

**A.Y. 2015/2016**

# **Medical Degree Programme**

***Information Booklet for incoming exchange students***



Alma Mater Studiorum – Università di Bologna  
Scuola di Medicina e Chirurgia

**Medical Degree Programme**

**A.Y. 2015/2016**

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**Important notice: institutional mailbox**

Official messages will be sent only to your institutional mailbox ([name.surname@studio.unibo.it](mailto: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).

## Foreword

Dear Students,

First of all, thank you for considering and choosing our School of Medicine as your exchange destination.

The aim of this booklet is to provide useful information for incoming exchange students of the Medical Degree Programme. In part 1, **prospective incoming exchange students** will find an overview of the Medical Degree Programme and of its main features. This will help you check the availability of the learning activities you plan to undertake during your exchange. Part 2 describes in detail the administrative procedures that **nominated incoming exchange students** will have to carry out after they have been selected by their home universities.

Please note that this booklet refers to the Medical Degree Programme only; general information for all incoming exchange students at the University of Bologna, including Italian language courses, accommodation, etc., is published on the University's institutional website – please check the 'Useful Links' section on p. 15 of this booklet.

We are available at any time for further information at the contact details you will find on p. 16.

Best regards,

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## PART 1 - PROSPECTIVE INCOMING EXCHANGE STUDENTS

### 1.MEDICAL DEGREE PROGRAMME

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

#### 1.1.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).

You can find a map and directions on the website of the School of Medicine (link: <http://www.medicina.unibo.it/it/dove-siamo?target=studenti-in-arrivo>).

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;
- Department of Psychology – V.le Berti Pichat, 5.

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

#### 1.2.Structure

The Medical Degree Programme is currently undergoing a curriculum reform according to Italian law D.M. 270/04. The following chart outlines the reform timeline:

A.Y.	ACTIVE YEARS	
	New Degree (D.M. 270/04, Code 8415)	Old Degree (D.M. 509/99, Code 0080)
2010/2011	I	II, III, IV, V, VI
2011/2012	I, II	III, IV, V, VI
2012/2013	I, II, III	IV, V, VI
2013/2014	I, II, III, IV	V, VI
2014/2015	I, II, III, IV, V	VI
<b>2015/2016</b>	<b>I, II, III, IV, V, VI</b>	<b>-</b>

From A.Y. 2015/16, all teaching activities will be taught according to the reformed curriculum (D.M. 270/04, code 8415); please take this into consideration when choosing activities to be listed on your Learning Agreement for Studies.

### 1.3. *Piano didattico* (course catalogue) – final version

The final version of the *Piano didattico* will be published in mid-June in the “Piani didattici” page of the Degree’s website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/PianiDidattici.aspx>). In the meantime, you can use the provisional version you can find on the degree’s website to fill in your Learning Agreement for Studies.

The *Piano didattico* (finale version) features the following details about courses and elective courses:

- “*Anno di corso*”, the year in which a course is scheduled for students enrolled at the University of Bologna as local students, i.e. *primo* (first), *secondo* (second), *terzo* (third), *quarto* (fourth), *quinto* (fifth), and *sesto* (sixth);
- \***Codici** (codes), which are five-digit numbers that identify courses, integrated courses, elective courses, and their modules;
- \***Course names** (in capital letters). The hyperlink on the course’s name leads to its programme/contents, bibliography and teaching materials, if available;
- \***“periodo”**, the *semestre* (semester) during which the course, integrated course, elective course, or module takes place:
  - “1” and “4” = first semester;
  - “2” and “3” = second semester;
  - “5” = the course takes place during the whole academic year (classes during both the first and the second semester, final exam in June/July).
- “*ssd*”, meaning “*settore scientifico disciplinare*” (subject areas), gives the Italian national subject area code for each module. This data is not to be listed on the Learning Agreement for Studies;
- \***“cfu”**, meaning “*crediti formativi universitari*”, states the credit equivalence for each course, integrated course, elective course, and module. At the School of Medicine in Bologna, 1 CFU = 1 ECTS credit.

\*Please state this information in the corresponding sections of your Learning Agreement for Studies.

For an example of how to list teaching activities on your Learning Agreement for Studies, please see Annex 1 on p. 17 of this booklet.

