

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
CAMPUS DI CESENA

**EXCHANGE STUDENTS INFOSHEET  
ACADEMIC YEAR 2018/2019**

INTERNATIONAL RELATIONS AND INTERNSHIP OFFICE

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July 2018

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

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## 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 32 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

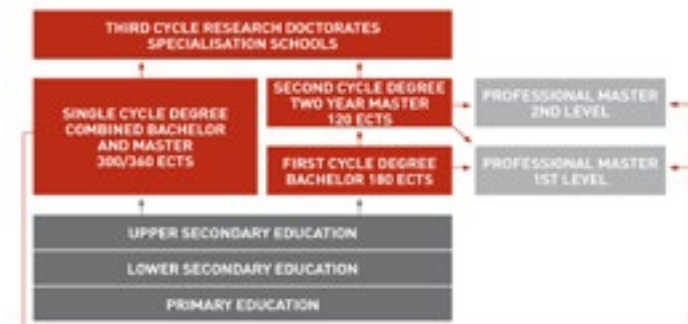
Exams are passed with a grade of at least 18 out of 30. The highest grade is 30 “e lode” - with honours (30L).

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:

[The ECTS grading scale and tables](#)





## THE TOWN OF CESENA

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
- 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 are carrying out your mobility within the Erasmus+ Studio, Erasmus+ International Credit Mobility (ICM), Swiss European Mobility and Overseas (a Unibo programme) programmes, at the online registration or later, you will be able to upload your Learning Agreement on your personal homepage in AlmaRM, in order to get it approved.

You will be notified via email at @studio.unibo.it mailbox about the approval or rejection of your Learning Agreement, along with its reasons. After approval you will be also able to download a signed copy of your Learning Agreement.

To attend the lessons you do not have to be enrolled in the courses, but it is recommended to submit your study plan to the Exchange Coordinator or Administrative Coordinator ([see page 20](#)) in order to check the availability of the course units. You must only register for the exams, you will have time to do this after your arrival.

However, if you want to attend the Italian language courses, you must register beforehand (see next page).

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](http://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](http://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](http://www.unibo.it/TimesandClassrooms) 



## ITALIAN LANGUAGE COURSES

CLA is the University of Bologna Language Centre and offers free 50 hours Italian language courses to exchange and international students, but there is limited number of places. 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](mailto:cla.ce-segreteria@unibo.it) 

## VISA FOR NON-EU STUDENTS

If you are a non-EU citizen and wish to study in Italy for more than 90 days, you will need a Visa to enter Italy.

If you stay for less than 90 days, find out from the Embassy (or Consulate) if you require a Visa.

You must apply for the Visa from the Italian Embassy in your country of residence, providing the letter of invitation from the University of Bologna.

**Important:** you must apply for a Visa for study purposes.

To receive the letter of invitation your university must send a photocopy of your passport and the estimated dates of arrival and departure to:

[campuscesena.uri@unibo.it](mailto:campuscesena.uri@unibo.it) 

You must apply well in advance for the Visa, as the visa process 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.

If your exchange lasts for more than 90 days, when you arrive in Italy you must apply for a **Residence Permit** (within 8 days from your arrival). This is a compulsory procedure for all non-EU citizens wishing to stay in Italy for more than 90 days ([see page 17](#)).

## 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 - EHIC in order to have access to medical care. Using your card you can go directly to a general practitioner (“Medico di base” o “medico di famiglia”) choosing one from the list available at:

<https://www.auslromagna.it/servizi/medici-famiglia> 

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

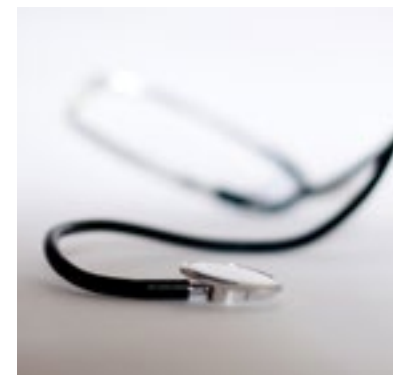
If you are a non-EU citizen you have access to the National Health Service only after paying an annual registration fee of € 149.77.

