

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.

BEFORE YOUR ARRIVAL

<input type="checkbox"/>	Read carefully: <ul style="list-style-type: none">Information for incoming exchange students of the MEDICAL DEGREE PROGRAMME on https://corsi.unibo.it/magistralecu/MedicinaChirurgia/exchange-students-a-y-2023-2024General information for incoming exchange students on https://www.unibo.it/it/internazionale/studenti-di-scambio-in-entrata
<input type="checkbox"/>	Pre-register on our online database (https://almarm.unibo.it)
<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>)
<input type="checkbox"/>	Send your final and approved Learning Agreement for Studies to the School's Staff Office – International Services by: <ul style="list-style-type: none">3 July 2023 → incoming exchange students for the 1st semester/full academic year;1 December 2023 → incoming exchange students for the 2nd semester.
<input type="checkbox"/>	Access your institutional mailbox (name.surname@studio.unibo.it) and add it to your smartphone email app, or set an automatic forward rule to your personal mailbox.
<input type="checkbox"/>	Submit your health documents according to instructions.

UPON ARRIVAL AND DURING YOUR STAY

<input type="checkbox"/>	Check-in procedure (<i>see back of this page</i>)
<input type="checkbox"/>	Welcome Meeting (name.surname@studio.unibo.it)
<input type="checkbox"/>	Timetable and clinical rotation schedule
<input type="checkbox"/>	Online study plan – tutor-assisted
<input type="checkbox"/>	After passing exams, check that your grade is recorded correctly on AlmaEsami (https://studenti.unibo.it > <i>AlmaEsami</i>)
<input type="checkbox"/>	Changes to your Learning Agreement for Studies (if needed) Deadlines: <ul style="list-style-type: none">3 November 2023 – changes to learning activities taking place during the first and second semester, and annual learning activities;5 April 2024 – changes to learning activities taking place during the second semester only.

AT THE END OF YOUR STAY (before leaving Bologna)

<input type="checkbox"/>	Check that all your grades are recorded correctly on AlmaEsami (https://studenti.unibo.it > <i>AlmaEsami</i>)
<input type="checkbox"/>	Checkout procedure (<i>see back of this page</i>)