



ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA

**Alma Mater Studiorum -
Università di Bologna
Forlì Campus**

School of Economics Management and Statistics

Exchange students

WELCOME GUIDE

Academic Year 2017/18

CONTACTS:

International Relations Office

ems.fo.international@unibo.it

Tel. +39 0543 374671/27

Office Hours:

Tuesday: 9-12AM; 2.30-4.30PM

Wednesday and Friday: 9-12AM

Thursday: 2.30-4.30PM



February 2nd 2017 - from 5:00 to 7:00 p.m.
Room 14 – Teaching Hub
(Via Corridoni 20)
Forlì

Welcome day for Exchange Students @Forlì campus!

- ✓ Come and meet with the other exchange students at Forlì campus studying at the
Schools of
Economics Management and Statistics
Political Sciences
Engineering
Foreign languages!
- ✓ Discover the University services and the city of Forlì!
- ✓ Ensure a great and fruitful stay at Unibo, Campus of Forlì!



INDEX:

<u>The choice of course units</u>	<u>4</u>
<u>Academic calendar</u>	<u>5</u>
<u>Exam session organization</u>	<u>6</u>
<u>Italian language courses</u>	<u>9</u>
<u>Basement club</u>	<u>9</u>
<u>How to enrol in exams</u>	<u>10</u>
<u>Grading system and ECTS credits</u>	<u>10</u>
<u>Study rooms, library and WI-FI</u>	<u>13</u>
<u>Website</u>	<u>16</u>

THE CHOICE OF COURSE UNITS:

THE LEARNING AGREEMENT AND THE STUDY PLAN

It is important that you check your learning agreement and study plan with the international office of the School. If the course units you have chosen are not available or don't meet your needs and expectations, you can contact your coordinator and change your learning agreement. The modified learning agreement must be approved by both the Italian and your home university coordinators.

Some rules:

- ✓ Please note that the Exchange programme is with Forlì campus therefore generally, it is not possible to take courses in Bologna, unless you have strict motivation connected with your study plan (i.e. compulsory courses that are not offered by the Forlì campus).
- ✓ On the other hand, it is possible to take courses in Forlì among the ones offered by other Schools, in particular by the School of Political Sciences.
- ✓ It is possible to take both undergraduate and postgraduate courses, for all exchange students, but please check that you meet the pre-requisites to take each course.
- ✓ In the courses catalogue you will find some integrated courses (“I.C.”). They are made of two disciplines, integrated in one final exam/mark. Exchange students are allowed to select the whole integrated course only and they cannot choose one discipline only.

You don't have to register for lectures. Attendance is not compulsory, but it is highly recommended.

Once you have decided and checked which courses you are going to take, you have to fill in your **online study plan**. The study plan is the list of course units you wish to follow, based on your approved learning agreement. Submitting your online study plan is the first mandatory step you have to take in order to be able to register for exams and to allow professors to register your marks.

The service “Piani di studio web” is available from the day you register your arrival at the University of Bologna, until the end of July.

→ Enter your online study plan at www.studenti.unibo.it with your username and password. Choose the course units and press the save button before quitting the programme.

You can contact the international relations office if you need support to fill in your online study plan.

From.. to...	Teaching activities
20.09.2017 - 24.10.2017	Lessons: 1° period of the 1° semester
25.10.2017 - 27.10.2017	Re-scheduled lessons, practice exercises
30.10.2017 – 10.11.2017	Mid-term Exams: partial and final exams
13.11.2017 - 15.12.2017	Lessons: 2° period of the 1° semester
18.12.2017 – 22.12.2017	Re-scheduled lessons, practice exercises
23.12.2017 - 06.01.2018	Christmas Holidays
08.01.2018 - 16.02.2018	First exam session
19.02.2018 – 24.03.2018	Lessons: 1° period of the 2° semester
26.03.2018 – 28.03.2018	Re-scheduled lessons, practice exercises
29.03.2018 – 03.04.2018	Easter Holidays
06.04.2018 - 13.04.2018	Mid-term exams: partial and final exams
16.04.2018 - 23.05.2018	Lessons: 2° period of the 2° semester
24.05.2018 - 30.05.2018	Lessons recovery, practice exercises
31.05.2018 - 21.07.2018	Second exam session
01.08.2018 - 24.08.2018	Summer Holidays
27.08.2018 - 15.09.2018	Third exam session

Exam session organization

There are **3 exam sessions** for each course every Academic Year:

1st semester exam sessions:

1. **November: Mid-term exams** at the end of the 1st period of lessons of the 1st semester;
2. **January/February:** at the end of the 2nd period of lessons of the 1st semester;

2nd semester exam sessions:

1. **April: Mid-term exams** at the end of the 1st period of lessons of the 2nd semester
2. **June/July:** at the end of the 2nd period of lessons of the 2nd semester

For all the courses the third exam session is scheduled in

3. September

+ Fourth examination date

(with the exception of the bachelor's degree course in English)

The fourth examination date can be activated even on the basis of a single request.