### 1.4. **CORSI, CORSI ELETTIVI, ESAMI**

#### 1.4.1. **Corsi** (courses)

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

Incoming exchange students can choose any *corso* listed on the *Piano didattico* (course catalogue):

- regardless of their year on enrolment at the home university;
- provided that the *corso* takes place in the semester in which they are in Bologna - e.g. a student coming for the first semester only is not allowed to attend a *corso* which takes place in the second semester, or a *corso annuale* (annual course, both semesters).

Please note that timetable clashes may occur when choosing *corsi* from different years.

#### 1.4.2. Corsi integrati-C.I. (Integrated courses-I.C.s)

*Corsi integrati* are courses composed by two or more subjects, called *moduli* (modules).

Incoming exchange students can choose, for each *corso integrato*, one of the following options:

1. listing the whole *corso integrato* on the Learning Agreement for Studies → the exam will feature the whole programme of the *corso integrato*, and there will be **one single grade for the whole *corso integrato*** on the final Transcript of Records;
2. listing one or more *moduli* on the Learning Agreement for Studies → the exam will feature only the chosen *moduli*, and the Transcript of Records will certify **one grade for each *modulo***.

*Corsi integrati* and their *moduli* are assessed with a *voto* (grade) (see “*Esami*” paragraph on p. 5 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 ( $\geq 18/30$ ).

For an example of how to list teaching activities on your Learning Agreement for Studies, please see Annex 1 on p. 17 of this booklet.

#### 1.4.3. Corsi elettivi (Elective courses)

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

Although they are structured as *corsi integrati* (i.e. composed of three *moduli*), it is not possible to take only one or two *moduli*; *corsi elettivi* must be listed as whole courses on the Learning Agreement for Studies (see option 1 in the paragraph 1.4.2. Corsi integrati-C.I. (Integrated courses-I.C.s) of this booklet).

*Corsi elettivi* are assessed with a *giudizio di idoneità* (pass/fail evaluation) (see “*Esami*” paragraph on p. 5 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.

For an example of how to list teaching activities on your Learning Agreement for Studies, please see Annex 1 on p. 17 of this booklet.

#### 1.4.4. Esami (Exams)

Students must sign up for exams through the AlmaEsami website (see pages 11 and 14).

*Appelli d'esame* (exam dates) are published either on AlmaEsami and on the Medical Degree Programme's website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/Studiare.aspx> > Appelli d'esame). Please note that you will be allowed to sit exams only at the end of classes (e.g. exams for courses of the second semester or full academic year will be available only after 3 June 2016 for a.y. 2015/16).

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*).

The updated ECTS grading scale for A.Y. 2015/2016 will be published on the University's website after its official approval – approximately in mid-July of 2015 (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 Medical Degree Programme).

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) – see “*Tirocinio pratico*” paragraph on p. 6.

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

### 1.5. 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 activity 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.

In order to request *tirocini pratici*, you must list them on your Learning Agreement for Studies with the corresponding code (see example on Annex 1, p. 17 of this booklet); the list of available *tirocini pratici* is published on the Medical Degree Programme’s website, and will be updated regularly according to the availability of the hospital wards (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016).

The maximum number of clinical rotations you can request is:

Exchange students who take exams **and** clinical rotations

- Full academic year: max 30 ECTS credits of *tirocini pratici*;
- One semester: max 15 ECTS of *tirocini pratici*.

Exchange students who take **only** clinical rotations:

- Full academic year: max 30 ECTS credits of *tirocini pratici*;
- One semester: max 21 ECTS of *tirocini pratici*.

*Tirocini pratici* are subject to the availability of our teaching hospitals, and they are **scheduled on a ‘first-come-first-served’ basis** according to the date and time on which we receive your final Learning Agreement for Studies signed and stamped for approval by your home University.

In order to access hospital wards, you must produce some documents related to your **immunisation and health records** – see Annex 2 on p. 18 of this booklet or on the Medical Degree Programme’s website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016).

## PART 2 - NOMINATED INCOMING EXCHANGE STUDENTS

### 2. BEFORE YOUR ARRIVAL

#### 2.1. NOMINATION AND REGISTRATION

Students who have been selected for an exchange in Bologna will be officially nominated by their 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. 16 for contact details) by:

- **31 July 2015** → incoming exchange students for the 1<sup>st</sup> semester/full academic year;
- **15 December 2015** → incoming exchange students for the 2<sup>nd</sup> semester.

After we receive your official nomination, you will receive an e-mail with further instructions for 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](mailto: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 a "forward" rule to your personal mailbox.

