Edited by the
INTERNATIONAL RELATIONS OFFICE Cesena Campus

Graphics and Design
Paolo Zaccaria
Ufficio comunicazione web, grafica e e-learning Cesena e Forlì

Photos
Claudio Turci
Ufficio comunicazione web, grafica e e-learning Cesena e Forlì

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EXCHANGE STUDENTS INFOSHEET
ACADEMIC YEAR 2017/2018

INTERNATIONAL RELATIONS OFFICE

Via Montalti, 69
47521 Cesena (FC)

Tel. (+39) 0547 339006
Fax (+39) 0547 338903
campuscesena.uri@unibo.it

Opening Hours

- Monday: 9.00 am – 11.15 am
- Tuesday: 9.00 am – 11.15 am, 1.00 pm – 2.00 pm
- Wednesday: 9.00 am – 11.15 am
- Thursday: 1.00 pm – 2.00 pm
- Friday: 9.00 am – 11.15 am
ABOUT THE UNIVERSITY

The origins of the University of Bologna date back to ancient time, as it is considered to be the oldest university in the Western world. Its history began in 1088, when law was first taught freely in the city, and became tied to the city of Bologna from the early Middle Ages, establishing the very idea of university. Indeed, the very first higher education and research structure, known as the “universitas studiorum”, was founded in Bologna.

The city and the university have been lived side by side for nine centuries, their stories are entwined, a university based firmly in the historical centre of the city, where still today students and teachers live and work among the columns, palaces, halls, stairways and squares that tell the story of their predecessors. Today the University of Bologna is a multicampus university with 5 campuses: Bologna, Cesena, Forlì, Ravenna and Rimini, a school of excellence, the Collegio Superiore, and an Advanced Studies Centre in Buenos Aires.

The University runs 11 Schools and 33 Departments. Schools (formerly known as Faculties) organise the academic activities of the degree programmes (corsi di studio).
THE ITALIAN UNIVERSITY SYSTEM

University studies are divided into three cycles:

1st cycle
First cycle degree (Laurea): 180 credits, duration 3 years.
Qualification required: High School Diploma.

2nd cycle
Second cycle degree (Laurea Magistrale): 120 credits, duration 2 years.
Qualification required: First cycle degree.
Single cycle
300 credits: Architecture, Chemistry and Pharmaceutical Technologies, Pharmacy, Law, Building and Architectural Engineering, Primary Teacher Education, Veterinary Medicine.
360 credits: Medicine and Surgery, Dentistry and Dental Prostheses.
Qualification required: High School Diploma.

3rd Cycle
PhD programme: duration 3/4 years.
Qualification required: Second or Single cycle degree.
Specialisation School: programme duration established by the relative teaching regulation.
Qualification required: Second or Single cycle degree
Students' work load is measured in University Learning Credits (CFU).
1 CFU corresponds to 1 ECTS credit
Exams are passed with a grade of at least 18 out of 30. The highest grade is 30 “e lode” - with honours (30L).
Some exams are not graded but are based on a pass/fail (ID – pass).
The grades obtained by exchange students in the transcript of records issued by the University of Bologna are also converted into the ECTS scale.
For further information about the ECTS grading tables:
In the heart of Romagna region, between the towns of Ravenna and Forlì, the Adriatic Sea and the Apennine Ridge, there lies Cesena.

Its artistic beauties, located at the very centre of the territories once controlled by the renowned “Malatesta”, and the flourishing agricultural economy make Cesena a town where cultural tradition is combined with hospitality and good life.

The three jewels of the town are the Malatestian Library, the Malatestian Fortress and the Abbey of St Maria Del Monte, but visiting just these important monuments is not enough to comprehend entirely this town, without having a good walk through its lively historical town centre.

Starting from Piazza del Popolo, which hosts Masini Fountain, the Town Hall, the Venetian Lodge and the Nuti Tower, visitors can stroll around Palazzo del Ridotto, overlooked by the bronze statue of pope Pius VI, or from the Cathedral of St. Giovanni Battista to the Alessandro Bonci Theatre, a real example of neoclassical architecture.

