



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Guide and Useful Information for Exchange Students

Department of Modern Languages, Literatures and Cultures
(LILEC)

International Mobility Office

Welcome!

We are very pleased that you have chosen to include your stay at the Department of Modern Languages, Literatures and Cultures (**LILEC**), part of the Alma Mater Studiorum - University of Bologna, in your academic programme.

Please read carefully this guide before leaving your home institution and use it as your main reference during your stay at LILEC because it contains all the details and information you may need.



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Glossary

Campus: the University of Bologna has five campuses, each located in a different city – Bologna, Forlì, Cesena, Rimini, and Ravenna.

Department: the University of Bologna is divided into 32 Departments, including the Department of Modern Languages, Literatures, and Cultures (LILEC) that has been assigned to you.

Please note: there are two Departments teaching language course units but they are located in two different campuses – the Department of Modern Languages, Literatures, and Cultures (LILEC) is in the Bologna campus, while the Department of Interpretation and Translation (DIT) is in the Forlì campus. You have been assigned to the LILEC Department in the Bologna campus. The LILEC Department has three main locations in Bologna for classes: via Cartoleria 5, Complesso S. Cristina in piazzetta G. Morandi, and via Filippo Re.

Degree programme: a Bachelor's or Master's degree at the University of Bologna and offered by a specific Department.

Course unit: each 'subject' taught at the University of Bologna.

Area: each course unit belongs to a specific Area, such as 'Languages and Literatures, Interpreting and Translation'. Browse Areas in the [Course Unit Catalogue](#).

Teaching Code: a code made of five numbers, located before the title of each course unit.

Credits: each course unit has a specific number of credits. However, be careful when choosing your course units. For example, the same course unit may be taught in different Departments and, therefore, you may find the same course with two or more amounts of credits. You have to choose one course with one amount of credits.

4 **Virtuale:** online platform where teachers may upload class materials.



Key Websites for Exchange Students

1. www.unibo.it

Quickly access information you may need during your stay in the UNIBO Portal. Browse it by writing keywords in the search bar.

2. [StudentiOnline – SOL](#)

Use this platform to book exams, fill in your study plan, and check your grades.

3. [Course Unit Catalogue](#)

Look for course units, teachers' institutional pages, and times and places of your lessons.

4. [AlmaRM](#)

International Mobility platform where you can upload, modify, sign, and print your Learning Agreement; you can also find information about your reference teacher during your mobility at UNIBO.

5. [UNIBO App](#)

Access information about place and time of classes and how to book exams. You can also consult the academic calendar, sign up to receive updates, and more.



Email for Unibo Students

During your stay, **use your Unibo ID and password** to access Unibo services.

Please, **check your Unibo inbox** (name.surname@studio.unibo.it) **regularly!**



Main Offices and Other Useful Contacts

Office/Person	What the office does/offers
<p>Exchange Student Desk</p> <p>incoming.diri@unibo.it</p>	<ul style="list-style-type: none"> • Signatures and stamps for certificates of arrival and departure • Registration of your arrival and departure (Check-in and Check-out) <ul style="list-style-type: none"> • Information about how to upload your Study Plan • Any other information regarding mobility
<p>International Mobility Office at the Department of Modern Languages, Literatures, and Cultures (LILEC)</p> <p>mobility.languages@unibo.it</p>	<p>It offers assistance regarding:</p> <ul style="list-style-type: none"> • Course units and Learning Agreement (LA) <ul style="list-style-type: none"> • How to modify your LA • Academic calendar and lesson timetables • Choice of course units and lessons at the Department of Modern Languages, Literatures, and Cultures at the University of Bologna <ul style="list-style-type: none"> • Signing, stamping, and uploading your LA to AlmaRM
<p>University Language Centre (CLA)</p> <p>Contacts of the University Language Centre</p>	<ul style="list-style-type: none"> • Italian Language course units • Linguistic support
<p>Teacher responsible for the Agreement (indicated in your AlmaRM profile; contact person at the Department of Modern Languages, Literatures, and Cultures of the University of Bologna)</p>	<ul style="list-style-type: none"> • Contents of course units • DO NOT send any documents to Italian teachers for signatures or stamps – always send them to the relevant offices in this table



Exchange Student Desk - International Mobility Office

They are **two separate offices and they do different tasks**. You should contact the right office to ask questions.