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

<https://www.auslromagna.it/servizi/medici-famiglia> 

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.



### 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



### 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](http://www.unibo.it/Assicurazione) 

### ACCOMMODATION




In order to find an accommodation in Cesena you may consult some websites:

- Ser.In.Ar. 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:

[www.facebook.com/serinar.alloggiofoce](https://www.facebook.com/serinar.alloggiofoce) 

To check rooms availability you can contact: Mrs Alessandra Severi (Serinar)

E-mail: [alessandra.severi@unibo.it](mailto:alessandra.severi@unibo.it) 

- [ER.GO](http://ER.GO)  which manages student affairs, open in this case to those with appropriate income situations and, from year 2 onwards, also merit-based requisites.
- [Camplus apartments](http://Camplus apartments) 
- [Informagiovani di Cesena - Bacheca online](http://Informagiovani di Cesena - Bacheca online) 

The University of Bologna signed two collaboration agreements that aim at assisting the search (and offer) of accommodation at favourable conditions for Unibo and mobility students:

[www.housinganywhere.com](http://www.housinganywhere.com) 

[Flatme Networks srl](http://Flatme Networks srl) 

For more details, please visit:

[Online platforms to offer and find student accommodation](#) 

As you might prefer to see the rooms available before renting one, we suggest booking a temporary accommodation for your first days in Cesena. Useful link:

[www.comune.cesena.fc.it/cesenaturismo/ospitalita-dovedormire](http://www.comune.cesena.fc.it/cesenaturismo/ospitalita-dovedormire) 





## 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 Relations 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;

**Important:** If while registering online you have not loaded your photograph, before the Check-in you have to log in your personal homepage:

[AlmaRM – Accesso studenti](#) 

with username and password and upload a JPG file with your passport photograph

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.

## 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 at the Registry office (Anagrafe) in the city they live and study

<http://www.comune.cesena.fc.it/anagrafe-iscrizioneanagrafetemporanea> 

Where to apply:

Sportello Facile - Comune di Cesena

Piazza dei Cesenati 1377 n.1

Tel. 0547 356235

## 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.

The documents required are:

- a copy of the page of your passport with your personal data, a copy of your entry Visa and copies of any other pages containing Visas and stamps;
- a copy of the letter of invitation issued by the University of Bologna and presented to obtain the Visa from the Italian Embassy abroad;
- the Arrival Statement issued by the University of Bologna;
- a € 16 duty stamp (sold at the tobacconists);
- a copy of your health insurance; the insurance policy must be made out in your name and must have a duration of no less than the duration of the Visa. The insurance policy must also be stamped by the Embassy. Do remember to ask the Embassy to stamp the health insurance when you apply for the Visa so that it will be accepted for the issuing of the Residence Permit! If you do not have health insurance, covering the whole exchange period, you must purchase one;
- a copy of the documents proving you have the funds needed to cover living cost in Italy (the benchmark is minimum € 5.889,00 per year). You can submit the same documents you provided for the Visa application or a bank account statement or, if you have been assigned a scholarship, an official letter detailing its amount, duration and issuing body;
- documents proving your accommodation in Italy: if you pay rent for a bed, a room or an apartment, a copy of the rental contract, which must state your name, must be signed and must be registered with the Tax Authorities (Agenzia delle Entrate) or, alternatively, notification filed with the police confirming transfer of use (cessione di fabbricato) or provision of hospitality (comunicazione di ospitalità).

- 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 14.45–6.45);

As soon as you collected all the documents, the International Relations Office will make an appointment with the support service during the Check-in.  
for filling in the application for a Residence Permit is free of charge.

Once filled the application, you shall go to a qualified Post Office (“Sportello Amico”) and pay the Electronic Residence Permit (PSE) production cost (€ 30,46), pay the Residence Permit fee (€ 40) and submit the application (€ 30). The Post Office will give you a receipt, which you must carry with you together with your passport until you receive the Electronic Residence Permit.

In the receipt there is the order to go to the Questura (Immigration Office) for photographic identification (first appointment).  
After your first appointment in which the Questura will ask you some questions and take your fingerprints, the Questura will call you for a second appointment in which they release the residence permit card.