Every Wednesday and Saturday morning Piazza del Popolo is the stage of the most popular street market, handed down by tradition.
SCHOOLS AND DEGREE COURSES IN CESENA

Agriculture and Veterinary Medicine

1st cycle degree programmes:
- Aquaculture and Fish Production Hygiene (Cesenatico)
- Food Technology
- Viticulture and Enology

2nd cycle degree programme:
- Food Science and Technology

Engineering and Architecture

1st cycle degree programmes:
- Biomedical Engineering
- Electronics Engineering for Energy and Information

2nd cycle degree programmes:
- Biomedical Engineering
- Computer Science and Engineering
- Electronics and Telecommunications Engineering for Energy

Single cycle degree programme:
- Architecture

Psychology and Education

1st cycle degree programme:
- Psychological Sciences and Techniques

2nd cycle degree programmes:
- Neurosciences and Neuro-Psychological Rehabilitation
- Clinical Psychology
- Work, Organisation, Personnel Psychology & Services
- School and Community Psychology

Science

1st cycle degree programme
- Computer Science and Engineering
**NOMINATION AND ONLINE APPLICATION**

Students must make sure that their home University has forwarded their nomination with their personal details to the International Relations Office of University of Bologna. Nominated students receive an acceptance message with the instructions to fulfill the online application. Please note that the online application is compulsory and must be completed before your arrival in Italy.

Go to AlmaRM - Accesso studenti, type the username and password you’ve received with the “Acceptance message” and enter your personal homepage. There you can change your password, check your personal and exchange data, manage your contacts, print your acceptance letter etc.

The “Confirmation of registration” message also contains the name of your exchange coordinator and your username and password. The username is your UNIBO e-mail address, and the password is an initial code (“PUK code”) which you must modify before being able to use the online services, by choosing your own password. Some online services will be granted only after registering your arrival at the Check-In in Cesena.

**LEARNING AGREEMENT**

Now you have registered, you must first of all draft the Learning Agreement (compulsory for ERASMUS+ students, optional for others).

The Learning Agreement is the study plan agreed with your university, which undertakes to recognise the exams passed and credits obtained during the exchange period, and with your exchange coordinator at the University of Bologna.

The form is provided by your university.

The Learning Agreement must be approved and signed by your university and the University of Bologna.

Once approved by your university, if you need it to be signed by Unibo, you can send it to the International Office, who will have it signed by the exchange coordinator. Your signed Learning Agreement will be sent to you or to your university on request.

To attend the lessons you do not have to be enrolled in the courses. You must only register for the exams and you will have time to do this after your arrival.

As an exchange student, you can choose course units from different Degree Programmes and Schools.

You can also choose course units from 1st cycle (undergraduate) and 2nd cycle (graduate) programmes, but you must carefully assess whether your own general knowledge is suitable for the level of course you wish to attend. In any case you must agree on your choices with your own university, as it will have to recognise the credits you obtain in Bologna.
Here you will find the list of course units offered on the web page:

www.unibo.it/CourseUnits

Most of the lessons are held in Italian; only some programmes are held entirely in English, generally in the 2nd cycle (graduate) programmes included in the international programme catalogue.

www.unibo.it/InternationalProgrammes

Each School has its own lesson and exam timetable. Lessons generally begin in September or shortly afterwards, and may be annual, six monthly or divided into several sessions. The lesson timetables are set yearly, just before the start of the programme. As soon as they are available, the calendars and timetables are published online.

www.unibo.it/TimesandClassrooms

CLA is the University of Bologna Language Centre and offers free 50 hours Italian language courses to all exchange and international students. Italian language courses are pass/fail courses and are worth 5 ECTS. If you are interested in attending an Italian language course, please remember to register on-line at:

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

CLA Cesena
Via Martiri della Libertà, 14
47521 Cesena
Tel. (+39) 0547 338727 Email: cla.ce-segreteria@unibo.it
**VISA AND RESIDENCE PERMIT**

**VISA FOR NON-EU STUDENTS**

If you are a non-EU citizen, you will need a Visa to enter Italy. You must apply for the Visa from the Italian Embassy in your country of residence, presenting the letter of invitation from the University of Bologna.

