



ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA

**School of Economics,
Management and Statistics**
Forlì campus



WELCOME GUIDE

**Academic Year
2013/14**

CONTACTS:

International Relations Service

ems.fo.international@unibo.it

Tel. +39 0543 374671

Fax. +39 0543 374643

Skype: mara.donati

Office Hours:

Tuesday: 9-12; 14.30-16.30

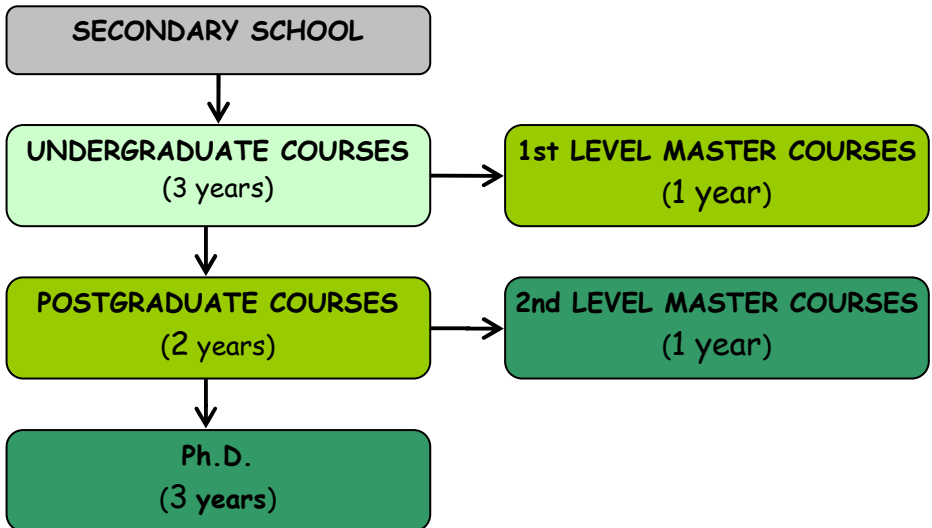
Wednesday and Friday: 9-12

Thursday: 14.30-16.30

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THE ITALIAN HIGHER EDUCATION SYSTEM:



AN OVERVIEW OF THE DEGREE COURSES OF THE SCHOOL OF ECONOMICS - Forlì campus:

Undergraduate degree course in Economics and Commerce:

- Curriculum "*Economics and Commerce*"
- Curriculum "*Economics and Business Administration*"

Postgraduate Degree Courses in:

- *Economics and Commerce*
- *Economics and Business Administration*
 - *Social Economy*

Partnership in the following postgraduate degree courses
in English (in Bologna)

- ECONOMICS
- QUANTITATIVE FINANCE

USEFUL LINKS

Welcome to Forlì!!

[http://www.eng.poloforli.unibo.it/PoloForliEn/Campus+Branch/
User+guide+to+Forl%C3%AC/default.htm](http://www.eng.poloforli.unibo.it/PoloForliEn/Campus+Branch/User+guide+to+Forl%C3%AC/default.htm)

Before leaving for Italy

[http://www.eng.unibo.it/PortaleEn/Students/International+Students/
exchange/before.htm](http://www.eng.unibo.it/PortaleEn/Students/International+Students/exchange/before.htm)

When you arrive in Italy

[http://www.eng.unibo.it/PortaleEn/Students/International+Students/
exchange/arrive_italy/default.htm](http://www.eng.unibo.it/PortaleEn/Students/International+Students/exchange/arrive_italy/default.htm)

Accommodation Services

www.koineonline.org

Course contents:

[http://www.eng.unibo.it/PortaleEn/Academic+programmes/Teachings/
default.htm](http://www.eng.unibo.it/PortaleEn/Academic+programmes/Teachings/default.htm)

ITALIAN LANGUAGE COURSES FOR EXCHANGE STUDENTS



CLA (Centro Linguistico di Ateneo) organizes **free Italian language courses for Exchange 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). Exchange students who are awarded the achievement certificate will gain **5 recognised ECTS credits.**

Furthermore courses for beginners (level A1) are provided in self study.

For information:
CLA Forlì - Viale Marconi, 7
Tel. +39 0543 374350
cla.fo-segreteria@unibo.it

STUDY ROOMS, LIBRARY AND WI-FI

Forlì school of Economics has study rooms at students' disposal: in most study areas it is possible to connect to internet thanks to WIFI connection (students have to use their institutional user name and password).

Furthermore some study rooms at Sasso Masini university residence (in via Maroncelli, 15) are open to students during weekends and holidays. Indeed the rooms are open from Friday to Sunday and on Holidays, from 8.30 a.m. to 12.00 p.m.

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.



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 your coordinator and with the support of the International Relations Service

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.

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

Once you have decided and checked which courses you are going to take, you have to fill in your **on line 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 do 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 personal homepage in AlmaRM - Accesso studenti (<http://incoming.unibo.it/>) or go to Piani di studio web (<https://piani.unibo.it/>) typing username and password you have been given. Choose course units and press the save button before quitting the programme. You can contact the international relations service if you need support to fill in your on line study plan.

In the courses catalogue are included integrated courses ("C.I."). They are made of two or more sub-units integrated in one final exam. Exchange students are allowed to select the whole integrated course or the one or more sub-units (suggested choice). When submitting your study plan, be careful to make the exact choice. When you sit the exam, pay attention also that it gets both officially recorded and reported in your libretto, with the exact number of ECTS.