Example:

If you need help with your

- Arrival Certificate
- Departure Certificate
- Check-in
- Check-out
- Visa
- Transcript of Records
- Study Plan

Contact the **Exchange Student Desk**
(incoming.diri@unibo.it).

If you need help with

- Your Learning Agreement
- Modifying your Learning Agreement
- Choice of course units
- Academic calendar and lesson timetable

Contact the **International Mobility Office**
(mobility.languages@unibo.it).



Academic Calendar and Arrival Date

There is not an established arrival date.

Plan your arrival depending on the start date of your course units – consult the Academic calendar to know the start date.

The academic calendar is divided into **two semesters (Autumn and Spring)**, which are the same for all Bachelor's and Master's course units of the Department.

Autumn Semester (starts in September) **Spring Semester (starts in February)**

Full Year (starts in September)

Your mobility period officially begins the day you check in and register your arrival in Bologna at the Exchange Student Desk.

More information about arrival and departure



Before Your Arrival

1. Consult the pages for incoming students in the [UNIBO Portal](#).
2. After the nomination, you will receive an email with the invitation to **register online (Acceptance Message)**.
3. **Register online** before your arrival.
4. Book the **online check-in (more info on check-in)**.
5. Book **Italian language** course units ([more info](#) on Italian language courses).
6. After registration, fill in your **Learning Agreement (LA) and upload it to AlmaRM**.
7. **Do not send documents directly to Italian teachers for signatures or stamps** – always send them to the administrative offices indicated in the table at page 7 of this guide.
8. **You do not need to enroll or register for course units** to attend classes.



Language Requirements

There are not any Italian language requirements for incoming students at the University of Bologna.

However, a **pre-intermediate level (A2)** of Italian before your arrival is highly recommended.

For **classes in English**, we highly recommend:

- an **intermediate level (B1)** of English for **undergraduate** course units
- an **upper-intermediate level (B2)** of English for **postgraduate** course units.



Italian Language Course Units

Although there are not any **Italian language** requirements for incoming students, if you want to improve your language skills and knowledge of Italian, the University Language Centre (CLA) offers two course options (intensive or extensive):

SEMESTER I

- **Intensive** course units: an intensive two weeks course **before the beginning of classes in September.**
- **Extensive** course units: a course **from October to December.**

To attend one of these courses, **you must apply** and enroll in **July and August.** **Follow the instructions** available at this [link](#).

SEMESTER II

- **Intensive** course units: an intensive two weeks course **before the beginning of classes in January.**
- **Extensive** course units: a course **from February to May.**

To attend one of these courses, **you must apply** and enroll in **December and January.** **Follow the instructions** available at this [link](#).

Please note: Italian language courses delivered by CLA are equivalent to **5 ECTS (if you pass the exam); you can add them to your LA.**

More information on Linguistic support
12 Contact the University Language Centre (CLA)



Online Check-in

To start your mobility period, you must check in ([more info on check-in](#)).

Book a date after your planned arrival in Bologna.

If you cannot find an available slot, please get in touch by email and let us know of your arrival by writing to incoming.diri@unibo.it.

Once you are in Bologna, **you can attend lessons even if you have not checked in yet**, but you must check in as soon as possible.

You can attend lessons even if your Learning Agreement has not been signed yet.

After checking in, download the Unibo app, where you can consult place and time of your lessons, the academic calendar, and updates; you can also book your exams and more.

[How to book an appointment to check in](#) (read under 'EXCHANGE STUDENT DESK')



The Department of Modern Languages, Literatures, and Cultures (LILEC) and its Bachelor's and Master's Degrees

The **Alma Mater Studiorum - University of Bologna** has **32 Departments**.

You have been assigned to the **Department of Modern Languages, Literatures and Cultures (LILEC)**.