**Important:** you must apply for a Visa for study purposes. Contact the International Office, through your university in good time to receive the letter of invitation. You must send a photocopy of your passport and the estimated arrival and departure dates, preferably by e-mail. You must apply well in advance for the Visa, as the visa issuing procedure can take several months. **Important:** when you apply for the Visa, have your medical insurance stamped by the Embassy, otherwise you will not be able to use it to apply for the Residence Permit.

Within 8 days from your arrival in Italy you must obligatorily apply for a Residence Permit. This is a compulsory procedure for all non-EU citizens. The International Relation Office will help you to do this.

Here is a list of the documents you will need to apply for the permit:

- Passport photocopy (first pages + Visa);
- The University of Bologna arrival statement (you’ll receive it from the International Office at your check-in);
- Tax code (*codice fiscale*) You can get it at the local Agenzia delle Entrate, via R. Brusi, 231 – Cesena Opening hours: Monday to Friday 8.45 – 12.45; Tuesday and Thursday 14.45 – 16.45);
- Medical insurance;
- Proof of your ability to fund your studies (bank statement, scholarship statement etc.);
- A declaration provided by your landlord in Cesena (*Cessione di Fabbricato*);
- A 16 € tax stamp (*marca da bollo*). You can buy it in any tobacconist’s.

**HEALTH INSURANCE**

**EU STUDENTS**

The Italian National Health Service is called “Servizio Sanitario Nazionale” (SSN), and is divided into local Healthcare Boards (“Aziende Unità Sanitarie Locali - AUSL”). If you are a EU citizen, you must bring your European Health Insurance Card - EUHIC in order to have access to medical care. Using your card you can go directly to a general practitioner. All the costs will be charged directly to your insurance body. For some specialist services, the payment of a “ticket” is required as a contribution to cover part of the costs. For dental care, the national health system provides only diagnostic and urgent treatment.
NON-EU STUDENTS
If you are a non-EU citizen you have access to the National Health Service only after paying an annual registration fee of € 149.77. The fee covers the calendar year from 1 January to 31 December and cannot be split. If you have a private health insurance (taken out in Italy or in your own country and stamped by the Italian Embassy) you may go to any General Practitioner (*medico di famiglia*), choosing one from the list of doctors published on the website http://www.ausl-cesena.emr.it/Home.aspx

If you need a specialist treatment, you can choose which doctor to go to directly, also on the advice of your chosen GP. You must pay for the visits to the GP and any specialists, and then apply to your insurance company for a refund.

ACCIDENT AND LEGAL LIABILITY INSURANCE

As an exchange student, after you Check-In, you are insured against accidents that may occur within the University compound and for legal liabilities against damages which you may involuntarily cause within the university premises or within any other location in which studies and research activities are authorised by the University of Bologna. For information please contact:

Insurance Contracts Office
Via Acri, 3 - 40126 Bologna
051 2098806 / 807/808    www.unibo.it/Assicurazione

AUSL OFFICE CESENA

Address: Corso Cavour, 180 - CESENA
Tel: 800 00 22 55 toll free
0547 414601 from mobile phone

Opening Hours:
Mon to Fri: 8:00 - 18:00
Sat: 8:00 - 13:00

Emergency : To call for an ambulance, dial 118
Hospital and First Aid: Ospedale Bufalini - Viale Ghirotti, 286 Cesena
Most of students in Cesena live in shared private flats. Prices for month range from 200 to 300 euro (bills included).

In order to support you with accommodation, we have signed an agreement with Serinar which runs several flats and students residences in Cesena. Please visit their Facebook page for further details:

https://www.facebook.com/serinar.alloggifoce

To check rooms availability you can contact:
Mrs Alessandra Severi (Serinar) E-mail: alessandra.severi@unibo.it

As you might prefer to see the rooms available before renting one, we suggest booking a temporary accommodation for your first days in Cesena. Please find below a list of Bed&Breakfasts and Hotels near the University.

