, AlmaRM.

Once you have registered, you will be able to access your 'UniBO' institutional mailbox (name.surname@studio.unibo.it); since that is the **only address that we use** for communicating with students, it is strongly recommended that you check it on a regular basis or set an automatic forward to your personal mailbox ('Options' > 'Settings' menu).

Application documents

- **Learning Agreement for Studies**

The Learning Agreement for Studies is the document in which you must list all the teaching activities you plan to carry out while in Bologna (*corsi, corsi elettivi, tirocinio pratico*).

Please refer to the **Learning Agreement Guide** for information about filling in and submitting your Learning Agreement for Studies.

- **Immunization and health records for clinical rotations**

In order to access hospital wards, you must produce some documents related to your **immunization and health records** – see [this webpage](#) > 'Allegati' box). These documents must not be emailed, the responsible office will give you instructions on how to present them before your arrival.

Please note that failure to produce the required immunization and health records and pass the mandatory medical check will result in your clinical rotations being cancelled. Clinical rotations that you miss due to your being declared unfit or absent at the medical check, or for reasons other than illness, will not be rescheduled.

DURING YOUR STAY

Check-in procedure (Arriving in Bologna and having your documents signed)

An **overview of the check-in procedure** is published [here](#).

Important note about the check-in procedure

During the check in, the central offices will register the **official start date of your exchange**, and it will be certified on your Certificate of Dates/Certificate of Arrival.

Please note that you will need some days to carry out the check-in procedures and find an accommodation. We therefore suggest that you **arrive at least ten days before** your activities are supposed to begin and in time for the Welcome Meeting event.

Welcome event

A general welcome meeting is held twice a year for all incoming exchange students at the School of Medicine (**mid-September and mid-February, approximately**). Information about date, time, and location will be emailed to incoming exchange students as soon as it is confirmed.

Please remember that all emails will be sent to your institutional UniBO account (name.surname@studio.unibo.it); **make sure to check it on a regular basis**.

Schedule of learning activities

- **Semester dates, exam sessions, clinical rotations**

Semester dates for A.Y 23/24 will be published here: <https://corsi.unibo.it/magistralecu/MedicinaChirurgia/orari-delle-lezioni>

Incoming exchange students attend classes only during the year of their exchange in Bologna. For this reason, **the following restrictions apply**:

- Exams can be sat only at the end of the semester in which courses take place; remember that you can sit exams only after attending classes during the semester in which they are scheduled.
- Attendance is 60% compulsory.

- **Timetables, lecture rooms**

Timetables for *corsi* are published on <https://corsi.unibo.it/magistralecu/MedicinaChirurgia/orario-lezioni>

➤ Students enrolled at the University of Bologna, LMCU in Medicina e Chirurgia (Bologna) are split into two groups according to the first letter of their surname. These groups are called 'canali', and the division is as follows:

- o Canale A: surnames beginning with A – K;
- o Canale B: surnames beginning with L – Z.

➤ Incoming exchange students are split into the same groups (A – K and L – Z), according to the first letter of the first surname used to register on AlmaRM (e.g. José **D**e Sousa Saramago → **Canale A**; Helene Theodora **V**oigt-Diederichs → **Canale B**).

If you are unsure about the order in which you entered your surnames, please check this information your AlmaRM or Studenti Online account.

It is not possible to switch between canale A and canale B. Please take this into account when checking your timetable and signing up for exams.

Timetables for *corsi elettivi* are set by professors; you can find them on each professor's institutional web page (www.unibo.it/rubrica), or you can contact him/her by e-mail for further information on the elective course.

Lecture rooms are mainly located inside the S.Orsola-Malpighi teaching hospital; the timetable reports room, building, and address details for each lecture.

• Clinical rotation schedule

Clinical rotation schedules are pre-arranged by the School's International Services Office. It is not possible for students to arrange or change their clinical rotation schedule due to organizational requirements. Please check the attendance rules for further information about rescheduling clinical rotations due to illness [here](#) > **List of clinical rotations for incoming exchange students and rules of attendance.**

Your personal clinical rotation schedule will be issued by the School's International Services office and it will be emailed to your institutional mailbox (name.surname@studio.unibo.it) after your check in.

