Erasmus+ programme and mobility to Switzerland
Academic year 2015/16

GENERAL INFORMATION

Once you have been awarded, and have confirmed, your Erasmus+ exchange place, you must complete some formalities involving the Host University, the International Relations offices of the University of Bologna (or the Campuses) and your own Degree Programme. You will find a chronological list of things to do below.
Remember that all formalities must be completed on Alma RM https://almarm.unibo.it.

BEFORE YOU LEAVE

1. Register with the host university, via the “Application Procedure”
2. Define your “Learning Agreement” and have it approved by your Degree Programme board (See the specific instructions for Learning Agreements on AlmaRM)
3. Deliver/send the Individual Contract and the copy of your Learning Agreement approved by your Degree Programme Board to the International Relations Office (if you have not finished a previous Erasmus+ placement you cannot sign the new contract before this has finished)
4. Renew your registration at the University of Bologna for AY 2015/2016.

DURING YOUR STAY ABROAD

5. Upload the certificate indicating the effective start date of your study period at the host university on Alma RM.

Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning the date of arrival corrected immediately, before uploading the certificate on Alma RM. YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.
6. Ask for a modification to the Learning Agreement, if required
7. Ask for an extension to the initial period, if required, from the host university
At the end of the study period, have your **date of departure** certified by the host university.

Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning the date of arrival corrected immediately, before uploading the certificate on Alma RM. **YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.**

8. Obtain your **Transcript of Records** from the host university.

**AFTER YOU RETURN**

9. Upload the **Certificate of Attendance**, indicating your date of departure, complete the **Final Report** on Alma RM and deliver it to the International Relations offices.

10. Apply to your Degree Programme board for **recognition** of the exams and/or other learning activities undertaken abroad, following the instructions published on Alma RM.

11. Complete the on-line questionnaire after receiving an e-mail notification, sent automatically to your institutional e-mail address, after the closure of your study period abroad.

**IN THE EVENT OF WITHDRAWAL**

If, having accepted the exchange place, you decide not to leave, access Alma RM, go to the detail in the box: OUTGOING MOBILITY and click on **Withdraw**. You should do this as soon as possible in order to allow the next student in the ranking list to fill the place.

**VISA AND HEALTH INSURANCE**

*For students with EU citizenship*
To stay in a European Union country all you need is your **Italian identity card**. Check that it has not expired and will not expire during the period spent abroad.

For health cover, you must have your **European health insurance card - TEAM**; however this is used in different ways depending on the country of destination. You must therefore find out the methods of access to healthcare from the host university before leaving, and once you are abroad make sure you complete all the required procedures.

**N.B.** Non-EU partner countries of the Erasmus+ programme are Iceland, Norway, Liechtenstein, Turkey and the ex-Yugoslav Republic of Macedonia. Students awarded an Erasmus exchange place in one of these countries or Switzerland must go to the Embassy or Consulate of the country **well in advance** to check the procedures to be completed before leaving (visa, residence permit, health cover, etc.).

**For students with non-EU citizenship**

Non-EU students enrolled at the University of Bologna must **always** go to the Embassy or Consulate of the country **well in advance** to check the procedures to be completed before leaving (visa, residence permit, health cover, etc.).

**BEFORE YOU LEAVE**

1. **Complete the Application Procedure**

   Once the places offered in the call have been awarded, the International Relations offices notify the host universities of the names and e-mail addresses of the awarded students (the so-called “**nomination**”, which is the official message sent by the University of Bologna giving the list of selected students). The list of students selected in the first call is usually sent in April, while the list of students selected in the second round is sent in June.

   Students must however consult the website of their host university to **check what the foreign university requires them to do before they leave, and by when**.

   Which documents does the host university require for the **Application Procedure**?

   - Application form
   - Transcript of records (certificate of exams passed, which can be printed from the “Studenti Online” page on the UNIBO portal)
• Learning agreement (i.e. the plan of learning activities to be undertaken abroad - the model is generally made available by the host university in the application form)

IMPORTANT – the learning agreement sent to the host university using their model DOES NOT REPLACE the one you have to submit to your Degree Programme board via AlmaRM.