**Important:** Having collected your residence permit, you must send a photocopy of it to [campuscesena.uri@unibo.it](mailto:campuscesena.uri@unibo.it) 📧

If you forget it, after 150 days your university career will be locked and you will not be able to register for or sit any exams.

**Important:** if you stay in Italy for more than 90 days and you do not apply for the Residence Permit, you are not entitled to sit exams at the University of Bologna and you cannot obtain a Transcript of Records.

If you wish to apply by yourself for a Residence Permit, you must go to a qualified Post Office (“Sportello Amico”), collect the kit and follow the instructions.



## 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.

When you have chosen all the courses you wish to attend at the University of Bologna, according to the approved Learning Agreement, and checked the schedules and times of the lessons, you must complete your online study plan.

This and other operations can be done on [AlmaRM - Accesso studenti](#) 

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) only after your Check-in.

## REGISTERING FOR EXAMS

Before sitting an exam you must enter it in your online study plan (see above).

The uploaded exams are immediately 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 for Food Technologies and Food Sciences & Technologies) [l.laghi@unibo.it](mailto:l.laghi@unibo.it) 

Prof. Giuseppina Paola Parpinello (exchange students coordinator for Viticulture and Enology) [giusi.parpinello@unibo.it](mailto:giusi.parpinello@unibo.it) 

Claudia Fiumana (administrative coordinator for Aquaculture and Fish Production Hygiene) [acquacoltura.segreteria@unibo.it](mailto:acquacoltura.segreteria@unibo.it) 

### Engineering and Architecture

Maria Smurro (administrative coordinator for Architecture and Engineering)

Architecture: [ingarc.vpce.internazionalizzazionearchitettura@unibo.it](mailto:ingarc.vpce.internazionalizzazionearchitettura@unibo.it) 

Engineering: [ingarc.vpce.internazionalizzazionecesena@unibo.it](mailto:ingarc.vpce.internazionalizzazionecesena@unibo.it) 

### Psychology and Education

Vice-Chairmanship Office [psiform.cesena.presidenza@unibo.it](mailto:psiform.cesena.presidenza@unibo.it) 

### Computer Science and Engineering

Prof. Andrea Roli (exchange students coordinator) [andrea.roli@unibo.it](mailto:andrea.roli@unibo.it) 



## 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> 



### 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.studentionline@unibo.it](mailto:help.studentionline@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](http://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.



#### Alma Wi-Fi

[www.unibo.it/Wireless](http://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:

[www.unibo.it/it/campus-cesena/servizi-di-campus/wi-fi-connettersi-senza-cavo-cesena](http://www.unibo.it/it/campus-cesena/servizi-di-campus/wi-fi-connettersi-senza-cavo-cesena) 

#### 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](http://www.biblioteche.unibo.it) 

To consult and download teaching material prepared by the professors, you can use the

<https://iol.unibo.it/?lang=en> 



## EXAMS, INTERNSHIPS AND OTHER TEACHING ACTIVITIES

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 will inform you verbally of your grade or, in the case of written exams, will publish the grades online or in Almaesami.

You can accept the grade or refuse it. In the latter case, you will be able to sit the exam again during another available exam session.

Once you have accepted the grade, the professor will record it 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 Office

Via Montanti 69, [campuscesena.tirocini@unibo.it](mailto:campuscesena.tirocini@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

[www.unibo.it/en/services-and-opportunities/internships-and-job-placement/internships/curricula-internships](http://www.unibo.it/en/services-and-opportunities/internships-and-job-placement/internships/curricula-internships) 

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

### 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](mailto:campuscesena.uri@unibo.it). If you need one, you can obtain a new Arrival Statement with the updated period.