LILEC offers 2 Bachelor's and 3 Master's degree programmes:

First Cycle/Bachelor's Degree:

- Foreign Languages and Literature
- Languages, Markets and Cultures of Asia and Mediterranean Africa

Second Cycle/Two-year Master's Degree:

- Modern, Postcolonial, and Comparative Literatures
- Italian Culture and Language for Foreigners
- Language, Society and Communication



Course Units Available to Exchange Students Studying at LILEC

You can **choose any Bachelor's or Master's level course unit taught at LILEC**, regardless of your degree level in your home Institution.

However, we recommend choosing course units according to the course level you would attend at your home Institution:

- **Master's level course** units are indicated by the **letters (LM) after the title of the course.**
- **Bachelor's level** course units do not have **any letters after the title of the course.**

Please note: read carefully the next slide for Language and Linguistics course units at LILEC.



Language and Linguistics Course Units at LILEC

Language and Linguistics course units at LILEC are usually composed of:

- A **Linguistics** part (taught during the first or second semester),
- **Practical language classes** (taught during the first AND the second semester).

The two parts form the course and **they cannot be divided: this means that you must sit the exam(s) of both parts and pass them to get the ECTS.**

Depending on the language, there may be 3 or more exams (for example, you may have a Linguistics exam, plus a written and an oral exam for Practical language classes).

Since practical language classes are an annual part, if you are staying only for the first semester, you cannot choose Language and/or Linguistics course units. If you are staying only for the second semester, you can choose Language and/or Linguistics course units, but you must contact the professor of the course to ask for suggestions to study what has been done during the first semester on your own.



Level of Language and Linguistics Course Units at (LILEC)

Choose the level of your Language and Linguistics course unit(s) at LILEC considering your entry language level.

ENTRY LANGUAGE LEVEL FOR ENGLISH

First Cycle/Bachelor's Degree Course Units:

- English Language and Linguistics 1 - **B1**
- English Language and Linguistics 2 - **B2**
- English Language and Linguistics 3 - **B2+**

Second Cycle/Two-year Master's Degree Course Units:

- English Language 1 (LM) - **C1**
- English Language 2 (LM) - **C2**

Please note: the entry language level varies for languages other than English. To find out the entry language level of other language course units, please contact the International Mobility Office (mobility.languages@unibo.it) or the teacher of the course unit specified in the Course Unit Catalogue.



How to Fill in Your Learning Agreement (LA)

Before your arrival, you must **fill in your LA, in agreement with the Coordinator at your home institution**, who will approve the acquired credits after your return.

Check UNIBO educational offer in the Course Unit Catalogue. As an incoming Erasmus student, **you can choose any course unit in the catalogue**.

There is not a maximum amount of credits you can acquire. However, **you must:**

- **Choose at least 1 course unit at the Department of Modern Languages, Literatures and Cultures.** The course unit must be included in the Area called 'Languages and Literatures, Interpreting and Translation' and must be **taught within the Bologna Campus**.
- Choose only **active course units**: they are indicated in 'blue' in the Course Unit Catalogue. Course units in 'black' are not active.
- **If you plan to attend lessons**, you are recommended to choose course units taught within **Bologna campus** because it will be easier for you to attend lessons. Other Unibo campuses are in the cities of Forlì, Cesena, Rimini, and Ravenna, which are between 30 and 60 minutes away by train from Bologna.
- **If you come for one semester only**, you can choose only course units running in that semester.
- After deciding your course units, **fill in your LA by writing the corresponding Unibo code for each course unit, the semester when it runs, and the number of credits (please note: the Unibo code is made of five digits and it is located before the title of the course)**.
- **Fill in the LA digitally** and save the file in **.pdf format** using the name '**LA – FAMILY NAME LA version number (1.0, 2.0 o 3.0)**'.
- You should **upload your first LA to AlmaRM before you come to Italy**.

For questions about filling in the LA: contact the LILEC International Mobility Office.

For questions on course unit contents, contact the coordinator of your Erasmus exchange at Unibo (specified in your AlmaRM profile).



How to Upload Your Learning Agreement to AlmaRM

After filling in your LA, **upload it to your AlmaRM profile.**

Upload your LA to AlmaRM after registration (before your arrival) or after checking in (after your arrival).