• Language certificates
• Accommodation requests

If this information is not available on the website, contact the host university by phone or e-mail. **You are personally liable for the consequences of any omissions (also concerning deadlines), which could lead to a refusal by the host university. Pay the utmost attention to these formalities.**

Some universities set **minimum requirements for language skills** (the call stated that you should check these and other requirements before applying, to avoid any unpleasant surprises).

### 2. Have the Learning Agreement approved

The Learning Agreement is your study plan listing all the courses (or internship/dissertation preparation) to be completed abroad. The approval procedure is done on-line via AlmaRM and is as follows:

1. **SUBMISSION OF THE LEARNING AGREEMENT (L.A.)**

2. **VALIDATION OF THE L.A. BY YOUR EXCHANGE SUPERVISOR**

3. **APPROVAL OF THE L.A. BY THE CHAIRMAN OF YOUR DEGREE PROGRAMME BOARD**

Some Schools set their own deadlines for obtaining approval. **Preparation requires a lot of time, so make sure you act quickly!**

For more details, refer to the instructions in the Learning Agreement section on AlmaRM.

**Important:** the Learning Agreement does not replace your individual study plan, which must be submitted as usual by the deadline set by your School.

### 3. Submit the following documents to the International Relations office:

• A photocopy of your Learning Agreement approved by your Degree Programme Board;
• your “Individual Contract” (printed from AlmaRM, also containing the grant application and bank account details), completed and signed (you must bring an identity document with you when submitting the documents)

N.B. - after submitting/sending the contract and once it has been registered by the offices, the "Arrival Notification" will be activated in AlmaRM and you can print the form for the certificate of attendance, to use on your arrival at the host university.

Who must I submit the documents to?
To the International Relations Office in Bologna or on the other Campuses, depending on your place of study.

How must I submit the documents?
The documents may be:
• delivered personally during office opening hours
• sent by post or fax (in this case, also include a copy of your ID document)
Documents sent by e-mail will not be accepted

N.B. Those leaving in the 2nd semester must submit all documentation no later than 26 January 2016. After this date you will automatically lose your Erasmus+ exchange place.

4. Renew your registration at the University of Bologna for AY 2015/2016.
The Erasmus+ and mobility in Switzerland programmes exempt students from paying fees at the host university, but not the fees due to their home institution. You must therefore renew your registration for AY 2015/2016 within the set deadline (except students going abroad to prepare their dissertation who have already submitted an application to the Administration to graduate in the extraordinary session of AY 2014/2015 expiring in March 2016). Students who have already submitted their candidature for future studies and who are going abroad as first-year students of 2nd cycle programmes must complete their registration to the 2nd cycle programme and may leave only in the 2nd semester.

On line linguistic support
The Erasmus+ programme includes access to the so-called On Line Linguistic Support (OLS), the possibility to use a platform allowing students with Erasmus+ status and grants to assess their language skills (in German, English, Spanish and French). More information will be provided directly to the students as soon as it is available.

DURING YOUR STAY ABROAD
6. Certificate of Attendance - ARRIVAL

Once you have arrived at your host university, WITHIN THE FIRST WEEK you must have the start date of your study period certified (this is the date of registration at the host university).

What you need to do:

• have the START DATE OF THE STUDY PERIOD certified by the host university using the Certificate of Attendance form, which can be downloaded from the AlmaRM section: ARRIVAL NOTIFICATION

• upload a pdf copy of your Certificate of Attendance on AlmaRM (you may also upload an official declaration issued by the host university, indicating the START DATE OF YOUR STUDY PERIOD - the date of registration at the host university).

Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning the date of arrival corrected immediately, before uploading the certificate on Alma RM. YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.

N.B. The Erasmus+ grant is calculated according to the effective start and end dates of your study period!

7. Approval of the Learning Agreement

Having checked that you do not need to modify the activities listed in the Learning Agreement, sign the version signed and stamped for approval by the Degree Programme Board (print out from AlmaRM under "approval document" in the Learning Agreement section) and have it signed and stamped by the host university before uploading it on AlmaRM.