Most clinical rotations take place at the S.Orsola-Malpighi teaching hospital; some are located in different hospitals – see 'Venues' paragraph on p. 3.

Remember to read the information related to the required immunization and health records – see [here > allegati](#)' box.

Please note that failure to produce the required immunization and health records and pass the mandatory medical check will result in your clinical rotations being cancelled. Clinical rotations that you miss due to your being declared unfit or absent at the medical check, or for reasons other than illness, will not be rescheduled.

Attendance and enrolment

Attendance to learning activities is **mandatory (60%)**.

During the welcome meeting you will be told how to fill in your piano di studi online ([online study plan](#)), which is the online list of learning activities you plan to carry out in Bologna and have listed in your Learning Agreement for Studies.

Your piano di studi online is connected to your **AlmaEsami** account, so as to enable you to sign up for exams and to let professors record your grades online. AlmaEsami is the only official grade record at the University of Bologna; your final Transcript of Records will report only grades recorded on AlmaEsami.

Once your piano di studi online is filled in, you are not required to enroll in each learning activity; however, you must sign up for exams – see '**Exams, Grades, Grade Record**' paragraph on p. 8.

The School's International Services Office is always available during office hours to assist you in case you need to change your piano di studi online (e.g. after changes to your Learning Agreement for Studies, see Learning Agreement Guide).

Assessment, Exams, Grades, Grade Record

• Assessment of learning activities

The Italian grading system ranges from 0/30 to 30/30; the minimum passing grade is 18/30, and an outstanding performance may be awarded a *lode* (30/30L, or 30 *cum laude*).

Please note that:

- *Corsi* (both *corsi integrati* and their *moduli*) are assessed with a grade (0-30/30);
- *Corsi elettivi* are assessed with a *giudizio di idoneità* (pass/fail evaluation);
- *Tirocini pratici* are assessed with a *giudizio di idoneità* (pass/fail evaluation).

It is **not possible** to replace a *giudizio di idoneità* (Pass/Fail) with a *voto* (0-30/30), or vice-versa.

Your home University will convert your Italian grades into your local grading scale using the ECTS grading system. On your final Transcript of Records, your grades will be reported in both Italian and ECTS grading systems; please refer to your home University to check their ECTS grade conversion.

The updated University of Bologna ECTS grading scale for A.Y. 2022/23 is published on the University's website (link: <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/il-sistema-universitario/ects-label/la-scala-ects> > Scuola di Medicina e Chirurgia > Lauree Magistrali a Ciclo Unico for the ECTS grading scale of the LMCU in Medicina e Chirurgia, 8415). The scale for 23/24 will be published at the beginning of the academic year.

• Exams, Grades, Grade Record

Corsi

Appelli d'esame (exam dates) are published on both AlmaEsami and the website of LMCU in Medicina e Chirurgia (Bologna) (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/Studiare.aspx> > Appelli d'esame). **Please note that you will be allowed to sit exams only after the end of classes**; see p. 6 for semester start and end dates.

- Students enrolled at the University of Bologna, LMCU in Medicina e Chirurgia (Bologna) are split in two groups according to the first letter of their surname. These groups are called '*canali*', and the division is as follows:
 - **Canale A: surnames beginning with A – K;**
 - **Canale B: surnames beginning with L – Z.**
- **Incoming exchange students are split into groups in the same way**, according to the first letter of the first surname used to register on AlmaRM (e.g. José **De Sousa** Saramago → Canale A; Helene Theodora **Voigt-Diederichs** → Canale B). If you are unsure about the order in which you entered your surnames, please check this information your AlmaRM or Studenti Online account.

It is not possible to switch between canale A and canale B.

Please take this into account when checking your timetable and signing up for exams.