Normally, the fourth examination date is set during the following sessions:

- At the end of the winter examination session for the subjects of the previous semester (summer session)
- At the end of the summer examination session for the subjects of the previous semester (winter session)

Please note that to take the third or fourth exam session it is necessary to be still enrolled as exchange student i.e. your exchange period cannot be finished.

Attention: before ending your exchange be sure that you passed all your exams! After you register your departure you will not be able to take any exams.

In case you do not register your departure at the international office please note that your last day of exams will be considered the last day of your exchange.

—> **For courses of 40 hours or more**, it is possible for students to take a **mid-term partial exam** at the end of the 1st period of lectures.

At the end of the 1st period of lectures students can take:

A final exam if lessons have already finished

A Mid-term partial exam if lessons continue in the 2nd period of the semester.

1st semester courses - exams are scheduled as it follows:

October/November: 1st partial exam

January/February: 2nd partial exams and 1st final exam session in the same date

January/February: 2nd final exam session

September: 3rd final exam session

2nd semester courses - exams are organized as follows:

April: mid-term partial exams

June/July: 2nd mid-term exam and 1st final exam session on the same date

June/July: 2nd final exam session

September: 3rd final exam session

The mark obtained in the 1st partial exam can be preserved until the 2nd partial exam is **successfully passed** in the same academic year.

Some examples:

★ **INTERNATIONAL MANAGEMENT (I.C.): INTERNATIONAL MANAGEMENT AND MARKETING + MARKETING METRICS LABORATORY**

	1 st period classes	2 nd period classes
LESSONS (19.02.2018 - 28.03.2018)	<i>INTERNATIONAL MANAGEMENT AND MARKETING: lessons</i>	/
EXAMS (06.04.2018 - 13.04.2018)	<i>INTERNATIONAL MANAGEMENT AND MARKETING: 1st exam session</i>	/
LESSONS (16.04.2018 - 30.05.2018)	/	<i>MARKETING METRICS LAB: lessons</i>
EXAMS (31.05.2018 - 21.07.2018)	<i>INTERNATIONAL MANAGEMENT AND MARKETING: 2nd exam session</i>	<i>MARKETING METRICS LAB: Two exam sessions</i>
EXAMS (27.08.2018 - 15.09.2018)	<i>INTERNATIONAL MANAGEMENT AND MARKETING: 3rd exam Session</i>	<i>MARKETING METRICS LAB: 3rd exam Session</i>

	1 st period classes	2 nd period classes
LESSONS (19.02.2018 - 28.03.2018)	<i>FOOD SUPPLY CHAIN MANAGEMENT: lessons</i>	/
EXAMS (06.04.2018 - 13.04.2018)	<i>FOOD SUPPLY CHAIN MANAGEMENT: 1st exam session</i>	/
LESSONS (16.04.2018 - 30.05.2018)	/	/
EXAMS (31.05.2018 - 21.07.2018)	<i>FOOD SUPPLY CHAIN MANAGEMENT: 2nd exam session</i>	/
EXAMS (27.08.2018 - 15.09.2018)	<i>FOOD SUPPLY CHAIN MANAGEMENT: 3rd exam Session</i>	/

✦ *Macroeconomics*

1 st semester	
LESSONS (19.02.2018 - 28.03.2018)	MACROECONOMICS: lessons
EXAMS (06.04.2018 - 13.04.2018)	MACROECONOMICS: mid-term exam session
LESSONS (16.04.2018 - 30.05.2018)	MACROECONOMICS: lessons
EXAMS (31.05.2018 - 21.07.2018)	MACROECONOMICS: Two final exam sessions
EXAMS (27.08.2018 - 15.09.2018)	MACROECONOMICS: Third final exam sessions

ITALIAN LANGUAGE COURSES

CLA (University Linguistic Center) organizes free Italian language courses for foreign students for levels A2/B1/B2. Classes are normally twice a week (2 hours for each lesson). On request, students can obtain certificates of attendance or achievement at the end of the courses (provided that they attended at least 70% of the lessons). For information: [University Linguistic Center \(CLA\)](http://www.cla.unibo.it)

✦ **Food Supply Chain Management : 30 HOURS** (6 ECTS)

Viale Marconi, 7—Tel. +39 0543 374350—cla.fo-segreteria@unibo.it

<http://www.cla.unibo.it/corsi/italian-language-courses-for-foreigners/romagna>

Pre-enrollment by **September 27th**

BASEMENT CLUB

Piazzale della Vittoria 15, 47121 Forlì Ufficio S11 - ems.fo.basementclub@unibo.it

The Basement Club is designed to help students to transform their ideas, interests and passions into potential entrepreneurial activities. The Club provides study rooms, informal consulting, tutors, and organizes events and networking activities. If you have a business idea or if you are simply fascinated by the entrepreneurship world, Basement Club is the right place for you!