8. Modifying your Learning Agreement

You can modify the Learning Agreement no more than twice, repeating the same procedure as the initial Learning Agreement:

1. SUBMISSION OF THE LEARNING AGREEMENT

2. VALIDATION OF THE L.A. BY YOUR EXCHANGE SUPERVISOR
3. APPROVAL OF THE L.A. BY THE CHAIRMAN OF YOUR DEGREE PROGRAMME BOARD

4. APPROVAL OF THE L.A. BY THE HOST UNIVERSITY

You are strongly recommended to submit any requests for modifying your Learning Agreement within 5 weeks from starting the courses at the host university. The School undertakes to approve (or notify its refusal) of the modification to the Learning Agreement within two weeks of you submitting the request for modification in AlmaRM.

NB: Modifications to the learning agreement are exceptional and, as a rule, only one modification is permitted per exchange semester. This means that, generally, two modifications are only permitted for exchange periods lasting more than one semester.

When modifying the LA, more than one variation may be requested. **You must check the deadlines set by your own School.**

9. Requesting extensions

During your period abroad, you may extend your study period.

What you need to do:

- Ask the host university for their agreement on your extension, by having them sign the *Request for Extension* form which you can download from AlmaRM, in the "REQUEST FOR EXTENSION" section; it should be noted that extensions can be requested independently of funding
- upload the completed and signed document in pdf format on AlmaRM

When you have to request the extension by:

- no later than one month before the set end date

You must notify the exchange coordinator at the University of Bologna of your intention to request an extension.

Any requested grant covering the period of extension will notified on the website [http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus](http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/contributo-erasmus) at the end of all the activities for the closure of the Erasmus+ year 2015/16 along with the relative accounting report (if the grant is due it will be paid with the balance in December 2016).
Extensions undertaken without prior authorisation will not receive any grant, but will be included in the calculation of the 12/24 month exchange period per study programme, as laid down in the Erasmus+ regulations.

10. Certificate of Attendance - DEPARTURE
At the end of your stay abroad, you must have the end date certified.

What you need to do:
- have the STUDY END DATE certified by the International Relations Office at the host university using the Certificate of Attendance which can be downloaded from the AlmaRM section: DEPARTURE NOTIFICATION

Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning the date of arrival corrected immediately, before uploading the certificate on AlmaRM. YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.

11. Transcript of Records
At the end of the period, find out from the offices at the host university about the issue of the Transcript of Records (the certificate listing the learning activities undertaken, with the relative credits and scores). This is required in order to apply for recognition of these activities, according to the Learning Agreement, on your return. Many universities send the Transcript of Records after several weeks, either directly to you or to the International Relations Office (in this case you will be notified by e-mail to collect it or have it sent by post). You are in any case responsible for expediting the transcript, in order to avoid delays in having the credits obtained recognised and registered in your university career.

Students preparing their dissertation must also obtain a document certifying the activities undertaken, as these must be recognised even if no credits have been awarded.

AFTER YOU RETURN
12. **Within 15 DAYS of the end of your study period abroad (AND IN ANY CASE NO LATER THAN 7 OCTOBER 2016)** you must:

- Upload a pdf copy of the **Certificate of Attendance** with your DATE OF DEPARTURE, signed by the International Relations Offices of the host university, on AlmaRM in section: DEPARTURE NOTIFICATION. 
  
  **Pay attention to the date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning the date of arrival corrected immediately, before uploading the certificate on Alma RM.**
  
  **YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.**

- Print the **Final Report** from AlmaRM, following the specific instructions published, sign it and deliver it to the International Relations Office, or send by fax (enclosing a copy of your ID document); **you may not send the report by e-mail.**

- Complete the on-line questionnaire after receiving an e-mail notification, sent automatically to your institutional e-mail address, after the closure of your study period abroad.

**N.B. Keep the original CERTIFICATE OF ATTENDANCE, as you may be asked to provide it to the Student Administration Office for recognition of the activities undertaken.**

13. **Apply for recognition of the activities undertaken abroad from the teaching/international office of your School**

*What you need to do:*

- Obtain the **Transcript of Records** from the host university; this document must be uploaded on the specific section of AlmaRM and validated by the teaching/international office of your School (you must present the original document)

- Submit the **Application for recognition**, in AlmaRM, **no later than 16 January 2017**, unless another deadline is set by the School in line with the instructions published on Alma RM.