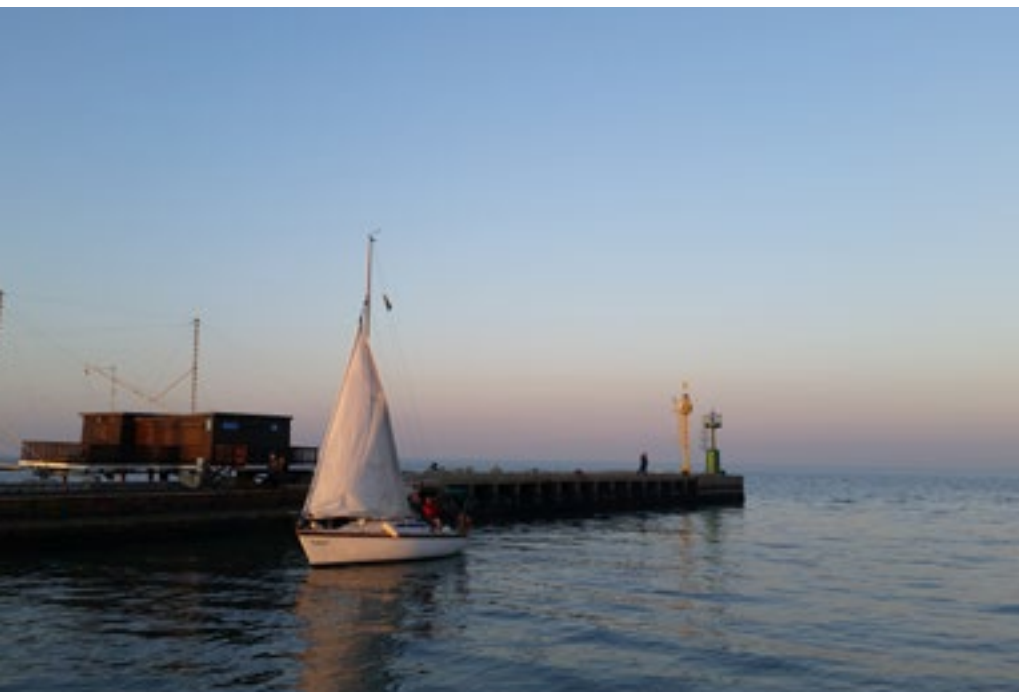
If you want to leave early, you just need to inform your home university.

### EXTENSION 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.

### 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	

ACCF - Ufficio reti e Sicurezza Cesena e Forlì

[accf.rete@unibo.it](mailto:accf.rete@unibo.it) 

## 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 midday to midnight.

E-mail: [alfa-albatros@polocesena.unibo.it](mailto: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.
- Sunday from midday to midnight

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](http://www.unibo.it/LibrariesMuseumsandstudyfacilities)

Information about Cesena libraries are available on the Campus website:

[www.unibo.it/it/campus-cesena/biblioteche](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

Email: [ass\\_spazi@libero.it](mailto:ass_spazi@libero.it)

[www.facebook.com/spazi.architettura](https://www.facebook.com/spazi.architettura)

### MyS.T.A.

Piazza Goidanich, 60

Email: [associazione.mysta@gmail.com](mailto:associazione.mysta@gmail.com)

[www.facebook.com/asmysta](https://www.facebook.com/asmysta)

### A.St.I.Ce.

Email: [info@astice.org](mailto:info@astice.org)

[www.facebook.com/associazioneastice](https://www.facebook.com/associazioneastice)

### S.P.R.I.Te.

Email: [sprite@sprite.csr.unibo.it](mailto:sprite@sprite.csr.unibo.it)

[www.facebook.com/associazionesprite](https://www.facebook.com/associazionesprite)

### Analysis

P.le Aldo Moro, 90

Tel. 0547339874

Email: [info@associazioneanalysis.org](mailto:info@associazioneanalysis.org)

[www.facebook.com/anaysis.cesena](https://www.facebook.com/anaysis.cesena)

## GETTING AROUND CESENA

For further information about the town of Cesena and its surroundings, you can visit the Official Tourist Information Site

[www.comune.cesena.fc.it/cesenaturismo-en](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

[www.er-go.it/index.php?id=5825](http://www.er-go.it/index.php?id=5825)

## SPORT

For all sports activities, join the Bologna University Sports Centre – CUSB

[www.cusb.unibo.it/associazione/sede-di-cesena](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](mailto: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:

[www.comune.cesena.fc.it/cesenambiente/mobilitasostenibile-cesenainbici](http://www.comune.cesena.fc.it/cesenambiente/mobilitasostenibile-cesenainbici)

By bus with START Romagna

[www.startromagna.it/?lang=en](http://www.startromagna.it/?lang=en)

By train with TRENITALIA:

[www.trenitalia.com/](http://www.trenitalia.com/)

## USEFUL LINKS

Home Page Cesena Campus

[www.unibo.it/en/campus-cesena](http://www.unibo.it/en/campus-cesena)

International Relations Office Cesena

[www.unibo.it/en/campus-cesena/campus-services/international-relations-office-uri](http://www.unibo.it/en/campus-cesena/campus-services/international-relations-office-uri)

Home Page University of Bologna

[www.unibo.it/en/](http://www.unibo.it/en/)

## EMERGENCY NUMBERS

Public emergency: 113

Fire Brigade: 115

Ambulance: 118

Medical emergency: 848 800865

Hospital Bufalini: 0547 352111

**HEALTH CARE IN ITALY**

The Italian National Health Service is known as the “Servizio Sanitario Nazionale” (SSN), and is divided into local Healthcare Units (“Aziende Unità Sanitarie Locali - AUSL”).

EU students ⇒ [see page 12](#)

NON-EU students ⇒ [see page 13](#)

**REGIONAL HEALTH SERVICE**

The toll free number of the Regional Health Service is 800 033 033. It is a free telephone information service which provides you with all the information about health services and assistance in Emilia-Romagna.

You can call it from all over Italy using landline and mobile phone.

Monday to Friday: 8.30 am - 5.30 pm

Saturday: 8.30 am – 1.30 pm

**AUSL 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

**DENTAL CARE**

For dental care, the National Health Service (SSN) provides only diagnostic and urgent treatment. For routine work you must contact a private dentist, or you may also use the dental care service available at the Department of Biomedical and Neuromotor Sciences (DiBiNeM).

The service offers a first visit for free and a 30% discount on some further visits.

For information: [www.dibinem.unibo.it](http://www.dibinem.unibo.it) 

Dentistry and Maxillofacial Surgery

Via S.Vitale 59 | 40125 Bologna

Tel. 051 2088111

**FIRST AID**

You can call an ambulance dialing 118 (available 24h including Holydays).

If necessary you may also go to the Pronto Soccorso (Emergency Room):

Ospedale Bufalini - Viale Giovanni Ghirotti 286, Cesena

Centralino Ospedale 0547/352111

Triage 0547/352500

**GUARDIA MEDICA**

For Emergencies during the nights or on weekends call the Guardia Medica:

Tel. 848800865 (from 8.00 pm to 8.00 am or from Saturdays at 10.00 am till Mondays at 8.00 am).

**FOR URGENT DENTAL TREATMENT**

Ambulatorio di Odontoiatria e Stomatologia “Beretta”

Ospedale Maggiore, Largo B. Nigrisoli 2, Bologna.

There is a limited number of places for emergencies.

To be attended you have to take the number at 7.30 am from Mondays to Fridays and at 7.30 am on Saturdays.

Opening hours: Monday to Friday, 8.30 am - 13.30;

Saturday, 8.30 am - 12.00 pm; Holidays, 8.00 am - 1.00 pm.

Tel. 051 3172721 (Monday to Friday 11.00 am - 1.00 pm.)

**SAP - PSYCHOLOGICAL SUPPORT**

SAP is a free psychological support service run by the University of Bologna. Contact the service for an appointment with specialists to help you identify and analyse the reasons underlying any distress.

[www.unibo.it/PsychologicalSupport](http://www.unibo.it/PsychologicalSupport) 

Public Relations Office - Via Montalti 69, 47521 Cesena

[urp.fc@unibo.it](mailto:urp.fc@unibo.it) 

Telephone +39 0547 338900

Monday and Wednesday from 9:00 am to 11:15 am

Tuesday from 9:00 am to 11.15 am and from 2.30 pm to 3.30 pm

Thursday from 2.30 pm to 3.30 pm

Friday closed

**SERVICE FOR STUDENTS WITH DISABILITIES AND WITH SPECIFIC LEARNING DISORDERS**

It is a support service responding to the needs of students with disabilities or specific learning disorders (in Italian DSA). It mainly provides guidance for incoming students and graduates, as well as support throughout the study programmes, aiming to identify and plan the support required for every student to successfully complete their studies.