**BED & BREAKFASTS**

**Bed & Breakfast Armonie**
Piazza Isei, 24 Cesena
Web site: www.armoniebb.it

**Bed & Breakfast Il Giardino**
Via Rosoleto 46 Cesena
Web site: www.bebilgiardino.it

**Bed & Breakfast Malatesta**
Via C. Pisacane, 13 Cesena
Web site: www.casamalatesta.it

**Mondo Antico Bed & Breakfast**
Via Paiuncolo, 9 Cesena
Web site: www.mondoanticomesena.it

**HOTELS**

**Hotel Alexander (****)**
Piazzale Karl Marx, 10
tel. +39 0547 27474
Web site: www.albergoalexander.it

**Hotel Romagna (***)**
Via Zuccherificio, 215
tel. +39 0547 611135
Web site: www.hotelromagnacesena.it

**Albergo Florian**
Corso Cavour, 189
tel. +39 0547 610160
Web site: www.albergoflorianesena.it

**Hotel Savio (***)**
Via IV Novembre, 21
tel. +39 0547 21406
Web site: www.hotelsavio.it

**Hotel Cappello (**)**
Viale Mazzoni, 1
tel +39 0547 21016
Web site: www.hotelcappellocedesena.it
CHECK-IN: REGISTERING AT YOUR ARRIVAL

The first thing you must do when you arrive in Cesena is the Check-In procedure at the:

International Office, in Via Montalti, 69
Opening hours:
Monday – Tuesday- Wednesday-Friday 9.00 am – 11.15 am;
Tuesday and Thursday 1.00 pm – 2.00 pm

You must bring:
• an identity document (EU students: passport or ID card, non-EU students: passport with Visa) and a photocopy thereof;
• a passport photo

You will register your arrival and you will receive the Welcome Kit and general information about the university and the city.
You will also find the following documents in your Welcome Kit:
• your university badge
• your Arrival Statement

If you are a non-EU student, on Check-In you will also receive information about the Residence Permit and the Arrival Statement which you must enclose with your application.
After Check-In, you are advised to contact your exchange coordinator to discuss your study plan and to sign the Learning Agreement, if it has not been signed prior to your arrival.

DOCUMENTS REQUIRED FOR YOUR STAY

Upon arrival you have to register at the “Agenzia delle Entrate” in via R. Brusi 231 Cesena, in order to receive your personal fiscal code (“codice fiscale”). You will need it to open an Italian bank account, to rent a flat, to enter into an Italian phone contract and other services.

Office hours:
Monday to Friday 8.45 - 12.45 ;
Tuesday and Thursday 14.45 - 16.45

More information:
http://www.agenziaentrate.gov.it/wps/portal/entrate/home
EU STUDENTS
Exchange students (Erasmus or other programmes) who will be staying in Italy for more than 90 days but in any case temporarily, might need to register in the temporary population list whether required by the Municipaly they live.

http://www.unibo.it/en/campus-cesena/studying-at-cesena/foreign-students-at-cesena

Where to apply:
Ufficio Anagrafe e Stato civile - Comune di Cesena
Piazza dei Cesenati 1377 n.1
Tel. 0547 356111

NON EU STUDENTS
Non-EU students intending to stay in Italy for more than 90 days must apply for a residence permit (permesso di soggiorno). Before completing the application, students need to register at the International Relations Office of the University (registration involves only students who come to Italy within an exchange programme framework).

You must make your application within 8 working days following your arrival in Italy. Read more information on page 12.
BADGE AND ARRIVAL STATEMENT

Your university badge is an ID card with a photo that confirms your student status at the University of Bologna. It is needed to access the libraries, the laboratories and the washrooms. It can also be used to obtain discounts at the cinema, book loans from libraries, discounted bus passes and access to the university canteens.