**N.B. Recognition by the Degree Programme Board is not only indispensable for updating your career but must also be done in order to receive the grant, which**
otherwise will be revoked. **Students who have prepared their dissertation abroad must in any case apply for recognition of the activities.**
GRANTS

ERASMUS+ PAYMENT TIMES AND AMOUNTS

The grant is paid in one instalment for all the months of the exchange period, and consists of:

- **European Union contribution**: 230/280 EUR/month depending on the country of destination

The monthly amount depends on the country of destination, divided into the following groups:

**Group 1** (high cost of living): Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden, Switzerland, United Kingdom;

**Group 2** (average cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain, Turkey;


Mobility grant for countries listed in Group 1: €280 per month
Mobility grant for countries listed in Group 2: €230 per month
Mobility grant for countries listed in Group 3: €230 per month

- **First part of the additional grant from Unibo + MIUR**: not yet known (AY 2014/15: 30 EUR/month)

**PAYMENT TERMS:**

- Certificate of attendance (arrival) uploaded on AlmRM by 9 October 2015: the payment will be made by the end of October

- Certificate of attendance (arrival) uploaded on AlmRM by 9 November 2015: the payment will be made by the end of November

- Certificate of attendance (arrival) uploaded on AlmRM by 9 February 2016: the payment will be made by the end of February*

- Certificate of attendance (arrival) uploaded by 9 March 2016: the payment will be made by the end of March
• Certificate of attendance (arrival) uploaded by 8 April 2016: the payment will be made by the end of April

• Certificate of attendance (arrival) uploaded by 9 May 2016: the payment will be made by the end of May

*NB: THE GRANT PAYMENT PROCEDURES ARE SUSPENDED IN DECEMBER AND JANUARY, DUE TO THE END-OF-YEAR FINANCIAL CLOSURE

IN NOVEMBER 2016 YOU WILL BE PAID:

- The remainder of the additional Unibo + MIUR grant, the amount of which will be notified after the return of all students leaving in AY 2015-2016

- Any grant awarded for authorised extensions.

HOW THE GRANT IS PAID

The grant is paid EXCLUSIVELY to your bank or postal account (sole or joint account) or to a prepaid card with an IBAN code. Prepaid cards must be able to accept payments up to the amount of the study grant. You must check the maximum amount of bank transfers to any prepaid cards with your bank. If the grant exceeds the maximum amount, it will not be possible to make the payment. Postal savings books are not permitted as, even though they have an IBAN code, it is not possible to make bank transfers to them. The bank details must be entered in the Erasmus+ Individual Contract in AlmaRm. The contract must be printed, signed and submitted, together with a photocopy of the Learning Agreement approved by the Degree Programme Board, before you leave, and in any case, if you leave in the 2nd semester, no later than 26 January 2016.

N.B. Make sure you enter the correct IBAN code (both the code and the heading). If the code is incorrect, any bank commissions for incorrect transactions will be charged to you.

ANY ADDITIONAL GRANTS

• grant for ER.GO. beneficiaries (ex-ARSTUD). For information, contact ER.GO. (Via via Santa Maria Maggiore 4, 40121 Bologna, tel.051 6436900, info@er-go.it, www.er-go.it)
• Special grants for disabled students may be funded by the European Commission. For information, contact the Campus or Study Mobility Office. If you are a disabled student and wish to receive information concerning these additional grants, you must state this when accepting the place by sending a fax to 051 2086174. You will be sent all the information available concerning this grant once it has been notified by the Agency.

• Any special grants for financially disadvantaged students will be awarded via a call issued only for students who have been awarded an Erasmus+ grant for AY 2015/16. You are therefore advised to monitor the website www.unibo.it/erasmus.

CALCULATING THE GRANT

The Erasmus+ grant is calculated on the basis of the effective period spent abroad, including the date of arrival and the date of departure indicated in the Certificate of Attendance.

The duration is calculated according to the commercial year of 360 days; whatever its actual length, every month is therefore considered to be 30 days.