#### 2.2. APPLICATION DOCUMENTS

##### 2.2.1. 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*).

In order to avoid rejecting an approved document, which would require more time on your part, you can send a **draft** of your proposed Learning Agreement for Studies to the School's Staff Office – International Services to check if your choices are correct. Learning Agreement for Studies drafts must be sent in an editable format (e.g. .doc, .docx, etc.), so we can add corrections and notes; you may use the template available on <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016 > 'Allegati' box.

Students using the Erasmus+ Learning Agreement for Studies template are kindly requested to substitute the field 'Student's name' with their name in the header of the file (double click on the header).

The **final version** of your Learning Agreement for Studies, signed by you and approved by your home university, must be sent to the School's Staff Office – International Services (see p. 16 for contact details) by:

- **31 July 2015** → incoming exchange students for the 1<sup>st</sup> semester/full academic year;
- **15 December 2015** → incoming exchange students for the 2<sup>nd</sup> semester.

Please note that your learning activities, including clinical rotations, will be confirmed only after the School's Staff Office– International Services receives your correct and final Learning Agreement for Studies approved by your home University.

##### 2.2.2. Immunisation and health records for clinical rotations

In order to access hospital wards, you must produce some documents related to your **immunisation and health records** – see Annex 2 on p. 18 of this booklet or on the Medical Degree's website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016).



### 2.3. Italian language courses

You will not be asked to produce a language certificate upon arrival; however, it is strongly recommended that you reach a B1/B2-like Italian language level by the time you arrive in Bologna. This will help you understand lessons and relate to patients, as all teaching 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](http://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: [www.cilta.unibo.it](http://www.cilta.unibo.it)
- **“E-Local For All” project** – free online language course for beginners, access restricted to registered students with institutional username (name.surname@studio.unibo.it) and password: <https://e-localcourses.unibo.it>
- **Medine Lingua project** – free online medical glossary: [www.medine2.com/public/medinelingua.html](http://www.medine2.com/public/medinelingua.html)

### 3.DURING YOUR STAY

#### 3.1.CHECK-IN PROCEDURE (Arriving in Bologna and having your documents signed)

When you first arrive in Bologna, you must go to:

Alma Mater Studiorum – Università di Bologna DIRI – Sportello Studenti Internazionali			
ADDRESS	Palazzina della Viola – Via Filippo Re, 4 - 40126 Bologna		
CONTACT INFORMATION	<a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a>	Tel. +39 051 208 8100	Fax +39 051 209 9351
OFFICE HOURS	Mon, Tue, Wed, Fri 9.00 – 11.15 AM		Tue, Thu 2.30 – 3.30 PM
TO...	<ul style="list-style-type: none"> <li>• Complete your registration; Please bring an ID-size photo and a copy of your passport/National ID.</li> <li>• Have any certificate of arrival you need to send to your home University to prove your arrival in Bologna signed or issued;</li> <li>• Collect your academic documents: student ID, student badge, <i>libretto degli esami</i> (exam record).</li> </ul>		

• Exchange coordinator	
ADDRESS, CONTACT INFORMATION, OFFICE HOURS	<a href="http://www.unibo.it/rubrica">www.unibo.it/rubrica</a> > (type in your exchange coordinator's name)
TO...	<ul style="list-style-type: none"> <li>• Have your Learning Agreement for Studies signed;</li> <li>• Ask for information about the teaching-related aspects of your requested courses (e.g. what professor you should choose in case you are interested in a specific area, etc.);</li> </ul>

Scuola di Medicina e Chirurgia • Ufficio Staff – Supporto Mobilità Internazionale			
ADDRESS	Polo Murri, Via Massarenti 9 – 40138 Bologna		
CONTACT INFORMATION	<a href="mailto:erasmus.medicine@unibo.it">erasmus.medicine@unibo.it</a>	Tel. +39 051 209 5543	Fax +39 051 208 6020
OFFICE HOURS	Tue, Thu 2.00 – 4.00 PM or <a href="http://www.medicina.unibo.it">www.medicina.unibo.it</a> .		
TO...	<ul style="list-style-type: none"> <li>• Have your Learning Agreement for Studies signed by the Institutional Coordinator for the School of Medicine, Prof. Carla De Giovanni;</li> <li>• Ask for information about classrooms, timetables, libraries, and other student-related topics;</li> <li>• <b>September 2015:</b> you will receive an email* with details for your tutor-assisted appointment (online study plan and clinical rotation schedule) and for your medical interview.</li> <li>• <b>February/March 2016:</b> upon arrival, you will fill in your online study plan with our Tutors and collect your <i>programma di tirocinio pratico</i> (clinical rotation schedule sheet) based on your Learning Agreement for Studies. You will receive an email* with further details for your medical interview.</li> </ul>		

\*Emails will be sent to your institutional UniBO mailbox ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)); please make sure to **check it on a regular basis or set a "forward" rule to your personal mailbox.**

#### Important information regarding the check-in procedure

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 one week before** your activities are supposed to begin.

