



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Guide and Useful Information for Exchange Students

Department of Modern Languages, Literatures and Cultures
(LILEC)

International Mobility Office

ONLINE LEARNING AGREEMENTS

From a.y. 2023/24, for partner universities in the Erasmus+ programme, the University of Bologna can manage **the Online Learning Agreement** with the exchange of data via **EWP (Erasmus Without Paper)**. Check directly with your home University if they manage the Online Learning Agreement via EWP and follow their guidelines to access the online platform and fill it out.

After submitting your Online Learning Agreement, this will be automatically received by the Unibo reference office of your field of study or Campus for the dedicated check, approval and signature. In case of refusal, you will be notified via e-mail and you will have to make the necessary changes, repeating the whole procedure.



ONLINE LEARNING AGREEMENTS

If your Home University does not manage yet the Online Learning Agreement via EWP, **you have to fill it out in .pdf format and upload it to your AlmaRM profile**. Please ask your Home University for a Learning Agreement template, or download it from the dedicated page of the European Commission.

After you have uploaded your Learning Agreement in .pdf to your AlmaRM profile, it will be checked, approved and signed by the Unibo offices. You will find a signed version of your Learning Agreement on your AlmaRM profile. In case of refusal, you will be notified via e-mail and you will have to make the requested changes, repeating the procedure on AlmaRM.

- **Do not send Learning Agreements to offices by email – you must use the EWP system and AlmaRM.**



WELCOME DAY



First semester and whole year incoming students:



20 September 2024



Second semester incoming students:



7 February 2025 (more information will be sent to your Unibo inbox)



Where: Via Cartoleria 5



When: 2.30 p.m. – 5 p.m.



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GLOSSARY – UNIVERSITY OF BOLOGNA



Campus: 5 campuses: Bologna, Forlì, Cesena, Rimini, and Ravenna



Department: 32 Departments.

There are **two departments for languages:**

1. LILEC in Bologna (your Department!)
2. DIT (Department of Interpretation and Translation) in Forlì Campus



LILEC facilities for classes:

1. Via Cartoleria, n. 5
2. Complesso Santa Cristina in Piazzetta G. Morandi
3. Via Filippo Re. n. 8



GLOSSARY – ACADEMIC LANGUAGE

02609 - LETTERATURA ITALIANA CONTEMPORANEA

Credits: 6

Area: Languages and Literatures, Interpreting and Translation

Campus of Forlì

SSD: L-FIL-LET/11

First cycle degree programme (L) in Languages and Technologies for Intercultural Communication (cod. 5979)

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

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

Credits (CFU): 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.

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

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



online platform where teachers may upload class materials.



KEY WEBSITES FOR EXCHANGE STUDENTS

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

www.unibo.it



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

[StudentiOnline](#)
– [SOL](#)

Login to services

Login >

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

[Course Unit Catalogue](#)



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.

[AlmaRM](#)



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.

[UNIBO App](#)



E-MAIL FOR UNIBO STUDENTS

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

- **Check your Unibo inbox (name.surname@studio.unibo.it) regularly!**

All official communication will be sent to your Unibo email address.



MAIN OFFICES AND OTHER USEFUL CONTACTS

Exchange Student Desk:

- exchange.students@unibo.it

International Mobility Office at the Department of Modern Languages, Literatures, and Cultures (LILEC)

- mobility.languages@unibo.it

University Language Centre (CLA)

- cla.bo-segreteria@unibo.it

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



MAIN OFFICES AND OTHER USEFUL CONTACTS

Exchange Student Desk
cla.bo-segreteria@unibo.it

- Signatures and stamps for certificates of arrival and departure
- Registration of your arrival and departure (Check-in and Check-out)
- Information about how to upload your Study Plan
- Any other information regarding mobility

International Mobility Office
mobility.languages@unibo.it

- Course units and Learning Agreement (LA)
- 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
- Signing, stamping, and uploading your LA to AlmaRM



MAIN OFFICES AND OTHER USEFUL CONTACTS

| <p><u>University Language Centre (CLA)</u> exchange.students@unibo.it</p> | <p><u>Teacher responsible for the Agreement</u></p> |
|--|--|
| <ul style="list-style-type: none">• Italian Language course units• Linguistic support | <ul style="list-style-type: none">• Contents of course units• DO NOT send any documents to Italian teachers for signatures or stamps |



EXCHANGE STUDENT DESK & INTERNATIONAL MOBILITY OFFICE

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

If you need help with:

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

- Your Learning Agreement
- Modifying your Learning Agreement
- Choice of course units
- Academic calendar and lesson timetable (see next page!)

Contact the **Exchange Student Desk**
exchange.students@unibo.it

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.

1. **Autumn Semester (starts in September)**
2. **Spring Semester (starts in February)**
3. **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

Consult the pages for incoming students in the [UNIBO Portal](#).

After the nomination, you will receive an email with the invitation to **register online (Acceptance Message)**.

Register online before your arrival.

Book the **online check-in ([more info](#) on check-in)**.

Book **Italian language** course units ([more info](#) on Italian language courses).