ENROLMENT IN EXAMS

Exam sessions are available on AlmaEsami: connect to <https://almaesami.unibo.it/almaesami/welcome.htm>) typing username and password. After your access, you will be able to see all the activities of your study plan and click on "Prenota" (near to each course) to enrol in the corresponding exam. After that you will have to click on "Avanti" and on "Prenota" to confirm and conclude the enrolment.

*Important: you have to enrol in exams from 15 till 5 days before the exam (for written exams) and to 2 days before the exam (for oral exams).

After that enrolment lists will close and it will not be possible for students to enrol anymore.

EXAMS RECORDING AND TRANSCRIPT OF RECORDS



In order to obtain a transcript of records, all the exams you have passed must be officially recorded. Recording of an exam consists in an official statement that a student has sat an exam, obtaining a grade and a number of ECTS in a specific date, issued and signed by the professor. The record is an official document, with a legal value. It can be either electronic (through AlmaEsami) or on paper.

Exams must also be transcribed on your record book (libretto). Be aware that your libretto is not an official record of your exams. You can check the recordings of your exams through your personal homepage in [AlmaRM - Accesso studenti](http://incoming.unibo.it/) (<http://incoming.unibo.it/>) or directly through [AlmaEsami](#) typing username and password. The recorded exams are marked with "verbalizzato" and the grade.

If a recording is missing, check if you have correctly submitted your online study plan, contact the professors and ask for recording. At the end of your exchange period, when you bring your libretto to the International Relations Office, to register your departure, all the exams must be officially recorded. Please check that your exams have been regularly recorded some time before your departure.

GRADING SYSTEM AND ECTS CREDITS

According to Italian law, at University of Bologna, the success full passing grade for each exam may range from 18 to 30. The highest possible grade is '30 e lode -30 with honours', (30L). Be aware that for specific exams there is no grade, but only an 'idoneo - approved' evaluation (ID - PASS). The 'idoneo' evaluation cannot be turned into a numerical grade. In our school, the internship, 2 ects courses, language courses and computer sciences courses are pass/fail exams and have no grade.

1 CFU (Credit Unit) corresponds to 1 ECTS (25 working hours).

Credits are gained only by passing exams. The only attendance or failed exams are not enough to acquire credits.



EXAM ORGANIZATION...some examples:

Courses with lessons just in half semester (1st or 2nd part):

Lessons in the 1 st part of the semester		Lessons in the 1 st part of the semester	
LESSONS - 1st cycle	Lessons "Economia degli intermediari finanziari" (4 ects)	LESSONS - 1st cycle	/
PARTIAL EXAMS	Exam (one session)	PARTIAL EXAMS	/
LESSONS 2nd cycle	/	LESSONS 2nd cycle	Lessons "HR Management and Leadership" (4 ects)
1st period of EXAMS	Exam (one session)	1st period of EXAMS	Exam (two sessions)

Courses with lessons for the entire semester (1st and 2nd part):

Lessons in the 2 nd part of the semester	
LESSONS - 1st cycle	Lessons "Social Entrepreneurship" (8 ects)
PARTIAL EXAMS	Partial exam (one session)
LESSONS 2nd cycle	Lessons "Social Entrepreneurship" (8 ects)
1st period of EXAMS	Partial exam (one session) Total Exam (two sessions - one on the same day of the partial exam)

CONTACTS

Erasmus institutional coordinator:

Prof. Mauro Carboni	mauro.carboni@unibo.it	114
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Other departmental coordinators:

Prof. Fabio Ancarani	fabioguido.ancarani@unibo.it	120
Prof.ssa Francesca Barigozzi	francesca.barigozzi@unibo.it	110
Prof. Andrea Bassi	andrea.bassi7@unibo.it	211
Prof. Massimo Bianchi	massimo.bianchi@unibo.it	102
Prof. Giulio Ecchia	giulio.ecchia@unibo.it	101
Prof. Guido Fioretti	guido.fioretti@unibo.it	T01
Prof. Francesco Gennari	francesco.gennari5@unibo.it	203
Prof. Pierpaolo Giannoccolo	pierpaolo.giannoccolo@unibo.it	T03
Prof.ssa Rebecca Levy Orelli	rebecca.orelli@unibo.it	105
Prof. Matteo Lippi Bruni	matteo.lippibruni2@unibo.it	110
Prof. Emanuele Padovani	emanuele.padovani@unibo.it	212
Prof.ssa Simona Zambelli	simona.zambelli@unibo.it	T01

To see other teachers' contacts and their consulting hours:

<http://www.ecofo.unibo.it/Economia+Forli/Studenti/RicevimentoDocenti/default.htm>

Secretary Office

P.le della Vittoria, 15

ems.fo.studenti@unibo.it

Tel. +39 0543 374673

Fax. +39 0543 374660

Monday, Tuesday, Thursday, Friday:
10-12 and 14.30-15.30

Wednesday: 9-12 and 14.30-15.30

International Relations Office

P.le Solieri, 1

campusforli.uri@unibo.it

Tel. +39 0543 374847/35/49

Monday and Friday: 9-11.15

Tuesday: 9-11.15 and 14.30-15.30

Wednesday: 9-12

Thursday: 14.30-15.30