### 3.2.Semester dates

Semester dates for A.Y. 2015/2016 (Medical Degree Programme) are as follows:

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
01 October 2015 – 15 January 2016  Year 6: 01 October 2015 – 11 December 2015  (exam sessions: from 17-23 December 2015 and from 18 January to 29 February 2016)	01 March 2016 – 03 June 2016  (exam sessions: from 30 March to 01 April 2016, from 06 June to 29 July 2016, and from 1 September to 30 September 2016)

Please note that you will be allowed to sit exams only at the end of classes (e.g. exams for courses of the second semester or full academic year will be available only after 3 June 2016 for a.y. 2015/16).

### 3.3.Timetables, rooms

Timetables for *corsi* are published on the School of Medicine's website (link: <http://www.medicina.unibo.it/it/orario-delle-lezioni-1>).

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

Rooms are mainly located inside the S.Orsola-Malpighi teaching hospital; the timetable reports room and building details for each lesson.

### 3.4.Clinical rotation schedule

Your personal clinical rotation schedule will be issued by the School's Staff Office – International Services once you have completed your registration at the DIRI-Sportello Studenti Internazionali, have been given a *numero di matricola* (student number) and have received a positive assessment by the Occupational Medicine service - see Annex 2 on p. 18 of this booklet for details.

Contact details of the hospital wards and a map of the S.Orsola-Malpighi teaching hospital area are available on the Medical Degree Programme's website. Most clinical rotations take place at the S.Orsola-Malpighi teaching hospital; some are located in different hospitals – see "Venues" paragraph on p. 3.

Please note that, since clinical rotations may be scheduled to start from the first day of the semester, you need to be here **at least one week in advance** to collect your schedule and be admitted to the hospital wards.

Remember to read the information related to the required **immunisation and health records** – see Annex 2 on p. 18 of this booklet or on the Medical Degree Programme's website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016).

### 3.5.Piano di studi online (online study plan)

Your *Piano di studi online* (online study plan) is the list of activities you plan to carry out in Bologna and have listed in your Learning Agreement for Studies. It is connected to your AlmaEsami account, so as to enable you to sign up for exams and to let professors record your grade online.

The School's Staff Office – International Services Tutors will contact you to schedule tutor-assisted appointments for filling in your *piano di studi online*; you will receive the details of your appointment on your institutional mailbox ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)).

The School's Staff Office – International Services Tutors are always available during office hours to assist you in case you need to change your *piano di studi online* (e.g. because you changed your Learning Agreement for Studies, see "Changes to the Learning Agreement for Studies" paragraph on p. 12).

### **3.6.Exams, exam record**

#### *Corsi*

*Appelli d'esame* (exam dates) are published on both AlmaEsami and the Medical Degree's website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/Studiare.aspx> > Appelli d'esame).

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 on AlmaEsami, which is the only official exam record at the University of Bologna. It is always recommended that you ask professors to write and sign your grade on the *libretto degli esami* (temporary exam record) as well; this way, it will be possible to check your grade in case of technical problems.

#### *Corsi elettivi*

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

After sitting the exam, professors will record your grade on AlmaEsami, which is the only official exam record at the University of Bologna. It is always recommended that you ask professors to write and sign your grade on the *libretto degli esami* (temporary exam record) as well; this way, it will be possible to check your grade in case of technical problems.

#### *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 (*ID-Idoneo / NI-Non Idoneo*).

Please check the School's website for rules and regulations about attending and completing clinical rotations (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016 > Clinical rotations)

### 3.7.Changes to the Learning Agreement for Studies

It is possible to change your Learning Agreement for Studies during your stay in Bologna within 5 weeks from the beginning of each semester.