After registration, fill in your **Learning Agreement (LA)** and **upload it to [AlmaRM](#)**.

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.

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 | SEMESTER II |
|---|--|
| <u>1. Intensive</u> course units: an intensive two weeks course before the beginning of classes in September. | <u>1. Intensive</u> course units: an intensive two weeks course before the beginning of classes in January. |
| <u>2. Extensive</u> course units: from October to December. | <u>2. Extensive</u> course units: from February to May. |
| To attend one of these courses, you must apply and enroll in July and August. Follow the instructions available at this <u>link</u> . | To attend one of these courses, you must apply and enroll in December and January. Follow the instructions available at this <u>link</u> . |



ITALIAN LANGUAGE COURSE UNITS

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
- 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')



BACHELOR'S & MASTER'S DEGREES AT 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.



LANGUAGE AND LINGUISTICS COURSE UNITS AT LILEC

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: | Second Cycle/Two-year Master's Degree Course Units: |
|---|---|
| <ul style="list-style-type: none">• English Language and Linguistics 1 - B1• English Language and Linguistics 2 - B2• English Language and Linguistics 3 - B2+ | <ul style="list-style-type: none">• English Language 1 (LM) - C1• English Language 2 (LM) - C2 |



LEVEL OF LANGUAGE AND LINGUISTICS COURSE UNITS AT (LILEC)

➤ 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 professor 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 at the Department of Modern Languages, literatures, and Cultures, **you can choose any course unit in the catalogue**. However, please note that the courses you choose from other Departments must be approved by the relevant Department(s): this means that after you upload your Learning Agreement to your AlmaRM profile, the offices will ask the relevant Departments if you can attend those courses. For this reason, it may take a longer time to get your Learning Agreement approved.

You do not have to ask Departments for permission to attend courses, this will be done by the offices.

- **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 FILL IN YOUR LEARNING AGREEMENT (LA)

YOU MUST ADD AT LEAST 1 COURSE UNIT TAUGHT AT LILEC IN YOUR LEARNING AGREEMENT to get it approved.

Find this course in the Course Unit Catalogue specifying:

- In the 'Area' section: 'Languages and Literatures, Interpreting and Translation'
- In the 'Campus' section, 'Campus of Bologna'



HOW TO FILL IN YOUR LEARNING AGREEMENT (LA)

In the Course Unit Catalogue:

1. Choose only active course units: they are indicated in 'blue'. Course units in 'black' are not active. If you are not sure because the title of the course unit is in black but there is a timetable, please write to mobility.languages@unibo.it.
 2. If you plan to attend lessons, it would be better if you choose course units taught in the 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.**



HOW TO FILL IN YOUR LEARNING AGREEMENT (LA)

As far as the University of Bologna is concerned, **there is not a minimum nor a maximum number of credits you can acquire.** However, please note that to receive the Erasmus scholarship, your Home University usually requires you to sit and pass at least one course.

- **Check with your Home University if there are any requirements regarding the number of credits you should get at Unibo.**



HOW TO FILL IN YOUR LEARNING AGREEMENT (LA)

- If you come for one semester only, you cannot choose course units running only during the first semester.

After deciding your course units, fill in your LA by writing:

1. **The corresponding Unibo teaching code for each course unit** (please note: the Unibo teaching code is made of five digits and it is located before the title of the course),
2. **The semester when it runs** (Autumn or Spring)
3. **The number of credits** granted



HOW TO FILL IN YOUR LEARNING AGREEMENT (LA)

- All changes to your Online LA/PDF Learning Agreement must be added also to the other version.
- **Your Learning Agreement and Study Plan must have the same course units.**



HOW TO UPLOAD YOUR LEARNING AGREEMENT TO ALMARM

1. Follow the instructions received on how to register at the University of Bologna. If you have not received them, write to exchange.students@unibo.it
2. After registration, upload the initial version of your LA to AlmaRM before your arrival.
3. After you have uploaded it to your AlmaRM profile, **your LA will be checked, signed and re-uploaded by the International Mobility Office.**
4. **Even if your LA has not been signed yet, you can start attending lessons.**

➤ [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 on the platform Studenti OnLine (SOL)**.

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

You do not need to enroll in or register for 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.



HOW TO MODIFY YOUR LEARNING AGREEMENT

As an incoming Erasmus student, **you can modify your LA twice** after the original version is accepted and signed.

You must make any change to your LA always in accordance with your home University Coordinator.

- Please remember that if you upload a modified version of your LA and this is approved, you must update your study plan accordingly.



HOW TO MODIFY YOUR STUDY PLAN

- You can 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 twice maximum after the original version is accepted and signed.

- 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.**

Note: 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'.



COURSE UNITS TIMETABLE

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. You cannot know the exam dates before.

- [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 exchange.students@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](#)
- [Exchange students @unibo: Check-out](#)



ADDITIONAL USEFUL INFORMATION

Healthcare in Italy

Accommodation





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

International Mobility Office
Department of Modern Languages, Literatures, and Cultures
Alma Mater Studiorum – University of Bologna

mobility.languages@unibo.it

www.unibo.it