The Arrival Statement is the official confirmation of your date of arrival and the expected duration of your exchange period. Important: you must send the certificate to your university. Unless your university has indicated a different period, the duration is the one shown in the bilateral agreement signed by the universities. If you need stamps on specific documents from your home university, they will be done by the staff of the International Relations Office, according to the official date of registration at the desk. You must then send them to your home university.

If you lose any documents received on your arrival or they are stolen, contact the International Relations Office for a copy.
THE ONLINE STUDY PLAN

After registering at the University’s International Relations Office, you should contact your Italian coordinator (the professor responsible of your exchange) and Erasmus Offices at schools to get the information you need about your school. You can refer to your coordinator and to the offices if you need advice for your study plan and the course units. You may also need your coordinator if you want to change your learning agreement or if you need it to be signed. The online study plan is compulsory for all exchange students and is indispensable for being able to sit the exams. The service is available from your personal homepage on AlmaRM (“Fill in your study plan” button).

Use the search engine to select the course units and then save. Pay attention to the Degree Programme codes (4 digits) and exam codes (5 digits) and the number of credits: compare them to the codes you will find in the Programme Catalogue on the web page: www.unibo.it/CourseUnits

REGISTERING FOR EXAMS

Before sitting an exam you must enter it in your online study: http://piani.unibo.it
The uploaded exams are visible on Almaesami: https://almaesami.unibo.it

You can access Almaesami directly from your personal homepage on AlmaRM (“Register for an exam” button).

In AlmaEsami you can:
- consult the dates of the exam sessions. When the professors publish the sessions, alongside each exam the “Prenota” (book) button is enabled;
- register for the exam sessions. Once you have seen the exam session dates, you can register for the exams according to the schedule set by the professors;
- check that your exam grades have been recorded. After you have sat and passed an exam, the professors record the result which you will be able to see next to each exam.

The recorded exams are marked with “verbalizzato” (recorded) and the grade or the “pass” evaluation

FOR FURTHER HELP

For further support regarding lessons and exams, you can contact:

Agriculture and Veterinary Medicine
Prof. Luca Laghi (exchange students coordinator)
E-mail: l.laghi@unibo.it
Claudia Fiumana (administrative coordinator for Aquaculture and Fish Production Hygiene)E-mail: acquacoltura.segreteria@unibo.it
ONLINE STUDY PLAN
DURING THE EXCHANGE PERIOD

GRADES AND PASSING EXAMS

The grades in the Italian university system are expressed out of thirty. You will pass an exam or internship with a grade of at least 18/30.

If you obtain full grade (30/30) the examination board may also decide to award you honours (lode).

Important: a fail (< 18/30) will not lead to a grade being given, and will not usually appear in your Transcript of Records.

If your university requires “Failed” exams to also be listed in your Transcript of Records, after the exam you must explicitly ask the professor to record the exam. The failed exam can be recorded as “respinto” (rejected), if you finished and failed the examination, or “ritirato” (withdrawn), if you didn’t finish the examination.

If you fail the exam you will not obtain the relative credits.

For some activities, particularly language exams (including those for the Italian course) and for some internship activities, you will not be given a grade but merely a “Idoneo”/“Pass”.

The exam results will also be recorded in the Transcript of Records in this way. The “Idoneo”/“Pass” can never be transformed into a numerical grade.

In the Transcript of Records, which will be issued to you at the end of the exchange period, the grades are indicated in the Italian scale out of thirty and are converted in the ECTS scale. The Course unit catalogue is available on:
http://www.unibo.it/en/teaching/course-unit-catalogue

Engineering and Architecture
Maria Smurro (administrative coordinator for Architecture)
Bianca Baccarini (tutor Architecture)
Email: ingarc.vpce.internazionalizzazionearchitettura@unibo.it
Benedetta Guerrini (administrative coordinator for Engineering):
Maria Gloria Dimitrova Vessilnova (tutor Engineering)
Email: ingarc.vpce.internazionalizzazionecesena@unibo.it