HOW TO ENROL IN EXAMS

Exam sessions are available on AlmaEsami

<https://almaesami.unibo.it/almaesami/welcome.htm>

Access using your student account. You will be able to see all the activities of your study plan and click on “Prenota/Enrol” (near to each course) to enrol in the corresponding exam. After that, you have to click on “Avanti” and on “Prenota” to confirm and complete the enrolment.

Lists open (both for written and oral exams):

15 days before the exam date (Ex.: exam date: June 20th = lists open starting from June 5th)

Lists close: for **written exams: 5 days before the exam date at midnight** (Ex: exam date: June 20th = lists close on June 15th at midnight); for **oral exams: 2 days before the exam date at midnight** (Ex: exam date: on June 20th = lists close on June 18th at midnight). **After these deadlines you will not be able to enrol anymore and the secretary office will not be able to intervene in case of late enrollment.**

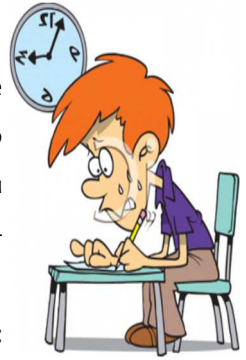
Please note: you will be able to enrol in an exam only if you previously inserted the course in your on line study plan.

GRADING SYSTEM AND ECTS CREDITS

According to the Italian law, the minimum mark to successfully pass an exam is 18 while the highest mark is ‘30 with honours’.

1 ECTS corresponds to 25 working hours and students gain credits only by passing the exam, while attendance itself does not allow students to gain any credit.

Marks are exclusively registered online so students can verify their marks on ALMAESAMI (<https://almaesami.unibo.it>)



STUDY ROOMS, LIBRARY AND WI-FI

Forlì school of Economics has **study rooms** at students' disposal in P.le della Vittoria, 15 open from 8.00 to 19.00. Other study rooms at students' disposal are the following:

- study rooms at **Sassi Masini university residence** (in via Maroncelli, 15) are open to students during weekends and holidays too. Rooms are open from Friday to Sunday and on Holidays, from 8.30 a.m. to 12.00 p.m.
- **Koiné association study rooms** in Via Valverde, 15, open from Monday to Friday from 9 to midnight;
- **Teaching hub** (via F. Corridoni, 20) from 9.00 AM TO 7 PM Monday to Friday.

Students can also have access to the University **library “Roberto Ruffilli”** in Via S. Pellegrino Laziosi, 15. The library is open from Monday to Thursday from 9.00 a.m. to 9.50 p.m.; on Friday from 9.00 a.m. to 7.00 p.m. and on Saturday from 9.00 a.m. to 2.00 p.m.

Furthermore students have access to **Computer labs** in Via Giacomo della Torre,

The lab is open:

- From October 1st to May 31st: from Monday to Thursday 9AM-7PM and on Friday 9AM-6PM
- From June 1st to July 31st and from September 1st to September 30th: Monday to Thursday 9AM-6PM and on Friday 9AM-2PM
- August: Monday to Friday: 9AM-2PM

The School and Forlì Campus offer *Wi-Fi* internet access to students throughout all the buildings. Students can connect to the University WI-FI **ALMA WI-FI Forlì** using their institutional username and password.

Website:

<http://www.ems.unibo.it/en/exchange-students-forli-campus-1>



unibo.it

Directories ▾ Online Services ▾ Intranet My-email ▾ My portal Login

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

SECOND CYCLE DEGREE/TWO YEAR MASTER
ECONOMICS AND MANAGEMENT
CURRICULUM BUSINESS AND ADMINISTRATION

Home Presentation Learning activities Prospects **Faculty** Course structure diagrams Contacts

Prospective students

Current students

- Administrative procedures
- Exams
- International Exchange**
- Internship
- Study Support Services
- Teaching

Graduating students

You are in: Home > Current students > International Exchange > Information for exchange incoming students

Information for exchange incoming students

In this page, exchange incoming students can find all the information about their exchange period

- Information about course selection
- Course Catalogue**
- Italian Language course for foreign students
- Buddy System
- Specific information for double degree incoming students
- Class timetable**

Information about course selection:

Please note that if the Exchange programme is **with Forli campus** exchange students have to carry out all their administrative procedures in Forli and they have to take courses in Forli.

Generally it is not possible to take courses at the School of Economics in Bologna, unless you have strict motivation connected with your study plan (i.e. compulsory courses that are not offered by the Forli campus).

On the other hand, it is possible to take courses in Forli among the ones offered by other Schools, in particular by the School of Political Sciences (please see the [English course catalogue](#)).

In general it is possible to take both undergraduate and postgraduate courses, for all exchange students, but please check that you meet the pre-requisites to take each course.

Print
Send to a friend

See also

Academic calendar 2016/17

Exchange students infosheet Forli campus (info about accommodation and Campus services, what to do before, during and at the end of the Exchange programme in Forli)

General information for incoming students at the University of Bologna (what to do before, during and at the end of the Exchange period)

Attachments

Courses (in Italian and English) 2016.17.xls