If the mobility period does not correspond to a number of whole months, the grant is calculated by multiplying the number of days in the incomplete month(s) by 1/30 of the monthly unit amount.

Examples with a monthly amount of €230.00:

1. Mobility from 01/10/2015 to 31/03/2016
   Calculation: 30 days x 6 full months (October – November – December – January - February – March)
   total days = 6 x 30 = 180 days
   230.00 / 30 x 180 = €1,380.00

2. Mobility from 16/10/2015 to 02/03/2016
   Calculation: 15 days (16/10 to 30/10) + 30 days x 4 full months (November – December – January - February) + 2 days in March
   total days = 15 + (30 x ) + 2 = 137 days
   230.00 / 30 x 137 = €1,050.33

3. Mobility from 01/10/2015 to 02/03/2016
   Calculation: 30 days x 5 full months (October – November – December – January - February – March) + 2 days in March
   total days = (30 x 5) + 2 = 152 days
230.00 / 30 x 152 = €1,165.33
The following cases could therefore arise:

1. Return prior to the end of the planned duration of the mobility programme: the grant received for the days not effectively spent abroad must be refunded to the University.

2. Return after the end of the planned duration of the mobility programme: any grant for the additional days will be determined according to the effective number of days certified and will only be paid against submission of the relative extension application and provided there are available funds (this will only be known at the end of the year). Please note that authorisations issued for extensions by our offices are valid for teaching purposes but do not automatically imply an additional grant.

**N.B. The minimum stay is 90 days, in the event of spending less time abroad you will be obliged to refund the whole grant.**

**IMPORTANT:** Pay attention to the arrival and departure date certified by the host university as this certification is used as a basis for calculating the effective study period and the amount of the grant. You must have any errors in the certificate concerning these dates corrected immediately, before uploading the certificate to Alma RM. YOU WILL NOT BE PERMITTED TO SUBSTITUTE IT LATER ON.

You must decide when to leave for the host university: you must decide this according to the teaching calendar and the courses running at the host university. The University of Bologna does not set any specific dates or periods for departure. However, you should take into account any dates set by the host university (e.g. Welcome Days, dates for registration, allocation of accommodation, etc.). Students must find out about any of these dates independently.

It should be noted that the duration of the exchange period does not always coincide with the calendar of teaching activities at the host university; there may therefore be some misalignment between the period laid down in the call and the period certified by the host university on the basis of its own calendar. In these cases, you will be required to refund the grant relative to any periods not certified by the host university.

If you **return early** you do not need to apply for authorisation. When you submit your return documents, the International Relations Administration Offices will inform you how to proceed to refund any excess grant you have received.

**N.B. The grants are awarded exclusively for the authorised activities abroad for a period of no less than 3 and no more than 12 months. The period spent abroad must**
be between 1 June 2015 and 30 September 2016. The grants are also linked to the studies and/or activities performed abroad and their recognition by the Degree Programme Board. This means that students not completing any study activities with satisfactory results, i.e. who do not obtain any recognition by their degree programme, will be required to refund the full amount of the grant received.

**GRANTS**

**PAYMENT TIMES AND AMOUNTS**

**MOBILITY TO SWISS UNIVERSITIES**

Grants are available for mobility periods spent in Switzerland in AY 2015/16, funded by the Swiss universities to an amount of 360 CHF, according to the notice received from the Swiss authorities.

Students on mobility programmes in Switzerland will also be awarded an additional grant by the University of Bologna, funded from UniBo + MIUR funds; the amount of this additional grant will be notified after all student leaving in AY 2015-2016 have completed their periods abroad. This additional grant may be taxed according to the taxation laws in force; more information will be provided to the students concerned at a later date.

The grant (both that funded by the Swiss universities and that from the University of Bologna) is awarded exclusively for the performance of the authorised activities abroad, for a period of no less than 3 months (90 days) and no more than 12 months. The period spent abroad must be between 1 June 2015 and 30 September 2016.