Psychology and Education
Giulia Cesetti (tutor)
Email: giulia.cesetti@unibo.it

Computer Science and Engineering
Prof. Andrea Roli (exchange students coordinator):
E-mail: andrea.rol@unibo.it
OTHER ON-LINE SERVICES

**Students Online Help Desk**
It is the University service that can provide you with support in using your username and password.
Tel. 051 2099882
e-mail: help.studentonline@unibo.it
opening hours: Monday to Friday 9.00 am - 1.00 pm and 2.00 pm - 5.00 pm

**My email**
www.unibo.it/Myemail
The free mail box has 10 GB of space and integrated functions including chat, calendar management and sharing, Smartphone access and address book.

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**Alma Wi-Fi**
www.unibo.it/Wireless
The University of Bologna network that allows students to access the Internet and the online services of the university directly from their own mobile devices
Info for WiFi setup:

**Alma Digital Library**
http://almadl.unibo.it
The University of Bologna digital library gathers, stores and makes available on-line digital collections to support teaching and research.
COURSE CONTENTS, TEXT BOOKS AND TEACHING MATERIALS

In the course unit catalogue you can find for each course unit a description of the programme (learning outcomes, course contents, teaching and assessment methods and tools, language of instruction) and the list of books and texts for study (bibliography/ readings).
Before purchasing text books, wait for the start of lessons and follow the instructions given by the professors. You may purchase teaching materials in the bookshop or borrow them from the library.
To search for books and materials:
www.biblioteche.unibo.it

To consult and download teaching material prepared by the professors, you can use the Alm@-DL service
http://campus.unibo.it
The Italian university system may be very different from the one in your country. In Italy exams are mainly oral. Some courses have written exams, practical tests or progress tests during the lessons. The oral exam is public; anyone can attend. At the end of the exam, the professor informs you verbally of your grade and also writes it in your “Record book”. The professor will then record your grade in AlmaEsami. When you access your AlmaEsami page you will see “verbalizzato” (“recorded”) written next to the exam.

Check your page regularly, and if any exams have not been recorded, contact the professor.

Some course units are known as “integrated courses”, and have 2 or more components. As an exchange student, you may sit both the exam for a single component (obtaining only the credits for that component) or the whole integrated course.

During your exchange period, you can also take part in a curricular internship. The curricular internship offers you the chance to have work experience to complete your university training and obtain the credits laid down in your study plan. It is possible to carry out an internship outside the university (businesses, public institutions, professional firms, etc.) or in the university (laboratories, research centres, administrative departments, etc.), both in Italy and abroad.

To take part in an internship, consult the specific information on your School’s website and contact the Internship and Placement Office (Via Montanti 69 Cesena- Email: campuscesena.tirociniplacement@unibo.it).

To consult the list of institutions holding agreements with the university for internships and book them directly online, access the Online Student Internship Service using your username and password [http://almaorienta.unibo.it/tirocini > tirocinio curriculare](http://almaorienta.unibo.it/tirocini > tirocinio curriculare)

These activities must also be included in your Study Plan and will be recorded in AlmaEsami.
EXTEND YOUR STAY

CHANGING THE DURATION OF THE EXCHANGE PERIOD

Variations in your study plan and the duration of your exchange period must always be authorized by the University of Bologna and by your University. ERASMUS+ students must ask their university for the Learning Agreement modification form.
As an exchange student you are allowed to stay at University of Bologna for the agreed period by home and host universities as shown in your homepage in AlmaRM (Length of stay).
To extend your exchange period you must request authorization from your university and from your exchange coordinator at the University of Bologna. The latter shall notify the International Relations Office of his/her approval by e-mail, at the address campuscesena.uri@unibo.it. If you need one, you can obtain a new Arrival Statement with the updated period.
If you want to leave early, you just need to inform your home university.