[www.unibo.it/disabledstudents](http://www.unibo.it/disabledstudents) 

Services for disabled students and students with specific learning disorders

Via Belle Arti 42 | 40126 Bologna

Tel. 051 2095941 - 42 (disabilities)

Tel. 051 2095943 (dyslexia)

[disabili@unibo.it](mailto:disabili@unibo.it) 

[dislessia@unibo.it](mailto:dislessia@unibo.it) 

**OTHER MOBILITY PROGRAMMES**

The University of Bologna takes part in some special mobility programmes, such as Erasmus+ ICM (Mobility outside Europe), and Mobility CONFAP-ITALY (MCI Brazil), which may provide students with tailored services and may be subject to special rules.

If you are an exchange student within these programmes, please pay attention to all the instructions given by your programme coordinator.

**ERASMUS+ ICM (MOBILITY OUTSIDE EUROPE)**

Via Filippo Re 4 | 40126 Bologna

Students coming from Eastern neighbouring Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), Russia, Asia, Australia and New Zealand, USA and Canada:

Tel. +39 051 2088480 | [diri.area2@unibo.it](mailto:diri.area2@unibo.it) 

Students coming from Africa, Latin America, Southern neighbouring Countries (Algeria, Egypt, Morocco, Tunisia, Lebanon, Jordan, Syria, Libya, Israel, Palestine) and Balkans (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia):

Tel. +39 051 2088103 | [diri.area3@unibo.it](mailto:diri.area3@unibo.it) 

**MOBILITY CONFAP-ITALY (MCI BRAZIL)**

Via Filippo Re, 4 | 40126 Bologna

Tel. +39 051 2099424 | [diri.area3@unibo.it](mailto:diri.area3@unibo.it) 

**ERASMUS+ FOR TRINEESHIPS (MOBILITY FOR TRAINEESHIPS)**

Students spending an exchange period at the University of Bologna to carry out an internship within the Erasmus+ for Traineeship programme, need to be accepted by a professor who will tutor their activities.

They are hosted in Schools and Departments.

The document required to start the mobility programme is the Learning Agreement for Traineeship (LAT).

The LAT is the work plan agreed upon by you, your university and the tutoring professor at University of Bologna, who invited you and will tutor you activity.

In order to carry out the traineeship you shall:

- ask the form to your home university and fill it;
- get it signed by your university and the tutoring professor at the University of Bologna;
- send the LAT to the International relations Office at your Campus;
- upon receipt of the Acceptance message, complete your online registration;
- on arrival, Check-in at the International Relations Office at your Campus.

As an exchange student for Traineeships you are not allowed to sit exams and gain credits. At the Checkout (see Check-out) you will only get your Certificate of Departure. Your internship will be certified by the professor tutoring your activities by filling

in the appropriate sections of the Learning Agreement for Traineeships (LAT).

**VISITING STUDENTS**

Students, spending an exchange period at the University of Bologna as Visiting Students, need to be accepted by a professor who will tutor their activities.

They are hosted in Schools and Departments.

To be hosted as Visiting student you shall:

- obtain an invitation letter signed by the tutoring professor; upon receipt of the Acceptance message,
- complete your online registration;
- on arrival, Check-in at the Exchange Students Desk .

It is advisable to agree your work plan with the tutoring professor in advance.

As a Visiting Student you are not allowed to sit exams and gain credits.

At the Check-out you will only get your Certificate of Departure. If you need a certification of your activities, this will be issued by the tutoring professor on headed paper or on forms provided by your home university.

**SPECIFIC AGREEMENTS**

Schools and Departments can sign agreements providing students' mobility.

If you are an exchange student within a Specific Agreement, you are only allowed to sit exams at the School or Department hosting you.

Pay attention and choose correctly the course units when filling in your Learning Agreement and Study Plan.