**HOW THE UNIBO GRANT IS PAID**

The UNIBO grant is paid in a single instalment in November 2016

The grant is paid EXCLUSIVELY to your bank or postal account (sole or joint account) or to a prepaid card with an IBAN code. Prepaid cards must be able to accept payments up to the amount of the study grant. You must check the maximum amount of bank transfers to any prepaid cards with your bank. If the grant exceeds the maximum amount, it will not be possible to make the payment.
Postal savings books are not permitted as, even though they have an IBAN code, it is not possible to make bank transfers to them. The bank details must be entered in the Erasmus+ Individual Contract in AlmaRm.

**N.B.** Make sure you enter the correct IBAN code (both the code and the heading). If the code is incorrect, any bank commissions for incorrect transactions will be charged to you.

* The University of Bologna has no information on how the grant is paid by the Swiss universities. Students should find out directly from the host university.

**ANY ADDITIONAL GRANTS**

The grant awarded to students spending periods at Swiss universities is not an EU grant. For this reason it cannot be integrated by an additional grant for financially disadvantaged students or students with special needs.

Students may however apply for an additional grant from ER.GO. For more information about this, please contact ER.GO directly: via Santa Maria Maggiore 4, 40121 Bologna, tel. 051 6436900, info@er-go.it, [www.er-go.it](http://www.er-go.it).

**CALCULATING THE GRANT**

The additional UNIBO/MIUR grant is calculated on the basis of the effective period spent abroad, including the date of arrival and the date of departure indicated in the Certificate of Attendance.

The duration is calculated according to the commercial year of 360 days; whatever its actual length, every month is therefore considered to be 30 days.

If the mobility period does not correspond to a number of whole months, the grant is calculated by multiplying the number of days in the incomplete month(s) by 1/30 of the monthly unit amount.
CONTACTS

International Relations Offices in Bologna and the

**Bologna campuses**
Europe Geographical Area Unit - Study Mobility Office
Via Filippo Re 4
40126 Bologna
Tel: +39 051 2088100; Fax: +39 051 2086174
e-mail: erasmus@unibo.it
*Office hours:*
Monday, Tuesday, Wednesday, Friday: 9.00-11.15 am; Tuesday and Thursday: 2.30-3.30 pm

**Cesena**
International Relations office
Via Montalti, 69 – Palazzo Urbinati
47521 Cesena
Tel: +39 0547 339006 (open from Monday to Friday: 12.00-1.00 pm)
Fax: +39 0547 338903
e-mail: campuscesena.uri@unibo.it
*Office hours:*
Monday, Tuesday, Wednesday, Friday: 9.00-11.15 am; Tuesday and Thursday: 2.00-3.00 pm

**Forlì**
International Relations office
Piazzale Solieri, 1 - Padiglione Melandri – 47121 Forlì
Tel: 0543 374835/47; Fax: 0543 374801
e-mail: campusforli.uri@unibo.it
*Office hours:*
Monday, Friday: 9.00-11.15 am; Tuesday: 9.00-11.15 am and 2.30-3.30 pm;
Wednesday: 9.00 am - 12.00 pm: Thursday: 2.30-3.30 pm

**Rimini**
International Relations office
Via Cattaneo, 17 - First Floor
47921 Rimini
Tel: +39.0541.434101/234; Fax: +39.0541.434271
e-mail: campusrn.studenti@unibo.it
*Office hours:*

Monday, Tuesday, Wednesday, Friday: 9.00 - 11.15 am; Tuesday and Thursday: 2.30 - 3.30 pm

**Ravenna**

Internships Guidance and International Relations Office  
Via Alfredo Baccarini, 27  
48121 Ravenna  
Tel: +39.0544.936258/86; Fax: +39.0544.936264  
e-mail: campusravenna.relazioniinternazionali@unibo.it  

*Office hours:*  
Monday, Tuesday, Wednesday, Friday: 9.00 am - 12.30 pm; Tuesday and Thursday: 2.30 - 4.30 pm

To contact the International Relations office and the Teaching/International offices at the Schools, consult the following link:  

### ADDITIONAL REFERENCE DOCUMENTS

- Learning Agreement info, available from the Alma RM student page

- Consult the Erasmus Student Charter annexed at the following link: [http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/informazioni-generali-su-erasmus](http://www.unibo.it/it/internazionale/studiare-all-estero/erasmus/informazioni-generali-su-erasmus).