Deadlines for 2015/2016 Learning Agreement for Studies changes are as follows:

- **06 November 2015** – changes to teaching activities taking place during the first semester, second semester, and full academic year
- **01 April 2016** – changes to teaching activities taking place during the second semester only.

Please note that it is not possible to change activities that took place during the previous semester, or exams whose grades have been recorded.

#### 3.7.1.Steps for changing your Learning Agreement for Studies

1. **Check with the School's Staff Office – International Services Tutors** whether your new Learning Agreement for Studies is correct or not, especially if you are changing your clinical rotations ([facmed.tutorerasmusmedicine@unibo.it](mailto:facmed.tutorerasmusmedicine@unibo.it) or during office hours);
2. Sign the form and send it to your **Home University** to have it signed by your Exchange Coordinator;
3. Ask your **Italian Exchange Coordinator** to sign the approved document, once you receive it back from your home University;
4. Bring your new Learning Agreement for Studies to the **School's Staff Office – International Services**, so you can have:
  - The Institutional Coordinator's signature (Prof. Carla De Giovanni), if needed;
  - Assistance in adapting your online study plan to the approved changes;
  - Your updated *Programma di tirocinio pratico* (clinical rotation schedule sheet), in case you changed your clinical rotations.

An editable template for changes to the Learning Agreement for Studies is available on <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016 > 'Allegati' box.

Students using the Erasmus+ Changes to the Learning Agreement for Studies template are kindly requested to substitute the field 'Student's name' with their name in the header of the file (double click on the header).

#### 4. AT THE END OF YOUR STAY

##### 4.1. CHECKOUT PROCEDURE (Leaving Bologna at the end of the exchange period)

Before leaving Bologna, you must go to:

Scuola di Medicina e Chirurgia Ufficio Staff – Supporto Mobilità Internazionale			
ADDRESS	Polo Murri, Via Massarenti 9 – 40138 Bologna		
CONTACT INFORMATION	<a href="mailto:erasmus.medicine@unibo.it">erasmus.medicine@unibo.it</a>	Tel. +39 051 209 5543	Fax +39 051 208 6020
OFFICE HOURS	Tue, Thu 2.00 – 4.00 PM or <a href="http://www.medicina.unibo.it">www.medicina.unibo.it</a> .		
TO...	<b>ONLY students whose grades are not recorded on AlmaEsami:</b> <ul style="list-style-type: none"> <li>• Bring your <u>original</u> <i>libretto degli esami</i> (exam record) and <i>programma di tirocinio pratico</i> (clinical rotation schedule sheet).</li> </ul> Please check your AlmaEsami account for any missing grades before coming to the School's Staff Office – International Services.		

Alma Mater Studiorum – Università di Bologna DIRI – Sportello Studenti Internazionali			
ADDRESS	Palazzina della Viola – Via Filippo Re, 4 – 40126 Bologna		
CONTACT INFORMATION	<a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a>	Tel. +39 051 208 8100	Fax +39 051 209 9351
OFFICE HOURS	Mon, Tue, Wed, Fri 9.00 – 11.15 AM		Tue, Thu 2.30 – 3.30 PM
TO...	<ul style="list-style-type: none"> <li>• Complete your checkout procedure;</li> <li>• Hand in your <u>original</u> academic documents: <i>libretto degli esami</i> (exam record), <i>programma di tirocinio pratico</i> (clinical rotation schedule sheet), student ID, student badge.</li> <li>• Have any certificate of attendance you need to bring to your home University to prove your stay in Bologna signed or issued.</li> </ul>		

#### Important information regarding the checkout procedure

Please note that you will need some days to carry out the checkout procedures; **we strongly recommend that you do not book your flight/train home immediately after the end of your last activity.**

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

## 4.2. TRANSCRIPT OF RECORDS

The results of your *esami* will be certified on your Transcript of Records, which will be emailed to your home University. Your Transcript of Records will show the code and name of each exam you passed in Italian and in English, the 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.

You are strongly advised to check your AlmaEsami account before leaving Bologna, since your Transcript of Records will NOT show exam results which have not been recorded on AlmaEsami.

In case you notice that one or more grades are not recorded on AlmaEsami, please refer to the first step of the checkout procedure on p. 13 of this booklet.

### 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 lesson. The form is available on the Medical Degree Programme's website (link: <http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > 2015/2016).