Once you choose your *appelli*, you must sign up on the online exam list through AlmaEsami; on the final confirmation page, you will be able to print the details of the *appello* (e.g. date, time, room, etc.).

After sitting the exam, professors will record your grade (passing grades: 18-30/30) on AlmaEsami, which is the only official grade record at the University of Bologna.

Corsi elettivi

Appelli for elective courses are published by the professors who teach them; you can contact them during the elective course classes or by e-mail to ask this information (www.unibo.it/rubrica).

After sitting the exam, professors will record your final evaluation (pass/fail) on AlmaEsami, which is the only official grade record at the University of Bologna.

Tirocini pratici

Tirocini pratici do not have a final exam; students are assessed on their overall performance during their period of attendance with a pass/fail evaluation.

Please check the website of LMCU in Medicina e Chirurgia (8415) for rules and regulations about attending and completing clinical rotations (link [here](#) > List of clinical rotations for incoming exchange students and rules of attendance).

AT THE END OF YOUR STAY

Checkout procedure (Leaving Bologna at the end of the exchange period)

An **overview of the checkout procedure** is published here: <https://www.unibo.it/it/internazionale/studenti-di-scambio-in-entrata/studenti-di-scambio-unibo-check-out>

A [printable checklist](#) of administrative procedures is provided on the website of LMCU in Medicina e Chirurgia (see [here](#)> 'Allegati' box).

Important note about the checkout procedure

During the check out, the central office will set the **official end date of your exchange**, and this will be certified on your Certificate of Dates/Certificate of Departure.

Make sure to return all the books you borrowed from University or City libraries before you leave Bologna!

Transcript of records

The outcomes of your learning activities will be certified on your final Transcript of Records, which will be emailed to your home University. Your Transcript of Records will report the code and name of each exam you passed in Italian and in English, the Italian grade you obtained and its conversion into an ECTS grade, and the corresponding number of ECTS credits – much like the list of activities you have on your Learning Agreement for Studies. You will also find a brief description of the Italian grading system.

The updated University of Bologna ECTS grading scale for A.Y. 2022/23 is published on the University's website (link: <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/il-sistema-universitario/ects-label/la-scala-ects> > *Scuola di Medicina e Chirurgia > Lauree Magistrali a Ciclo Unico* for the ECTS grading scale of the LMCU in Medicina e Chirurgia, Bologna). The scale for A.Y 2023/24 will be published at the beginning of the academic year.

You are strongly advised to check your AlmaEsami account before leaving Bologna.

In case one or more grades are missing from your AlmaEsami account, please contact the Professor in charge of the missing learning activity and/or the School's Staff Office – International Services (erasmus.medicine@unibo.it). **You can check out and leave Bologna anyway**; please inform either the School's Staff Office – International Services or the International Student Desk about your situation upon checking out. Your Transcript of Records will be put on hold and released only after all your grades are recorded.

Will my Transcript of Records certify the details of my course attendance?

NO – Attendance of courses/classes cannot be certified on the Transcript of Records.

Should you need detailed proof of your attendance, you can download the *Certificato di frequenza* (Certificate of Course Attendance) form and ask Professors to sign it after each class. The form is available on the website of LMCU in Medicina e Chirurgia (Bologna) (link [here](#)> 'Allegati' box).

CONTACT INFORMATION

University of Bologna International Relations Department (DIRI-International Student Desk)	Palazzina della Viola – via Filippo Re, 4 40126 Bologna (Italy) e-mail: incoming.diri@unibo.it
School of Medicine Servizi agli studenti Office – International Services	Polo Murri, 1 st floor – via Massarenti, 9 S.Orsola-Malpighi Hospital 40138 Bologna (Italy) Tel. +39 051 2080838 e-mail: erasmus.medicine@unibo.it Office hours: Tue/Thu 2:30 – 4 PM. Compulsory booking via email. Occasional changes in office hours will be published on https://corsi.unibo.it/magistralecu/MedicinaChirurgia/contatti .