After you have uploaded it to your AlmaRM profile, **your LA will be signed and re-uploaded by the International Mobility Office.**

You can start attending lessons even if your LA has not been signed yet.

[More information on your LA](#)



How to Fill in Your Study Plan

After your check-in and the approval of your Learning Agreement, you **must fill in your study plan in the platform Studenti OnLine (SOL)**.

Your LA and study plan must list the same course units.

You do not need to enroll in course units; you can attend lessons freely. You may want to let the teacher of the course unit know that you are an exchange student.

How to fill in your online study plan



How to Modify Your Learning Agreement

If any version of your Learning Agreement (LA) is rejected, you will receive a message from AlmaRM with details on how to change it.

To modify your LA, follow the instructions you have received and upload **the modified version of your LA to AlmaRM**. The offices will check it and, if it is approved, they will sign and re-upload it.

Course unit times and syllabus might change shortly before (or after) the lessons start. If you have already uploaded your LA and you want to change it, it is better to wait a few weeks after the lessons start to check for any potential changes and then upload the new LA version to AlmaRM.

As an incoming Erasmus student, **you can modify your LA for maximum 3 times. You must make any change to your LA always in accordance with your home University Coordinator.**

Please note: both your LA and study plan must list the same course units. If you upload a modified version of your LA, remember that **you must update your study plan accordingly.**



How to Modify Your Study Plan

Modify your study plan in Studenti OnLine (SOL): remember that **your study plan and your Learning Agreement must have the same course units** and that you can change your LA for maximum 3 times.

Make any changes to your study plan during the **time frame** indicated on the website of each Bachelor's or Master's degree taught at LILEC: **go to the website, click on 'STUDIARE', then click on 'Compilare il piano di studi', and check the dates during which you can change your study plan.**

Students staying for Semester I only can change their study plan only in Autumn.

Students staying for Semester II only can change their study plan only in Spring.

Students staying for the whole year can change their study plan both in Autumn and in Spring.

If you have issues with modifying your Study Plan, please write to incoming.diri@unibo.it.



Classes

Classes and exams will be **in person only**.

[More information on classes](#)



Course Units Timetable

Search for your course units in the Course Unit Catalogue by entering the teaching code, the title of the course unit, or keywords.

Click on the course unit title and enter the course page.

On the course page, you can find the teacher(s) of the course unit, the timetable and location of lessons, and the course unit bibliography.

You can also create your own course unit timetable with the UNIBO app. Or, you can find the course unit timetable on the website of the Bachelor's/Master's degree where the course unit is taught: go to the Bachelor's/Master's website, select 'STUDIARE', then 'ORARIO DELLE LEZIONI'.

First Cycle/Bachelor's Degree:

- [Foreign Languages and Literature course units timetable](#)
- [Languages, Markets and Cultures of Asia and Mediterranean Africa course units timetable](#)

Second Cycle/Two-year Master's Degree:

- [Modern, Postcolonial and Comparative Literatures course units timetable](#)
- [Italian Culture and Language for Foreigners course units timetable](#)
- [Language, Society and Communication course units timetable](#)



Exam Dates

Exam dates will be available on the course unit page and/or on the relevant teacher's institutional webpage (click on 'Teaching', next on 'exams sessions'), usually a few weeks before the exam.

[Academic Calendar](#)

[More information on Lessons, Exams, Internships](#)



Extending Your Erasmus Period

Requests of extension, reduction, or any change of the number of months must be submitted to the Exchange Student Desk. Send an e-mail to incoming.diri@unibo.it.

Please note: only the LA for the correct Erasmus period will be approved; if you ask for an extension, please wait until it is approved before changing your LA.



Check-out and Transcript of Records

Check-out is mandatory for all incoming exchange students.

Find detailed instructions at the following links:

- [Check-out](#)
- [Transcript of Records and Certificate of Attendance](#)
- <https://www.unibo.it/it/internazionale/studenti-di-scambio-in-entrata/studenti-di-scambio-unibo-check-out>



Additional Useful Information

Healthcare in Italy

Accommodation





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International Mobility Office
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