## USEFUL LINKS

❖ **University of Bologna – General information** for incoming exchange students:

[www.unibo.it](http://www.unibo.it) > Relazioni Internazionali > Opportunità di scambio all'UniBo > Erasmus e altri accordi internazionali (both “Prima della partenza” and “Arrivati in Italia” sections).

The English version is available by clicking on the ‘EN’ red label on the top right side of the page.

❖ **Medical Degree Programme** – Information for incoming exchange students:

<http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx> > (select the academic year of your exchange)

❖ Exchange-managing **applications**:

<https://studenti.unibo.it> → access to **AlmaRM** (international mobility) and **AlmaEsami** (exams).

❖ **Italian language courses**:

- **CLA** (University of Bologna Language Centre): [www.cilta.unibo.it](http://www.cilta.unibo.it)
- **“E-Local For All” project** – free online language course for beginners, access restricted to registered students with institutional username (name.surname@studio.unibo.it) and password: <https://e-localcourses.unibo.it>
- **Medine Lingua project** – free online medical glossary: [www.medine2.com/public/medinelingua.html](http://www.medine2.com/public/medinelingua.html)
- **CEFR** (Common European Framework of Reference for Languages, for a description of language levels): [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp).



## CONTACT INFORMATION

University of Bologna <b>International Relations Department</b> <b>(DIRI-Sportello Studenti Internazionali)</b>	Palazzina della Viola – via Filippo Re, 4 40126 Bologna (Italy) Tel. +39 (0)51 2088100, Fax +39 (0)51 2099351 e-mail: <a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a>  Office hours: Mon, Tue, Wed, Fri 9.00-11.15 AM; Tue-Thu 2.30-3.30 PM.
School of Medicine <b>Staff Office – International Services</b>	Polo Murri, 1 <sup>st</sup> floor – via Massarenti, 9 40138 Bologna (Italy) Tel. +39 (0)51 2095543, Fax +39 (0)51 2086020 e-mail: <a href="mailto:erasmus.medicine@unibo.it">erasmus.medicine@unibo.it</a>  Office hours: Tue/Thu 2.00-4.00 PM. <i>Occasional changes in office hours will be published on <a href="http://www.medicina.unibo.it">www.medicina.unibo.it</a>.</i>
School of Medicine <b>Staff Office – International Services Tutors</b>	Polo Murri, 1 <sup>st</sup> floor – via Massarenti, 9 40138 Bologna (Italy) Tel. +39 (0)51 2095543, Fax +39 (0)51 2086020 e-mail: <a href="mailto:facmed.tutorerasmusmedicine@unibo.it">facmed.tutorerasmusmedicine@unibo.it</a>  Office hours: Tue/Thu 2.00-4.00 PM. <i>Occasional changes in office hours will be published on <a href="http://www.medicina.unibo.it">www.medicina.unibo.it</a>.</i>
<b>Professors</b>	<a href="http://www.unibo.it">www.unibo.it</a> > Rubrica > (type in Professor's last name) Direct link: <a href="http://www.unibo.it/rubrica">www.unibo.it/rubrica</a> .

## Annex 1 – Example of Learning Agreement for Studies

# LEARNING AGREEMENT FOR STUDIES

Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] **September 2015** till [month/year] **July 2016**

**Table A: Study programme abroad**

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
<b>1</b> 37349	PEDIATRIA GENERALE E SPECIALISTICA – GENETICA MEDICA (C.I.)	II	9
21341	MALATTIE APPARATO VISIVO	I	1
<b>2</b> 20630	MALATTIE ODONTOSTOMATOLOGICHE	I	1
02637	OTORINOLARINGOIATRIA	I	1
<b>3</b> 70698	SALUTE GLOBALE, DETERMINANTI SOCIALI E STRATEGIE DI PRIMARY HEALTH CARE (PHC) (C.I.)	II	3
<b>4</b> 72430	TIROCINIO CLINICO A SCELTA IV ANNO- MEDICINA INTERNA		3
72505	TIROCINIO CLINICO A SCELTA IV ANNO- PEDIATRIA GENERALE E SPECIALISTICA		3
			<b>Total: 21</b>

#### Example 1

*37349-Pediatria Generale e Specialistica – Genetica Medica (C.I.)* (9 ECTS credits) is an integrated course composed of 4 modules. If you list it as in this example, you will be tested on the topics covered by all four modules on the same exam day; your final Transcript of Records will show one single grade for the whole integrated course.