EXTENTION OF YOUR RESIDENCE PERMIT

If you are a non-EU citizen, and need to extend your Residence Permit, you must apply for renewal at least 60 days prior to its expiry date. Contact the International Relations Office for this procedure.
The costs of renewal are the same as those for the issue of the original Residence Permit.
You must also extend your health insurance coverage.
BACK TO YOUR HOME UNIVERSITY

Before leaving you must go to the International Relations Office for the Check-Out procedure. You must Check-Out in person. You cannot send a friend to do it for you! If all exams and internships have been recorded online, the digital Transcript of Records will be sent immediately to your home university by e-mail. You can also download the Transcript directly from your personal homepage on AlmaRM.

If some exams have not been recorded, this does not mean that you cannot leave. The International Relations Office staff will contact the professors to obtain the records.

The Transcript will be sent to your university only after all exams have been recorded. To avoid any delays, check regularly that the exams you have sat have been recorded, on AlmaEsami, and if any are missing contact the professors.

Important: do not forget to return the books borrowed from the libraries, before Check-Out.

When you leave you will also receive the statement that confirms the start and end dates of your exchange period, which you shall give to your university.

Important: the departure date on the statement corresponds to the Check-Out date!

If you need stamps on specific documents from your home university, bring them with you.

Find out promptly about any rules that your university or the institute funding your mobility applies to calculate the amount of your scholarship and bear this in mind for the Check-Out date.

With the Check-Out, you will have formally completed your exchange period and may not sit any more exams or participate in other teaching activities.

Important: if you leave without completing the Check-Out procedure, the end date will correspond to the date of the last recording of an exam or internship. If you did not sit any exams and do not complete the Check-Out procedure, you will not receive the Exchange Period Statement.
TRANSCRIPT OF RECORDS

The Transcript of Records is issued at the end of your exchange period both in Italian and in English. It contains your personal data, your arrival and departure dates, the list of exams and internships you have done, with the date of the exam, the credits (CFU and ECTS) and the grades obtained. The grades are expressed in the Italian scale out of thirty and are converted into the ECTS scale.

The Transcript also explains the Italian grading system and provides the “ECTS grading tables”. These tables allow the universities of the European Higher Education Area, which have adopted the ECTS system, to convert Italian grades into local grades.

The ECTS scale and relative tables cannot be used to convert grades for non-European universities which have not adopted the ECTS system.

The Transcript of Records is issued in digital format, provided with digital signature and stamp, and, according to Italian law, has the same legal value as the traditional paper transcript.

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.

You can check the recordings of your exams through your personal homepage in AlmaRM – Accesso studenti or directly through AlmaEsami typing username and password.

The recorded exams are marked with “verbalizzato” and the grade

For further information:
http://www.eng.unibo.it/PortaleEn/Students/International+Students/exchange/arrive_italy/exams_sessions.htm

CERTIFICATION OF TEACHING ACTIVITIES NOT INCLUDED IN THE CURRICULUM

If you wish to take part in activities that are not in the course unit catalogue and which can therefore not be included in your study plan (some internships, seminars, preparation of the dissertation, etc.), you must immediately agree with the professor on how to perform them and certify them.

The effective performance of these activities and an evaluation can be certified by the professors on stamped and signed headed notepaper, but cannot be recorded and will therefore not appear in your Transcript of Records.

Always check that your university accepts this kind of certification.

If you need a certificate of attendance, at the start of lessons contact the professor, who will decide whether to issue you with a statement at the end of the course.

In the Italian system, attendance alone is not sufficient for obtaining credits.
INTERNET SERVICES

Basic WiFi settings:
Network name  ALMAWIFI
EAP Method  PEAP
Phase 2 authentication  MSCHAPV2
Identity/user  name.surname@studio.unibo.it
Password  one’s own password (as for e-mail)
Please confirm if you require a certificate

ASI - Area dei Servizi Informatici
Via Sacchi, 3 Cesena
accf.rete@unibo.it
Tel. 0547 338825

COMPUTER ROOMS

Cesena Campus study rooms are two:

“Alfa Albatros” multimedia study room
Via Mulini 23/25  Cesena
It contains 26 PC workstations and many connections for portable PCs.
Users may surf the Net thanks to total “Almawifi” wireless cover.
Opening hours:
- Monday to Friday from 9 a.m. to midnight;
- Saturday from 9 a.m. to 9 p.m.;
- Sunday from 3 p.m. to midnight.
E-mail: alfa-albatros@polocesena.unibo.it
Telephone: 0547 338864

“Beta” study and reading room
Piazzale K. Marx 131 Cesena
Has 4 PC workstations, 40 reading places and an “Erasmus” zone with 2 tables, 4
reading and 1 PC workstations reserved for international students.
Opening hours:
- Monday to Thursday from 9 a.m. to midnight;
- Friday and Saturday from 9 a.m. to 9 p.m.

For further information visit the website
http://www.unibo.it/en/campus-cesena/campus-services/study-rooms-cesena
LIBRARIES

The University of Bologna has a broad network of libraries and documentary services providing support to teaching, research and the professional and cultural activities of students, professors, technicians, graduates and scholars from any country.
Consult the complete list on the following page: www.unibo.it/LibrariesMuseumsandstudyfacilities

Information about Cesena libraries are available on the Campus website:
http://www.unibo.it/it/campus-cesena/biblioteche

The main municipal library is Biblioteca Malatestiana (Piazza Bufalini, 1), which has been part of UNESCO heritage since 2005 and it’s considered the first Italian and European civic Library with important collections of antique and modern books, offering general library services, conservation and historical and scientific research facilities.
http://www.comune.cesena.fc.it/malatestiana
STUDENT AND CULTURAL ASSOCIATIONS

The student associations on Cesena Campus are extremely active: they provide an important link between the students and the academic authorities. They also organize events for international students and they carry out the integration of students by involving them in university life and the activities of the schools.

Spazi
Via Cavalcavia, 55
Email: ass_spazi@libero.it
Tel. 0547338311

A.St.I.Ce.
Via Genova, 181
Email: info@astice.org

MyS.T.A.
Piazza Goidanich, 60
Email: associazione.mysta@gmail.com

S.P.R.I.Te.
Via Sacchi, 3
Tel. 0547338842
Email: sprite@sprite.csr.unibo.it

Analysis
P.le Aldo Moro, 90
Tel. 0547339874
Email: info@associazioneanalysis.org

GETTING AROUND CESENA

For further information about the town of Cesena and its surroundings, you can visit the Official Tourist Information Site
http://www.comune.cesena.fc.it/cesenaturismo-en
Student discounts might be available for some activities/events.

LUNCH AND DINNER

Students might have discounts at bars, restaurants etc, when they show their badge. A list places who offer special prices for students is available at http://www.er-go.it/index.php?id=5825

SPORT

For all sports activities, join the Bologna University Sports Centre – CUSB
http://www.cusb.unibo.it/associazione/sede-di-cesena

You may use your CUSB badge to sign up for and take part in summer and winter activities, courses and competitions throughout the University campuses; you may also take advantage of discounts at partner centres and on insurance policies.
The complete list of activities, divided by sector, can be found on the CUSB website.

CUSB – Cesena
Via Montalti, 69
e-mail: cusb.ce@unibo.it.
tel: (+39) 0547 613727
fax: (+39) 0547 613727

TRANSPORT

By bike “Cesena in bici”
Cesena offers a bike sharing service and cycling itinerary. More info are available on the Cesena Municipality website:
http://www.comune.cesena.fc.it/cesenambiente/mobilitasostenibile-cesenainbici

By bus with START Romagna
http://www.startromagna.it/?lang=en

By train with TRENITALIA:
http://www.trenitalia.com/

USEFUL LINKS

Home Page Cesena Campus
www.unibo.it/en/campus-cesena

International Relations Office Cesena
www.unibo.it/en/campus-cesena/campus-services/international-relations-office-uri

Home Page University of Bologna
www.unibo.it/en/

EMERGENCY NUMBERS

Public emergency: 113
Fire Brigade: 115
Ambulance: 118
Medical emergency: 848 800865
Hospital Bufalini: 0547 352111