#### Example 2

Courses *21341*, *20630*, and *02367* are modules of the integrated course *37366-Clinica Medico-Chirurgica degli Organi di Senso (C.I.)* (4 ECTS credits). If you list the modules as in this example, you will be tested on the topics covered only by the modules you listed on your L.A.; your final Transcript of Records will show one grade for each module you have sat and passed.

Please note that it is not possible to list both modules and the integrated courses to which they belong.

#### Example 3

Elective courses such as *70698-Salute globale, determinanti sociali e strategie di Primary Health Care (PHC) (C.I.)* must be listed only as integrated course (3 ECTS credits), not as independent modules.

#### Example 4

All clinical rotations must be listed on the Learning Agreement for Studies – please refer to the clinical rotation list on the Medical Degree Programme's website. Each clinical rotation can be listed only once.

## **Annex 2 – Immunisation and health records for clinical rotations**

The form on the following page is a mandatory requirement for all incoming exchange students who apply for clinical rotations; it must be completed, signed and sealed by a registered physician according to the student's medical records and/or reports.

### **Instructions for the PHYSICIAN**

Please fill out the form IN CAPITAL LETTERS and tick the relevant boxes according to the medical certificates and/or records produced by the student.

### **Instructions for the STUDENT**

The signed and sealed form, together with all the required attachments, **must be presented as hard copy upon arrival.**

Once you complete your registration at the DIRI-Sportello Studenti Internazionali (via Filippo Re, 4), you will be scheduled for an **appointment with a doctor** at the Occupational Medicine service.

After a **positive assessment (idoneità)** by the Occupational Medicine service, you will receive further instructions about filling in your online study plan and confirming your clinical rotation schedule.

All the above information will be notified on your institutional mailbox ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)), so it is advisable that you check it on a regular basis.

**Students who fail to bring their certificates concerning immunisation and health requirements or who do not receive a positive assessment by the Occupational Medicine service **will NOT be allowed to attend clinical rotations.****

The medical data submitted with the “Immunisation and Health Requirements” form are confidential and will be used by the Occupational Medicine service of Alma Mater Studiorum – Università di Bologna (U.O. Medicina del Lavoro – via Pelagio Palagi 9, 40138 Bologna) and the Occupational Medicine service of the S.Orsola-Malpighi hospital (U.O. Medicina del Lavoro – Violante, via Pelagio Palagi, Pad. 1, 40138 Bologna) for the purpose of checking that you are fit to attend medical training activities in healthcare settings, in compliance with Italian law 81/2008.

### **PLEASE DO NOT EMAIL THIS FORM**

*This form and all required attachments **must be completed and presented as hard copy** during your appointment at the Occupational Medicine service after your arrival in Bologna.*

*Students who fail to bring their medical certificates or who do not receive a positive assessment by the Occupational Medicine service **will not be allowed to attend clinical rotations.***

## IMMUNISATION AND HEALTH REQUIREMENTS – A.Y. 2015/2016

### STUDENT PERSONAL INFORMATION *(please write IN CAPITAL LETTERS)*

FORENAME(S)		SURNAME(S)		Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth (dd/mm/yyyy)		Place and country of birth		
Sending Institution				Erasmus code:

### PHYSICIAN CONTACT DETAILS *(please write IN CAPITAL LETTERS)*

FORENAME(S)		SURNAME(S)			
Address					
Phone		Fax		E-mail	

### INFORMATION ON VACCINATIONS AND INFECTIOUS DISEASES

*Please remember to attach the relevant medical records or laboratory reports to this document*

<b>Hepatitis B - mandatory</b> <input type="checkbox"/> complete cycle (3 doses required) <input type="checkbox"/> incomplete cycle (number of doses _____) <input type="checkbox"/> never vaccinated <input type="checkbox"/> attached lab report showing positive immunity for Hepatitis B		
<b>MMR (Measles/Mumps/Rubella) - mandatory</b> <input type="checkbox"/> complete cycle (2 doses required) <input type="checkbox"/> incomplete cycle <input type="checkbox"/> never vaccinated <input type="checkbox"/> attached lab report showing positive immunity for Measles, Mumps, and Rubella		
<b>Varicella - mandatory</b> <input type="checkbox"/> complete cycle (2 doses required) <input type="checkbox"/> incomplete cycle <input type="checkbox"/> never vaccinated <input type="checkbox"/> attached lab report showing positive immunity for Varicella		
<b>Hepatitis C - mandatory</b> Screening tests for antibody to HCV (anti-HCV) performed within the past <u>3 months</u> (attach lab report) <input type="checkbox"/> negative <input type="checkbox"/> positive		
<b>Tuberculosis - mandatory</b> Tuberculin Skin Test (Mantoux) performed within the past <u>12 months</u> (attach report) <input type="checkbox"/> negative <input type="checkbox"/> positive <b>OR</b> IGRA test performed within the past <u>12 months</u> (attach report) <input type="checkbox"/> negative <input type="checkbox"/> positive		
<b>HIV (optional)</b> HIV test performed within the past <u>3 months</u> (attach lab report) <input type="checkbox"/> negative <input type="checkbox"/> positive		

### HEALTH INFORMATION

The student is currently in good health and is fit to attend medical training activities in healthcare settings (with possible exposure to biohazard and chemicals): <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Yes, with the following restrictions:
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Seal and signature of the Physician

### PLEASE DO NOT EMAIL THIS FORM

This form and all required attachments **must be completed and presented as hard copy** during your appointment at the Occupational Medicine service after your arrival in Bologna.

**Students who fail to bring their medical certificates or who do not receive a positive assessment by the Occupational Medicine service will not be allowed to attend clinical rotations.**

**Annex 3 – Printable checklist**

You may print this checklist to use it as a reference for the administrative procedures you will have to comply with before and during your exchange. Page numbers refer to the information booklet for incoming exchange students of the Medical Degree Programme (Alma Mater Studiorum – University of Bologna, School of Medicine).

<b>BEFORE YOUR ARRIVAL</b>		<b>Page</b>
<input type="checkbox"/>	Read carefully: <ul style="list-style-type: none"> <li>• “Medical Degree information booklet” on <a href="http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx">http://corsi.unibo.it/medicinaechirurgia/Pagine/exchange-students-ay.aspx</a> &gt; 2015/16;</li> <li>• General information for incoming exchange students on <a href="http://www.unibo.it/it/internazionale/opportunita-di-scambio">http://www.unibo.it/it/internazionale/opportunita-di-scambio</a>;</li> </ul>	Website
<input type="checkbox"/>	Pre-register on our online database ( <a href="https://almarm.unibo.it">https://almarm.unibo.it</a> )	e-mail + website
<input type="checkbox"/>	Optional/Recommended: send a draft of your Learning Agreement for Studies to the School's Staff Office – International Services in editable format ( <i>does not count to confirm clinical rotations</i> )	7
<input type="checkbox"/>	Send your final and approved <b>Learning Agreement for Studies</b> to the School's Staff Office – International Services by: <ul style="list-style-type: none"> <li>• <b>31 July 2015</b> → incoming exchange students for the 1<sup>st</sup> semester/full academic year;</li> <li>• <b>15 December 2015</b> → incoming exchange students for the 2<sup>nd</sup> semester.</li> </ul>	7
<input type="checkbox"/>	Access your institutional mailbox ( <a href="mailto:name.surname@studio.unibo.it">name.surname@studio.unibo.it</a> ) and add it to your smartphone accounts, or set an automatic forward rule to your personal mailbox.	e-mail

<b>UPON ARRIVAL AND DURING YOUR STAY</b>		<b>Page</b>
<input type="checkbox"/>	Check in procedure	9
<input type="checkbox"/>	Appointment at the Occupational Medicine service	6 and 18
<input type="checkbox"/>	Timetable and clinical rotation schedule	10
<input type="checkbox"/>	Online study plan – tutor-assisted appointment	10
<input type="checkbox"/>	After passing exams, check that your grade is recorded correctly on AlmaEsami ( <a href="https://studenti.unibo.it">https://studenti.unibo.it</a> > AlmaEsami)	11
<input type="checkbox"/>	Changes to your Learning Agreement for Studies (if needed) Deadlines: <ul style="list-style-type: none"> <li>• <b>06 November 2015</b> – changes to activities taking place during the first and second semester;</li> <li>• <b>01 April 2016</b> – changes to activities taking place during the second semester.</li> </ul>	12

<b>AT THE END OF YOUR STAY (before leaving Bologna)</b>		<b>Page</b>
<input type="checkbox"/>	Check that all your grades are recorded correctly on AlmaEsami ( <a href="https://studenti.unibo.it">https://studenti.unibo.it</a> > AlmaEsami)	13 and 14
<input type="checkbox"/>	Checkout procedure	13